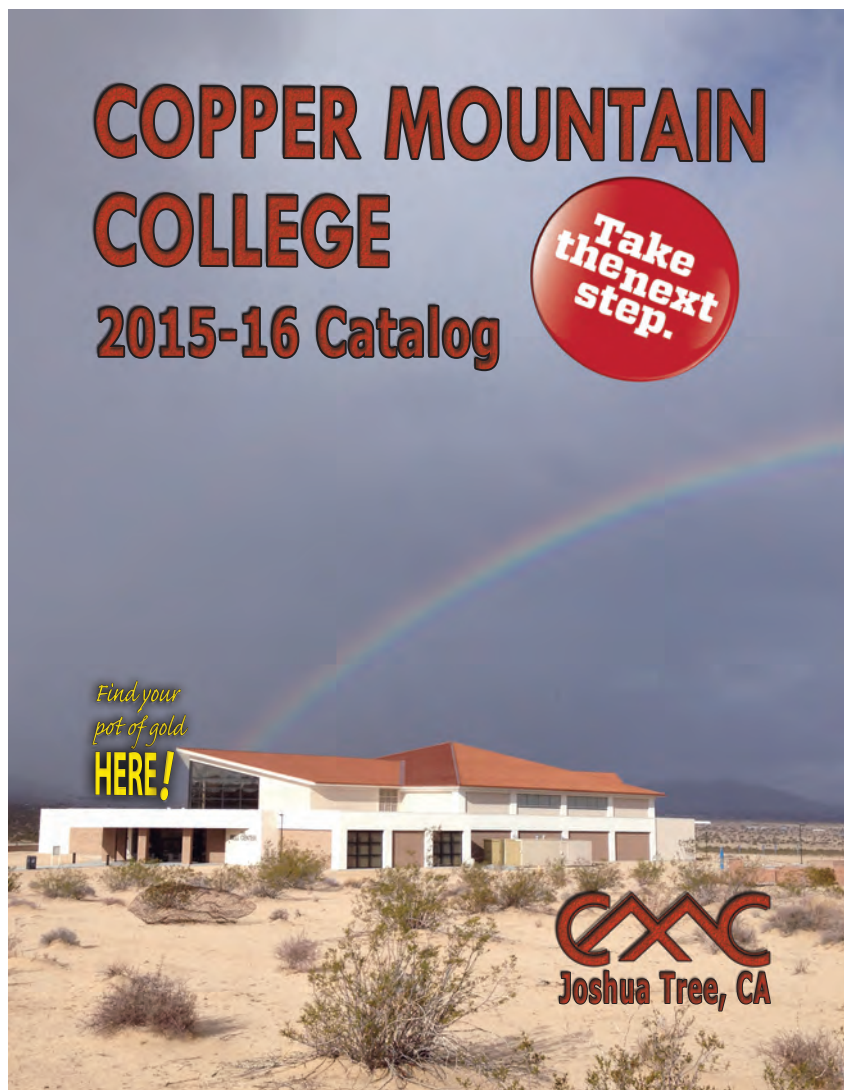


**ISSUE DATE: 02/08/16**

CMC issues addendums to the catalog when there are corrections or changes. It is an **accumulation** of all changes. Although some of the changes listed here are more appropriate for the next catalog - we wanted you to have time to prepare for any changes approved to our courses effective in the Fall 2016 semester. The changes are listed by page number.

# 2015-16 Catalog ADDENDUM



Page 89 - Correction

SOCIAL SCIENCES - Continued



**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)
4. 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 .....	4
SOC-010	Introduction to Marriage & Family .....	3
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 .....		16
Restricted Electives.....		3
CSU General Education Requirements.....		41
DEGREE TOTAL .....		60
Advisor:	M. Danza	

Also review the **Associate in Arts in Sociology for Transfer** degree which is a special degree with guarantee transfer to a CSU. Let a counselor help you decide which degree is best for you.

For more information about the guaranteed transfer degrees go to: <http://adegreewithaguarantee.com/>

**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. 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)
4. 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
<i>Check the university requirements on ASSIST to determine which statistics course to complete.</i>		
SOC-004	Sociological Analysis & Critical Thinking .....	3
Select twelve (12) units from the following: <i>(Check <a href="http://www.assist.org">www.assist.org</a> for university requirements - this may determine which 12 units you select or see a counselor)</i>		
ACCT-001, ANTH-001, ANTH-002, ANTH-003, BUMA-001, BUMA-010, CD-012, CIS-070A, CS-073, CS-089, CJ-001, CJ-010, 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.....		12
Total Units for the Major .....		25
General Education (CSU GE or IGETC) Units.....		34-43
Transferable Units as Needed.....		1
TOTAL DEGREE UNITS.....		60-68
Advisor:	M. Danza	

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**ANTH-002***C-ID approval***CULTURAL ANTHROPOLOGY***C-ID ANTH 120*

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**ART-004***Effective Fall 2016 slight change in description.***THREE-DIMENSIONAL DESIGN***3 Units**Lecture: 2 hours**Laboratory: 3 hours*

This course introduces the concepts, applications, and historical references related to three dimensional design and spatial compositions, including the study of visual elements and design principles as they apply to form and space. Students will develop a visual design vocabulary through lecture presentations and in the use of appropriate materials for three-dimensional studio projects. Studio techniques will include casting, additive, subtractive, and assemblage methods in the production of three-dimensional forms.

*CSU, UC, Associate Degree Applicable**C-ID ARTS 101*

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**ART-010***C-ID approval***INTRODUCTION TO ART***C-ID ARTH 110*

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**ART-053***Effective Fall 2016 slight change in description.***INTRODUCTION TO THE VISUAL ARTS OF NON-WESTERN CULTURES***3 Units**Lecture: 3 hours*

This survey course provides an overview of art and architecture within the selected regions of non-western civilizations of Africa, Oceania, Mesoamerica and indigenous North America. Students will participate in illustrated lectures and classroom activities that emphasize the significant arts forms from the prehistoric era to the 20th Century, and include contemporary global perspectives.

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

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**CIS-082E***Effective Fall 2016 slight change in description.***ADOBE PHOTOSHOP FOR PRINT AND WEB DESIGN***3 Units**Lecture: 2.5 hours**Laboratory: 1.5 hours*

This course covers the beginning and intermediate skills of image production and manipulation in Adobe Photoshop for graphics users of all kinds. Topics include using the toolbox, painting and editing, selection fundamentals, working with type, masks, filters, layers, channels, paths, and applying strokes and fills. This course also examines editing and enhancing photographs, special effects with type, advanced compositing, and 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*

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**CS-089***C-ID approval***C++ PROGRAMMING I***C-ID BUS 140*

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**Page 118**

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**GEOG-007***C-ID approval***WORLD REGIONAL GEOGRAPHY***C-ID GEOG 125*

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**HIST-017***Effective Fall 2016 slight change in description.***U.S. HISTORY THROUGH RECONSTRUCTION***3 Units**Lecture: 3 hours*

In this course, students examine the political and cultural development of the United States from pre-Columbian America through Reconstruction. The course will focus on the Enlightenment ideals of liberty as applied in the forming of the British North American colonies and how those ideals shaped American society. Students will also 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**C-ID HIST 130*

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**MUS-010***C-ID approval***INTRODUCTION TO MUSIC***C-ID MUS 100*

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### PHIL-010

Effective Fall 2016 slight change in description.

#### GENERAL LOGIC

3 Units

Lecture: 3 hours

This course introduces students to deductive and inductive reasoning; distinctions between arguments and explanations; considerations of truth, validity, and soundness as they pertain to argumentation; the syllogistic method; conditional reasoning; the structure and function of language in argumentation; and Venn diagrams. Identification of common formal and informal fallacies is stressed. Also emphasized are statistical reasoning and the scientific method.

Advisory: ENG-051, RDG-051

CSU, UC, Associate Degree Applicable

### PHIL-013

Effective Fall 2016 slight change in description.

#### 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 and customs of various world-wide cultures concerning death and the possibility of an afterlife. Field trip(s) may be offered throughout the course.

Advisory: ENG-051

CSU, UC, Associate Degree Applicable

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### PH-005

Effective Fall 2016 change in title, description and pre/corequisites

#### COMPUTER PROGRAMMING FOR SCIENTISTS AND ENGINEERS

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is an introduction to the use of computer modeling for the solution of problems in the physical sciences and engineering through the structured implementation of algorithms on digital computers. The course introduces the use of pseudocode as a prelude to the development of computer modeling. The focus of the course is to gain proficiency in the use of a variety of computer-based software development tools and systems. The course includes a variety of numerical methods such as histograms, Monte-Carlo methods, statistical analysis, curve fitting, and numerical algorithms.

Corequisite: MATH-002A, PH-004B

CSU, UC, Associate Degree Applicable

### PS-004

C-ID approval

#### INTRODUCTION TO INTERNATIONAL RELATIONS

C-ID POLS 140

### PSY-005

Effective Fall 2016 change in pre-requisite - added PSY-001 OR SOC-001

#### BEHAVIORAL AND SOCIAL SCIENCE RESEARCH METHODS

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course surveys various social science research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub-disciplines of psychology and the social sciences. In laboratory sessions students will conduct experimental and non-experimental research in a variety of areas of social and behavioral science. Actual data collected from research conducted during laboratory sessions will be analyzed with statistical software.

Prerequisite: PSY-001 (for Psychology majors) or SOC-001 (for Sociology majors) AND SOC-003 or MATH-014

CSU, UC, Associate Degree Applicable

C-ID PSY 205B

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### N-030

Correction: Transferable to CSU only.

#### CONCEPTS OF NURSING PRACTICE III

CSU, Associate Degree Applicable

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## Page 130

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### SP-004

C-ID approval

#### PUBLIC SPEAKING

C-ID COMM 110

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## Page 131

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### TA-001

C-ID approval

#### INTRODUCTION TO THEATRE

C-ID THTR 111

# COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT



## COPPER MOUNTAIN COLLEGE

A California Public Community College

### 2015-2016 CATALOG

## COPPER MOUNTAIN COLLEGE

6162 Rotary Way, P.O. Box 1398

Joshua Tree, CA 92252

(760) 366-3791

(866) 366-3791

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

TTY (760) 366-5262

Fax (760) 366-5255

Internet: [www.cmccd.edu](http://www.cmccd.edu)

## BASE PROGRAMS OFFICE

Building 1530 6th Street, Room 209

Marine Corps Air Ground Combat Center (MCAGCC)

Twentynine Palms, CA 92278

(760) 830-6133

(760) 366-3791 ext. 4368

Fax (760) 830-4157

Internet: [www.cmccd.edu](http://www.cmccd.edu)

This catalog is valid July 01, 2015 through June 30, 2016.

### 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.

Click on the  
bookmarked links.  
Click on the + sign  
to expand the  
bookmarks.

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## About our Cover

The dictionary defines the meaning of "pot of gold" as the realization of one's hopes and dreams. We invite you to begin the pursuit of your own "Pot of Gold" right here at Copper Mountain College!

Tucked in the beautiful, arid desert of California, we celebrate the thunderstorms that sweep through our desert. And often, when we keep our eyes on the skies, we are rewarded with beautiful rainbows.

No, the rainbow was not "Photoshopped" into the picture! It was captured one glorious morning as a thunderstorm moved on toward the west and the sun, still on the rise and low below the clouds, shined through as if a spotlight on our Bell Center. It was taken by our Dean of Instruction, Dr. Pam Kersey.

## Notice of Disclaimer

Every reasonable effort has been made to determine that everything stated in this 2015-2016 Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes 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. All changes or corrections can be found in the catalog addendum on our website at: <http://www.cmccd.edu/Catalog>



# A word from our President

Welcome to Copper Mountain College. We are delighted you have chosen Copper Mountain College as the college of choice to pursue your educational goals. The faculty and staff are here to offer you an exceptional array of learning opportunities, and an extraordinary educational experience. In the years since its establishment as an independent college in 1999, this California Community College has helped support the success of thousands of individual students. We are here to serve every citizen interested in educational opportunities for skills development, completion of degrees and certificates, and course work in preparation to transfer to a four year college or university.

Copper Mountain College emphasizes the student experience as the most important activity on campus. From the moment you apply, we strive to make you feel welcome, comfortable, and prepared to learn and grow. In the classroom, or participating in a club or other valuable student focused activity, you will receive the personal attention you deserve. The learning and growing you experience at Copper Mountain College can give you a competitive edge in the job market of your choice or as a continuing student transferring to a four year college or university.

Because a college education is one of the best investments you can ever make, we hope that you will take your decision seriously and make a commitment to being successful. We believe Copper Mountain College offers the very best academic quality and value for all who attend, and we invite you to become part of the legacy of success for which Copper Mountain College students can be proud.

Life is an amazing journey. No matter what your life goals are, we invite you to begin your successful educational endeavor here with us at Copper Mountain College.

Enjoy the journey,  
*Jeff A. Cummings*  
Superintendent/President



# Copper Mountain College Management TEAM

## Board of Trustees

**Greg Gilbert**  
**Eva Kinsman**  
**Mary Lombardo**  
**Liz Meyer**  
**Dick Rogers**

## Superintendent/President

**Jeff A. Cummings**

## Management

**Gregory Chesterman**  
Interim Associate Dean of  
Student Success and Equity

**Brian Heinemann**  
Interim Associate Dean of  
Student Services

**Steven Kemp**  
Director of Information Services

**Dr. Pamela Kersey**  
Dean for Instruction  
Chief Instructional Officer/ALO

**Dr. David W. Norton**  
Interim Vice President of  
Academic and Student Affairs  
Chief Student Services Officer

**Jerry Phipps**  
Director of Facilities and Operations

**Meredith Plummer**  
Chief Business Officer

**Andrea Riesgo**  
Chief Human Resources Officer

**Sandra Smith**  
Executive Director of the Foundation



## 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 sources 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.







## MISSION STATEMENT

Our mission is to promote educational opportunities for our diverse desert communities while providing 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) believes academic transfer programs are essential to the community and provide a general education and pre-major curriculum that meets or exceeds the lower division requirements articulated with four-year institutions.

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

### Occupational and Vocational Education

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

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

### Basic Skills

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

### Community Education

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

### Marketing

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

### Organization

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

### 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 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 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 decision-making.
- 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 2015-16

## ACADEMIC CALENDAR 2015-16

**FALL SEMESTER 2015**

August	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						

**SPRING SEMESTER 2016**

January	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							

**SUMMER SESSION 2016**

June	N	M	T	W	R	F	S
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			

### Fall Semester 2015

08/17/15 - 12/19/15

**AUGUST**  
August 12 Flex / All Staff Development Day, college opens at 1:00pm  
August 13 Flex Day, college open  
August 14 Flex Day, college open  
August 17 **Classes begin**  
August 28 Last day to add a full semester class  
August 28 Last day to drop with refund

**SEPTEMBER**  
September 07 Holiday, no classes, college closed  
September 08 Census  
September 08 Last day to drop and avoid transcript grade record

**OCTOBER**  
October 01 Last day to file "Intent to Graduate" for Fall 2015  
October 13 Flex / All Staff Development Day, no classes, college closed

**NOVEMBER**  
November 11 Holiday, no classes, college closed  
November 16 Last day to drop classes with a grade of "W"  
November 26-28 Holiday, no classes, college closed

**DECEMBER**  
December 19 Last day of Fall semester  
December 25-31 College closed

### Spring Semester 2016

01/18\*/16 - 05/25/16

\*Monday is a holiday. Classes begin Tuesday 01/19/16.  
**JANUARY**  
January 01 Holiday, college closed  
January 04 Fall grades due from faculty  
January 14 Flex / All Staff Development Day, college opens at 1:00pm  
January 15 Flex Day, college open  
January 18 Holiday, no classes, college closed  
January 19 **Classes begin**

**FEBRUARY**  
February 01 Last day to add a full semester class  
February 01 Last day to drop with refund  
February 08 Census  
February 08 Last day to drop and avoid transcript grade record  
February 12-15 Holiday, no classes, college closed

**MARCH**  
March 01 Last day to file "Intent to Graduate" for Spring or Summer 2016  
March 21-26 Spring Break, no classes  
March 25 Holiday, no classes, college closed

**APRIL**  
April 19 Flex / All Staff Development Day, no classes, college closed  
April 26 Last day to drop classes with a grade of "W"

**MAY**  
May 25 Last day of Spring semester  
May 26 Graduation ceremonies, Full-Time Faculty Day Assigned, no classes  
May 30 Holiday, college closed

**JUNE**  
June 02 Spring grades due from faculty

### Summer Session 2016

JUNE

June 13 **Classes begin**  
June 14 Last day to drop with refund  
June 16 Census  
June 16 Last day to drop and avoid transcript grade record

**JULY**  
July 04 Holiday, no classes, college closed  
July 06 Last day to drop classes with a grade of a "W"  
July 13 Last day of regular session

**AUGUST**  
August 04 Last day of extended session  
August 09 Summer grades due from faculty



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

- ▲ Flex / All Staff Development Day (College opens at 1:00pm)
- ▲ Flex / All Staff Development Day (College closed)
- College closed
- First and last day of semester
- Class meeting day
- Spring Break, no classes (College open)
- ★ Flex Day, faculty only, no classes (College open)
- Full-Time Faculty Day Assigned, no classes (College open)

**February**

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					

**September**

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			

**March**

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		

**October**

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

**April**

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					

**November**

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					

**May**

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				

**December**

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
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# 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 (MUSD), 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.

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 1,000. 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. The vast majority of CMC's enrollments, approximately 98 percent, are derived from a twenty-mile radius with the college as the center point.

## BASE PROGRAMS OFFICE

The Copper Mountain College Base Programs Office, located aboard the Marine Corps Air Ground Combat Center in Twentynine Palms, provides services to active duty military students, military dependent family members, and civilians. Services include academic advising, application processing, assessment for placement, new student orientations, course registration, tutoring, counseling, financial aid information, MyCAA information, Tuition Assistance program processing for active duty students, student payment processing, and library book check-outs from the CMC Greenleaf Library.

CMC offers a multitude of foundational and transferrable classes aboard the Base. Textbooks for these courses are on reserve in the Base Library, Building 1524. Classes are held in Building 1530, The Lifelong Learning Center, in full semester and accelerated formats. Civilian students may also attend CMC classes offered on base with official verification of enrollment in the course.

Priority registration is offered to all active duty military in good standing attending Copper Mountain College. Proof of military status must be provided to the Base Programs Office or Admissions and Records prior to receiving this service. Servicemembers Opportunity Colleges (SOC) transfer agreements are also provided for active duty military and dependent family member students.

A basic skills program in mathematics, reading, and writing is also taught aboard the Marine Base for military and civilian students. The Military Academic Skills Program (MASP) is a four (4) week, Monday through Friday class. The program is non-credit. Military students must meet specific requirements to enroll in 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 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). 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 Forms

Some independent colleges require letters of recommendation or rating forms. Students should get to know their instructors well enough so that the instructors can comment accurately on the students' characteristics.

### 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

The University of California has an application filing period of Nov. 1 - Nov. 30th for the fall admission period that begins ten months later. The California State University has an application filing period of Oct. 1 - Nov. 30th for the fall admission period that begins ten months later. Both UC and CSU require completion of 60 transferable units to enter as an upper division transfer student. Both systems do not currently accept lower division transfer students (students who have less than 60 transferable units completed). 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). If you plan to transfer to the CSU system, you should consider completing a Degree with a Guarantee (more information found at [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com)). This degree gives you guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major).

NOTE: Meeting minimum requirements is not enough to gain admission to some UC and CSU campuses and programs. For clarification of entry requirements, consult a CMC counselor, the transfer college catalog, and internet sites [www.cmccd.edu/Transfer-Center](http://www.cmccd.edu/Transfer-Center), [www.CSUmentor.edu](http://www.CSUmentor.edu) or <http://admission.universityofcalifornia.edu/> 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. For more information see a CMC counselor, the transfer college catalog, and internet site [www.aiccu.edu](http://www.aiccu.edu).

## Transferable Courses

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

## OCCUPATIONAL / VOCATIONAL EDUCATION

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

Students may work toward: (a) earning a certificate 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

## 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 lifelong 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 70,000 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 <http://205.154.158.21>, or the college website at [www.cmccd.edu](http://www.cmccd.edu). For remote access to online databases, usernames and passwords can be obtained by calling the library at (760) 366-3791, ext. 4256. Students can also access Microsoft Office computer applications on workstations in the library or at the CMC Base Programs Office.

The library 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://205.154.158.21> or the CMC website at [www.cmccd.edu](http://www.cmccd.edu).

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 fines are paid.

## STUDENT SUCCESS CENTER

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

### English as a Second Language (ESL)

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

### High School Completion and GED Preparation

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

### Refresher Help

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

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

# AUXILIARY ORGANIZATIONS

## COPPER MOUNTAIN COLLEGE FOUNDATION

*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 per-student 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](http://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](http://www.cmccd.edu/Alumni).

### Available scholarships at CMC include:

- Academic Merit Scholarship
- ACCESS Club Scholarship
- Art Mitz Social Sciences Scholarship
- Classified Senate Scholarship
- CMC Faculty Scholarship, part of the Osher Initiative for California Community College Students
- CMC Foundation Alumni Scholarship
- The Coeta and Donald Barker Foundation Scholarship
- The Community Foundation Pooled Scholarship Master Fund
- Elsie Grace Memorial Art Scholarship
- J. Neil Hastings Perpetual Scholarship
- Jim Pulliam Scholarship
- Karen Horvath Community Service Scholarship
- Lena T. Pond Fund Scholarship through The Community Foundation
- Molly Adams Endowed Scholarship through The Community Foundation
- Rene Willard Memorial Scholarship
- Robert Brasier Memorial Art Scholarship
- Schools First Federal Credit Union Scholarship
- Southern California Edison Science, Technology, Engineering and Math (STEM) Scholarship
- Student Success Center (SSC) Scholarship
- Trustees Gilbert and Lombardo Scholarship





# COLLEGE POLICIES

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

Copper Mountain Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

***Harassment of any employee or student with regard to race, color, national origin, gender or disability is strictly forbidden.***

*Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer,  
Andrea Riesgo, Human Resources Office, 6162 Rotary Way, Joshua Tree, CA 92252, (760) 366-5267.*

## 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.

## COMMITMENT TO DIVERSITY

Board Policy 7100

*Reference: Education Code Section 87100 et seq.; Title 5, Section 53000, et seq.*

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Board Policy 3420

*Reference: Education Code Sections 87100, et seq.; 72010, et seq.;  
Title 5, Sections 53000, et seq.*

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and the Copper Mountain Community College District fosters a climate of acceptance with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding, harmony and respect, and suitable role models for all students.

## 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.

## 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.

## COLLEGE POLICIES - Continued

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.

### 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.

#### 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.

### 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.

# 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 Student Success and Support Program 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 enrollment fee and tuition 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 student's 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 enrollment fee and tuition 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/sealed 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 Student Success and Support Program unless exempted from this requirement according to the criteria listed below:

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

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

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

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

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

## REGISTRATION

Registration at CMC is completed at two locations: the Office of Student Services at the main campus or at the Base Programs Office, MCAGCC, Building 1530 6th Street, Rm. 209, 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.

### Priority Registration

Copper Mountain College provides priority registration for students who enroll in the college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

Students will have the following registration priority, in the order of priority listed below:

- Students who have completed orientation, assessment, and developed student education plans and are eligible as a member of the armed forces or a veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9;

- Students who have completed orientation, assessment, and developed student education plans and are eligible and receiving services through Disabled Student Programs and Services or Extended Opportunity Programs and Services;
- Students who are continuing students, not on academic or progress probation, and first time students who have completed orientation, assessment, and developed student education plans.

Registration priority specified above shall be lost at the first registration opportunity after a student:

- Is placed on academic or progress probation or any combination thereof; or
- Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district or other higher education institutions.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills. The 100-unit limit does not include units earned through credit by examination, advanced placement, or International Baccalaureate.

## 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 of Academic and Student Affairs after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the Dean for Instruction. 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 of Academic and Student Affairs.
3. Conduct suspension and expulsion, until allowed to re-enroll by the Vice President of Academic and Student Affairs.
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-Resident 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 \$2.00 fee per semester to provide support for student governmental affairs representation and \$1.00 for the Student Activity Center. 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.

The school's refund policy for both scholarships and for Cal Grant is the same. The number of units enrolled in at the time of disbursement determines the award amount. If the recipient is eligible for payment at the time of disbursement, but subsequently drops below the required number of units, the recipient remains eligible for the entire payment.

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 of Academic and Student Affairs. 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.
8. Pursuant to the Veterans Access, Choice, and Accountability Act of 2014 (Choice, VACA), CMC offerses resident enrollment fees to all covered individuals, effective July 01, 2015.

Eligible Veterans and dependents initially determined to be subject to out-of-state tuition should submit a change of status form with required documentation to Veterans Services. Veterans Services may be contacted at 866-366-3791 x5813 or [cmcvets@cmccd.edu](mailto:cmcvets@cmccd.edu). For recent updates please refer to the Veterans Services webpage at [www.cmccd.edu/Veterans-Services](http://www.cmccd.edu/Veterans-Services).

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

## Non-Citizens

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

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

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

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

## Error or Falsification in Classification

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

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

# STUDENT SERVICES

## *Committed to Service*

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

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

Student Services performs an essential and vital function of the educational program. The goal of 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 Student Success and Support Program 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. Student orientation.
2. Academic advising to identify educational goals and complete them efficiently.
3. Develop initial and comprehensive Student Education Plan (S.E.P.)
4. Guidance for students placed on academic or progress probation.
5. Personal counseling (limited).
6. Transfer information and support.
7. Career counseling.
8. Consultation and counseling for students with disabilities.
9. Referral to Veterans Services, special programs, and financial aid.
10. Crisis intervention.

## STUDENT SUCCESS AND SUPPORT SERVICES PROGRAM

Board Policy 5050

The district shall provide student success and support services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of the Student Success and Support Services Program 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 student success and support services:

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

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

## Student Success and Support Program 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.

## Student Success and Support Program 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.

## Student Success and Support Program Advising Program

Board Policy 5110

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

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

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

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

## Student Success and Support Program 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 343 students in 2012-13 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.

## CALIFORNIA WORK OPPORTUNITY & RESPONSIBILITY TO KIDS (CalWORKs)

CalWORKs is the college portion of the State program California Work Opportunity & Responsibility to Kids (CalWORKs). Our goal is to assist students in obtaining their educational certificates and/or degree, while gaining employment and experience that leads to sustainable employment.

1. An applicant must be receiving the adult portion of cash assistance through the county and State programs of CalWORKs or DPSS, have a current notice of action, and be a current CMC student.
2. Based upon funding, students receive supportive services which may include some or all of the following:
  - Priority registration
  - Counseling (Academic, Career, Transfer and Personal)
  - Work study
  - Gas cards
  - School Supplies
  - Book services
3. Students are required to have ongoing contact with the CMC CalWORKs Counselor. For additional information, contact (760) 366-3791 ext. 5801.



## 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)
  - Academic Awards Banquet
  - Cap and gown purchase
  - UC/CSU application fee waivers
3. Students are required to complete a Student Education Plan and have on going contact with the EOPS counselor.
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](http://www.cmccd.edu). A free scholarship search is available at [www.fastweb.com](http://www.fastweb.com).

### 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](http://www.fafsa.ed.gov) or by paper applications that are available from high school counselors. The state also uses the FAFSA to determine need for Cal Grant consideration. The primary Cal Grant deadline is March 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 and processed, 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. Failure to officially withdraw may result in failures on transcripts, possible overpayment 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.

**Cal Grants and Scholarships** - If the recipient is eligible for payment at the time of disbursement, based on the school's refund policy date, but drops below the required number of units applicable to the payment received for a term, the recipient remains eligible for the entire payment.

Copper Mountain College participates in the following financial aid programs:

### 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.

Undocumented students may be eligible for a Cal Grant entitlement B or C. They must complete the California Dream Act application at [www.caldreamact.org](http://www.caldreamact.org).

**Board of Governor's Waiver Program (BOGW):** This state program waives the payment of enrollment fees for California residents or eligible AB540 students 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 or the California Dream Act Application, early enough for the student to be assured of waiver eligibility prior to registration. An alternative application is available in the financial aid office, but it does not qualify the student for additional aid such as the Pell and FSEOG grants or for work-study.

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

**Other Sources of Assistance:** Tutoring, books, and other types of support are available for students who meet the criteria for the program. Assistance from Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), and ACCESS 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, a transfer website, 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 veterans' dependents (Cal-Vet Fee Waiver).

Copper Mountain College proudly follows the

### **Principles of Excellence:**

- We provide students with a personalized form covering the total cost of an education program.
- We provide educational plans for all Military and Veteran education beneficiaries.
- We do not participate in fraudulent and aggressive recruiting techniques and misrepresentation.
- We provide accommodations for Service Members and Reservists absent due to service requirements.
- We provide a designated Point of Contact for academic and financial advising.
- We ensure accreditation of all new programs prior to enrolling students.
- We align institutional refund policies with those under Title IV.

Priority registration is offered to all veterans in good standing attending Copper Mountain College whether or not they are using GI Bill benefits. Proof of veteran status must be provided to Veterans Services prior to receiving this service. Priority registration is not available to dependents.

Student program requirements are diverse and must be met in order to receive GI Bill benefits. More information is available on our website, [www.cmccd.edu](http://www.cmccd.edu), or students may call 1-866-366-3791 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 "D", "F" or "NP" 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. Semester or Less Than Semester Length Certificate Programs Satisfactory Academic Progress Procedure: Progress will be monitored every three weeks for all students receiving GI Bill education benefits. If at the end of any given evaluation period the student's grade falls below 2.0, or if attendance falls below 80% of scheduled program hours, the student will be placed on probation for the following evaluation period. If by the end of the probation period the student's grade is not raised to 2.0, or overall attendance is not raised to at least 80% of scheduled hours, the Veterans Administration will be notified and benefits will be interrupted. See the VA Certifying Official for additional information, form and procedures.
10. GI Bill benefits are subject to change. Please visit [www.gibill.va.gov](http://www.gibill.va.gov) for the most recent information. Additional information about VA benefits and program requirements may be obtained from Veterans Services in the Office of Student Services.

## VETERANS AND DEPENDENTS ENROLLMENT FEES

Pursuant to the Veterans Access, Choice, and Accountability Act of 2014 (Choice, VACA), CMC offers resident enrollment fees to all covered individuals, effective July 01, 2015.

Eligible Veterans and dependents initially determined to be subject to out-of-state tuition should submit a change of status form with required documentation to Veterans Services. Veterans Services may be contacted at 866-366-3791 x5813 or [cmcvets@cmccd.edu](mailto:cmcvets@cmccd.edu). For recent updates please refer to the Veterans Services webpage at [www.cmccd.edu/Veterans-Services](http://www.cmccd.edu/Veterans-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](http://www.cmccd.edu/Board_Policies).*

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## STUDENT CONDUCT STANDARDS

### Academic Freedom and Responsibility

Board Policy 4030

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

### Expressive Activities

Board Policy 5550

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

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

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

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

### Expressive Activities

Administrative Procedure 5550

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

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

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

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

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

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

## STANDARDS OF CONDUCT 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.
3. **Facilitating Academic Dishonesty.** Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.

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

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

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

## Copyright Infringement for File Sharing

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

## Cause for Discipline

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

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

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

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

of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred by the Superintendent/President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college regulations, or the substantial disruption of the orderly operation of the college.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

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

## Definitions of Types of Discipline

### 1. Removal From Class

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

Any instructor may order a student removed from his or her class for the day and the next class meeting. The instructor shall immediately report the removal to the Vice President of Academic and Student Affairs and the Superintendent/President. The Vice President of Academic and Student Affairs 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 of Academic and Student Affairs for good cause from one (1) or more classes for a period of up to ten (10) consecutive days of instruction.

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

### 6. Written or Verbal Reprimand

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

## DUE PROCESS

### Hearing Procedures

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

## STUDENT GRIEVANCE PROCEDURE

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

### I. Cause:

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

### II. Procedures:

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

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

After discussing the matter with the Dean for Instruction or their designee, if the student wishes to make a formal complaint it must be in writing. The Dean for Instruction 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 Dean for Instruction 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 Dean for Instruction 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 Superintendent/President's discretion, hold a hearing on the matter.

D. The Superintendent/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 Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  4. In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  6. To organizations conducting studies for, or on behalf, of the college.

7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.
8. To accrediting organizations in order to carry out their accrediting functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence of the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

### Directory Information

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

1. Name
2. Electronic mail (E-mail) address
3. Major field of study
4. Awards and degrees received (including 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 of Academic and Student Affairs.

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 or visit online at [www.bkstr.com](http://www.bkstr.com)

## 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. Visit online at [www.brucescoyotekitchen.com](http://www.brucescoyotekitchen.com)

## 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 Procedure 6750

### Parking Permits

Vehicles parked in Copper Mountain College parking areas shall display a valid CMCCD parking permit at all times.

The Cashier's Office sells student-parking permits for \$20.00 each for autos and \$10.00 each for motorcycles for the Spring and Fall semesters. Parking permits for the summer session is \$5.00 for all vehicles. The owner assumes responsibility for any lost or stolen permit. A \$5.00 fee will be charged to replace the permit.

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 an enrollment fee 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 hangers must hang from the rear view mirror so that the permit is visible from the front of the vehicle or placed in the lower driver's side corner of the windshield. Motorcycles, mopeds and scooters should display the permit on either the fender, front forks, or windshield.

## 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 (8:15a.m. to 4:30p.m.) (760) 366-3791 ext. 5312, or ATTN: Parking, P.O. Box 1398, Joshua Tree, CA 92252.

Failure to respond to a citation within 15 days will result in the following actions:

- 1) 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.
- 2) The fine will be sent to an outside collection agency.
- 3) Failure to respond to the collection notice within 10 days will result in an increased fine and additional fees.
- 4) The Department of Motor Vehicles is notified of the fine and may result in a mark against the individual's driving record.

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

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

## General Safety Regulations

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

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

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

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

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

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

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

## Parking Areas

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

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

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

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

## Parking Spaces

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

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

## Visitor Parking

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

## Authority

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

## TRANSPORTATION

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

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

Requirements of service animals and their owners include:

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

Animals must be in good health.

Animals must be on a leash at all times.

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

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

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

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

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

## SMOKING IN DISTRICT FACILITIES

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

## 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-register 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 of Academic and Student Affairs 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 of Academic and Student Affairs 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 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.

## STATE AUTHORIZATION

According to the U.S. Department of Education, Federal Regulation Chapter 34, § 600.9(c), "If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request." Copper Mountain College reserves the right to restrict access to distance education courses for students who reside in a State in which CMC does not obtain state authorization. A complete list of States in which Copper Mountain College is authorized to provide distance education may be obtained by contacting the Copper Mountain College Office of Student Services.

Authority Cited: U.S. Department of Education, Federal Regulation Chapter 34, § 600.9(c)

## TRANSFERABLE COURSES

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

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

## CHANGES IN TRANSFERABLE CREDIT

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

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

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

Board Policy 4260

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-measure assessment.
4. A student may challenge the requirement of prerequisites or corequisites. Check with Academic Affairs for details.

## Limitations of Enrollment

Board Policy 4260

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 1, Section 55003 (Policy for Prerequisites, Corequisites & Advisories).
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 Dean for Instruction 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 4220

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.

## 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 of Academic and Student Affairs.

### Minimum Number of Units

<u>Category</u>	<u>Minimum Units</u>
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 4220

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

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failure	0
I	Incomplete	0
W	Withdrawal	0

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.

Course	Units	Grade	Grade Per Unit	Points For Class
ENG-001B	3	B	3	9
ART-007A	2	A	4	8
HE-001	3	C	2	6
BI-004	3	B	3	9
BI-004L	1	B	3	3
HIST-017	3	A	4	12
<b>Totals</b>	<b>15</b>			<b>47</b>

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

## NON-EVALUATION SYMBOLS

Title 5 (§55758)

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

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

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

Incomplete academic work for unforeseeable emergency, and justifiable reasons at the end of the term may result in an "I\*" symbol being entered in the student's record. The condition for removal of the "I\*" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I\*" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with Student Services until the "I\*" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I\*" must be made up no later than one semester following the end of the term in which it was assigned.

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

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

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

"CIP" (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 of Academic and Student Affairs after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the Dean for Instruction. 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** (\*) 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 Dean for Instruction 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 Dean for Instruction 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 Dean for Instruction 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 Dean for Instruction 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 WITH HONORS

Board Policy 6540.2

The District recognizes academic accomplishment by awarding associate degrees with Highest Honors, High Honors, and Academic Distinction designations. All degree applicable work from all transfer 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 Renewal requests prior to graduation will not be processed for graduation honors.

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

## PROBATION, DISMISSAL, AND REINSTATEMENT

Board Policy 4250

Administrative Procedure 4255

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

### Standards for Probation

**Good Standing:** A student is without standing prior to completing 12 semester units with evaluative grade marks. Thereafter, the student is in Academic Good Standing with a term and cumulative grade point average of 2.0 or above. A student is in Progress Good Standing when the student received evaluative or non-evaluative grade marks in a total of at least 12 semester units and the percentage of all units in which the student enrolled, for which entries of "W", "I", "NC", and "NP" were recorded is below 50 percent.

**Probation:** A student shall be placed on academic probation if he or she has received evaluative grade marks in a minimum of 12 semester units of work and has a term or cumulative grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has received evaluative or non-evaluative grade marks in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W", "I", "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student on academic probation shall be in Academic Good Standing when the student's term and cumulative grade point average is 2.0 or higher upon completing 12 semester units with evaluative grade marks. A student on progress probation shall be in Progress Good Standing when the percentage of units in the categories of "W", "I", "NC," and "NP" drops below 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 and Enrollment Limitations

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 and intended course enrollment. 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.

## Standards for Dismissal

A student who is on academic probation shall be subject to academic dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units receiving evaluative grade marks in each of two of the student's consecutive terms of enrollment or their cumulative grade point average in all units receiving evaluative grade marks remains below 2.0.

A student who is on progress probation shall be subject to progress dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least two of the student's consecutive terms of enrollment reaches or exceeds 50 percent or the cumulative percentage of units in all units with the above entries reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures.

## Notification of Dismissal and Appeal

The college shall make a reasonable effort to notify a student subject to dismissal at or near the beginning of the semester in which the dismissal will take effect.

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal to the Vice President of Academic and Student Affairs within five college work days after the dismissal letter was electronically mailed. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one term in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- When there is evidence of significant improvement in academic achievement.

Petitions will be reviewed by the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs office is located in Student Services, McDonald Hall, 300 Quad.

The student will be continued on probation until the Vice President of Academic and Student Affairs decides on the student's appeal.

The decision of the Vice President of Academic and Student Affairs will be communicated to the student in writing and may be delivered to the student's electronic address identified in the student's record, or if no electronic address is identified, the communication will be sent to the physical address identified in the student's record (P.O. Box or street address). The decision of the Vice President of Academic and Student Affairs is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional term. At the end of the additional term, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

## Reinstatement

A student applying for reinstatement shall not be reinstated until a minimum of two terms have elapsed. In considering whether or not students may be reinstated after a dismissal and two terms absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Documentation of circumstances or conditions which justify reinstatement, including steps taken to resolve issues leading to the dismissal.
- Documentation of plans to achieve Good Standing and academic success, including an education plan, college finance plan, and academic support plan.

A student who is on academic or progress dismissal and is reinstated, may be subject to enrollment restrictions, including, but not limited to, credit enrollment limitations, course repetition requirements, progress reports from faculty, or other activities or restrictions identified in a student contract.

## REPETITION OF COURSES

Board Policy 4220

### 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.

Pursuant to section 55253, the District permits students to enroll multiple times in a work experience course (WEV, WEG), as long as the course is not offered as a variable unit; the student is permitted to enroll in the course again if the student does not exceed a total of 16 semester credit hours in general work experience education, including occupational work experience education; and the student does not exceed the maximum of eight credit hours earned in one enrollment period in work experience education.

Grade/credit: Each grade received by the student in the work experience must be included in the calculation of the student's grade-point average. (§ 55040(b)(6).)

Under very unusual and documented circumstances, a student who has taken a class twice and received two non-passing grades both times ("F," "D," "W," or "NC") the student may petition for one last opportunity (a third and final time) 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 of Academic and Student Affairs.



Students with disabilities can repeat a special class for students with disabilities ("ACC" ACCESS) any number of times when an individualized determination by ACCESS 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.

## Grades of "C" or Better

The California Community College Chancellor's Office published new course repetition guidelines in November 2013, which changes how colleges rule on repeated courses. Students cannot repeat a passed course, i.e. received a grade of "A," "B," "C," or "CR".

The California Community College Chancellor's Office permits students to repeat a course or courses with grade(s) of "C," "B," "A," or "CR" when all three things occur: "a **significant** lapse in time\* (§§ 55040(b)(3), 55043), a **significant** change in industry or licensure standards (§ 55040(b)(9)), **AND** the student must take the course again for employment or licensure (§ 55040(b)(9))." The latter requires "A letter from the student's current or prospective employer stating that the student must take the course again for employment coupled with documentation of the significant change in the industry standard since the student last took the course is an example of adequate documentation." Also: The significant lapse of time exception cannot be used if the student earned a non-passing grade ("F," "D," "W," or "NC") the last time he or she enrolled in the course.

\*A significant lapse in time is defined as three academic years.

## 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 of Academic and Student Affairs.

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 of Academic and Student Affairs 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 of Academic and Student Affairs.

## EXAMINATIONS

### Credit by Examination/Course Challenge

Board Policy 4220

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 veterans' benefits. Credit by examination is possible in selected courses only. Contact the Dean for Instruction 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 Dean for Instruction 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

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

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

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

AP Examination	# of Units	CMC
Art: History of Art	3	C3
Art: Studio	3	TBD
Biology	4	C1
Calculus AB	5	C4 -B
Calculus BC	10	C4 -B
Chemistry	4	C1
Chinese: Language & Culture	5	C3 or C5
Computer Science A	3	
Computer Science AB	6	
Economics: Macroeconomics	3	C2

Economics: Microeconomics	3	C2
English: Language & Comp	3	C4
English: Literature & Comp	6	C4 & C3
Environmental Science	4	C1
French: Language	5	C3 or C5
French: Literature	3	C3 or C5
German: Language	5	C3 or C5
Government & Politics: Comp	3	C2
Government & Politics: U.S.	3	C2
History: European	3	C2 or C5
History: United States	3	C2
History: World	3	C2
Human Geography	3	C2
Italian: Language & Culture	5	C3 or C5
Japanese: Language & Culture	5	C3 or C5
Latin: Vergil	3	C3 or C5
Latin: Literature	3	C3 or C5
Music Theory	3	Elective
Physics B	4	C1
Physics C: Mechanics	4	C1
Physics C: Magnetism	4	C1
Psychology	3	C2 or C5
Spanish: Language	5	C3 or C5
Spanish: Literature	3	C3 or C5
Statistics	4	C4 -B

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

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

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

## CREDIT BY ARTICULATION

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

### Articulated High School ROP Classes

Check with the Vice President of Academic and Student Affairs 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. Forms are available in the office of Academic Affairs, 100 Quad. 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 Dean for Instruction. 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) lifetime 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 of Academic and Student Affairs.

## 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.

Students electing to follow the CSU General Education Certification Course Pattern may also satisfy Area E- Life Long Learning and Self-Development through completion of basic military education. Completed military courses and the schools at which the work was completed must be documented on forms DD 214, DD295 or other official documents such as the Army/ACE Registry Transcript System (AARTS), Sailor/Marine/ACE Registry Transcripts (SMART), Community College of the Air Force, and/or the United States Coast Guard 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 (MCAGCC) his/her DD 214 or an official copy of his/her military transcripts. The CMC counselor determines the units applied to the associate degree.

## STATE CERTIFICATE OF ACHIEVEMENT

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

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

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

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

## LOCAL CERTIFICATE OF PROFICIENCY

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

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

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

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

## CATALOG REQUIREMENTS UNDER WHICH STUDENTS GRADUATE

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

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

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

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

## EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

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

## GRADUATION REQUIREMENTS

ECS 66701, 71066, 72285, 78204  
Title 5, 55800-55810

All Associate Degrees require a minimum of 60 units of college credit and a cumulative grade point average (GPA) of 2.0 or better. At least 12 units must be earned at Copper Mountain College. Other minimum requirements established by the Education Code and Title 5 Administrative Regulations will also be met. Specific requirements will be published in the College Catalog.

## 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

<b>MAJOR</b>	<b>Certificate of Proficiency</b>	<b>Certificate of Achievement</b>	<b>Non-Transfer Degree</b>	<b>Transfer Degree</b>	<b>Transfer Degree with a Guarantee</b>
<b>Adult High School Diploma</b>					
<b>Art</b>					
· Associate in Arts in Art History for Transfer					✓
· Associate in Arts in Studio Arts for Transfer					✓
<b>Automotive Technology</b>			✓		
<b>Business</b>					
· Associate in Science in Business Administration for Transfer					✓
· Associate in Arts in Business Administration				✓	
· Associate in Arts in General Business			✓		
· Associate in Science in Economics for Transfer					✓
· Associate in Arts in Economics				✓	
· Accounting		✓			
· Bookkeeping	✓				
· Office Assistant	✓				
<b>Child Development</b>					
· Associate in Science in Early Childhood Education for Transfer					✓
· Associate in Arts in Elementary Teacher Education for Transfer					✓
· Child Development: Associate Teacher		✓			
· Child Development: Teacher		✓			
<b>Communication</b>					
· Associate in Arts in Communication Studies for Transfer					✓
· Associate in Arts in English for Transfer					✓
· Associate in Arts in English				✓	
<b>Computer Information Systems</b>					
· Associate in Science in Computer Information Systems			✓		
· Computer Information Systems		✓			
· Graphic Design Technology	✓				
· Web Design	✓				

**DEGREE AND CERTIFICATE PROGRAMS - Cont.**

<b>MAJOR</b>	<b>Certificate of Proficiency</b>	<b>Certificate of Achievement</b>	<b>Non-Transfer Degree</b>	<b>Transfer Degree</b>	<b>Transfer Degree with a Guarantee</b>
<b>Computer Science</b>					
· Associate in Science in Computer Science for Transfer					✓
· Associate in Science in Computer Science				✓	
· Computer Programming		✓	✓		
<b>Criminal Justice</b>					
· Associate in Science in Administration of Justice for Transfer					✓
· Associate in Science in Criminal Justice				✓	
<b>Culinary Arts</b>		✓			
<b>Fire Technology</b>		✓	✓		
<b>Health Sciences</b>					
· Emergency Medical Technician	✓				
· Home Health Aide	✓				
· Nurse Assistant	✓				
· Registered Nursing			✓		
· Vocational Nursing		✓	✓		
<b>Liberal Arts</b>					
· Liberal Arts: Arts & Humanities				✓	
· Liberal Arts: Social & Behavioral Sciences				✓	
· Liberal Arts: Mathematics & Science				✓	
· IGETC		✓			
· CSU General Education		✓			
· Liberal Studies for Elementary School Preparation at CSUSB				✓	
<b>Mathematics</b>					
· Associate in Science in Mathematics for Transfer					✓
<b>Sciences</b>					
· Environmental Studies				✓	
<b>Social Sciences</b>					✓
· Associate in Arts in Anthropology for Transfer					✓
· Associate in Arts in History for Transfer					✓
· Associate in Arts in Political Science				✓	
· Associate in Arts in Political Science for Transfer					✓
· Associate in Arts in Psychology for Transfer					✓
· Associate in Arts in Sociology for Transfer					✓

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 49-50) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern on pages 51-52. See your faculty advisor or counselor for exceptions.



**Associate Degree  
for Transfer**  
*A Degree with a Guarantee.<sup>SM</sup>*

**Option 2:** The Associate Degree for Transfer (AA-T or AS-T) is a special, new degree offered at California Community Colleges. To pursue this special degree rather than a traditional AA or AS degree, you should meet with a counselor to develop an education plan that puts you on the path toward the AA-T or AS-T degree.

The guarantee itself means that students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. A counselor will help you determine which CSUs offer bachelor's degrees that correspond to your AA-T or AS-T degree. It is still important for you to apply to the schools that interest you and follow admissions deadlines to be considered.

See pages 42-43 for a list of Degrees and Certificate at CMC.

For more information go to:

[www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com)

### 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](http://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](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

**Option 3:** Students preparing to transfer to the UC system follow the IGETC on pages 51-52. 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**  
**Preparation**

Students planning to earn an Associate Degree with emphasis on occupational/vocational preparation, and who have no plans to pursue a bachelor's degree, must follow the requirements listed on pages 47-48.

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 [www.cmccd.edu/Programs](http://www.cmccd.edu/Programs). Here you will find some of the possible occupations this degree/certificate may lead to, how long it might take and how much it might cost to complete the program. We will continue to provide more information, such as job placements rates, as it becomes available.

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

## UNDERSTANDING THE PROGRAM AND COURSE LISTINGS

### COURSE ABBREVIATIONS (Catalog, Schedules & Transcripts)

Academic Skills Center	ASC
ACCESS	ACC
Accounting	ACCT
American Sign Language	ASL
Anthropology	ANTH
Art	ART
Astronomy	A
Automotive Technology	AUTO
Biology	BI
Business/Administrative	BUAA
Business/Accounting	BUAC
Business/Management	BUMA
Business - Work Experience	BUWE
Child Development	CD
Chemistry	CH
Computer Information Systems	CIS
Computer Science	CS
Criminal Justice	CJ
Culinary Arts	CULN
Work Experience - Culinary	CUWE
Developmental Education	DE
Economics	ECON
Education	EDUC
Emergency Medical Responder	EMR
Emergency Medical Technician	EMT
English/Composition	ENG
Fire Technology	FIRE
Geography	GEOG
Geology	G
Health	HE
Health Sciences	HS
History	HIST
Journalism	J
Mass Communication	MC
Mathematics	MATH
Music	MUS
Natural Resources	NR
Philosophy	PHIL
Physical Education	PE
Physics	PH
Political Science	PS
Psychology	PSY
Reading	RDG
Real Estate	REAL
Registered Nursing	N
Sociology	SOC
Spanish	SPAN
Speech	SP
Student Development	STDV
Theatre Arts	TA
Vocational Nursing	VN
Work Experience - General	WEG
Work Experience - Occupational	WEV

## PROGRAM AND COURSE DESCRIPTIONS

### Organization of Programs

The degree and certificate programs on the following pages are arranged alphabetically by discipline. The programs are listed in summary on page 41-42.

### 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, MATH-040: Intermediate Algebra is listed with other course codes beginning with "M".

## 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 49-52 in this catalog for courses that apply to the general education patterns. Such courses count toward the 60 units required for upper division transfer to CSU or UC.

Transfer eligibility may vary between institutions, your counselor will advise you of important requirements and keep you apprised of any changes.

Note: As new courses are added or changes are made in current courses, transfer credit may not be applicable until CSU and UC have approved these changes.

See [www.assist.org](http://www.assist.org) for current information on course transferability.

CMC works with local institutions to guarantee admission such as UC Transfer Admission Guarantee (TAG) and CSU San Bernardino Dual Admissions program.

Additional transfer information is available on the following websites:

- CSU: <https://secure.csumentor.edu>
- UC: <http://admission.universityofcalifornia.edu/transfer/index.html>
- Independent colleges: [www.aiccu.edu](http://www.aiccu.edu)
- Transfer and University major preparation course information: [www.assist.org](http://www.assist.org)

## 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

### 2015-2016

### REQUIREMENTS FOR THE ASSOCIATE DEGREE

With emphasis on Occupational/Vocational Preparation

Students may graduate from Copper Mountain College (CMC) with an Occupational/Vocational Associate of Arts or Associate of Science degree upon meeting the following requirements:

1. Complete the required courses for one of the Occupational/Vocational programs (major) listed in the Degree Programs section of the CMC catalog.
2. Complete 18 units from the following General Education pattern including the selected major or area of emphasis for a total of 60 semester units.
3. A cumulative grade point average (GPA) of 2.0 or better (for all grades earned in lower division courses at all colleges and universities attended) is required to earn an Associate's Degree from CMC. Effective Fall 2009, all of the required courses for the major or area of emphasis must be completed with grades of "C" or better. This includes restricted electives.
4. At least 12 units must be earned at CMC.

A single course, even though listed in more than one general education area, can only be used to satisfy ONE general education requirement.

#### C1-Natural Sciences

Three units minimum selected from the following courses:

A 1 Descriptive Astronomy (3)  
 A 1L Descript Astronomy Lab (1)  
 ANTH 1 Intro to Physical Anthropology (3)  
 BI 4 Elements of Biology (3)  
 BI 4L Elements of Biology Lab (1)  
 BI 5 Molecular and Cellular Biology (5)  
 BI 6 Biology of Organisms (5)  
 BI 15 General Microbiology (5)  
 BI 22 Human Anatomy (4)  
 BI 23 Human Physiology (5)  
 CH 1A,B General Chemistry (5) (5)  
 CH 3 Intro General Chemistry (4)  
 G 1 Physical Geology (4)  
 G 5 Environmental Geology (4)  
 G10 The Earth Sciences (4)  
 GEOG 1 Physical Geography (3)  
 NR 1 Conservation of Natural Resources (3)  
 PH 1 Introductory Physics (4)  
 PH 2A,B College Physics (4) (4)  
 PH 4A,B Engineering Physics (4.5) (4.5)

#### C2-Social & Behavioral Sciences

Three units minimum selected from the following courses:

ANTH 2 Cultural Anthropology (3)  
 ANTH 3 Archeology, An Introduction to Prehistory (3)  
 CJ 1 Intro to Criminal Justice (3)  
 ECON 1 Princ. of Macroeconomics (3)  
 ECON 2 Princ. of Microeconomics (3)  
 GEOG 2 Cultural Geography (3)  
 HS 1 Personal & Comm. Health (3)  
 HS 13 General Nutrition (3)  
 HIST 3,4 History of World Civilizations I,II (3) (3)  
 HIST 17 U.S. History through Reconstruction (3)  
 HIST 18 U.S. History from Reconstruction to Present (3)  
 HIST 19 California History (3)  
 MC 1 Mass Media/Amer. Culture (3)  
 PHIL 13 Perspectives on Death & Dying (3)  
 PS 1 Intro to Government (3)  
 PS 2 Intro to Comparative Governments (3)  
 PS 4 Intro to International Relations (3)  
 PSY 1 General Psychology (3)  
 PSY 3 Developmental Psychology(3)  
 \*PSY 10 Introduction to Marriage & Family (3)  
 PSY 20 Adolescent Psychology (3)  
 PSY 23 Psychology of Women (3)  
 PSY 33 Personal & Social Adjustment (3)  
 SOC 1 Introduction to Sociology (3)  
 SOC 2 Social Problems (3)  
 \*SOC 10 Introduction to Marriage & Family (3)  
 SOC 14 Introduction to Race & Ethnicity (3)

#### C3-Humanities

Three units minimum selected from the following courses:

ART 3A Intro. to Two-Dimensional Design (3)  
 ART 33 History of Photography (3)  
 ART 10 Introduction to Art (3)  
 ART 50 Hist. of Western Art: Prehistory Through the Middle Ages (3)  
 ART 51 Western Art History: Renaissance to Contemporary (3)  
 ART 52 History of Art: Modern to Contemp. Art with a Global Perspective (3)  
 ART 53 Introduction to the Visual Arts of Non-western Cultures (3)  
 ASL 1 Elementary American Sign Language (5)  
 ASL 2 Intermediate American Sign Language (5)  
 ENG 1B Comp & Literature (3)  
 ENG 10A American Literature I (3)  
 ENG 10B American Literature II (3)  
 ENG 11A Survey of English Lit.: Old English to 18<sup>th</sup> Century (3)  
 ENG 11B Survey of English Lit.: Romantic Through Postmodernism (3)  
 ENG 12A World Literature I: Beg-1650 (3)  
 ENG 12B World Literature II: The Modern World (1650-Present) (3)  
 HIST 3,4 History of World Civilization I,II (3) (3)  
 HIST 17 U.S. History through Reconstruction (3)  
 HIST 18 U.S. History from Reconstruction to Present (3)  
 MUS 5 History of Rock 'n' Roll (3)  
 MUS 10 Intro to Music (3)  
 PHIL 6 Intro to Philosophy (3)

**C3-Humanities, Cont.**

- PHIL 8 Philosophy Ancient-Renaissance (3)
- PHIL 12 Religions of the World (3)
- PHIL 13 Perspectives on Death and Dying (3)
- PHIL 14 Introduction to Ethics (3)
- SPAN 1, 2 Elementary Spanish (5) (5)
- SPAN 3, 4 Intermediate Spanish (4) (4)
- TA 1 Introduction to Theatre (3)
- TA 2 Acting I (3)
- TA 3 Acting II (3)  
(Effective Spring 2016)

**C4-Language and Rationality**

Six (6) units minimum selected from the following areas, A and B, with a grade of "C" or better:

- A. English Composition (3 units minimum) selected from:**  
ENG 3A College Composition (3)
- B. Communication, Mathematics, and Critical Thinking (3 units minimum) selected from:**  
MATH 40 Intermediate Algebra (4) or higher

**C5-Traditions and Cultures**

Three (3 units minimum) selected from the following courses:

- ANTH 1 Intro/Physical Anthropology (3)
- ANTH 2 Cultural Anthropology (3)
- ART 10 Introduction to Art (3)
- ASL 1 Elementary American Sign Language (5)
- ASL 2 Intermediate American Sign Language (5)
- CJ 5A Community & the Justice System (3)
- ENG 1B Composition & Literature (3)
- ENG 10A American Literature I (3)
- ENG 10B American Literature II (3)
- ENG 11A Survey of English Lit.: Old English to 18<sup>th</sup> Century (3)
- ENG 11B Survey of English Lit.: Romantic Through Postmodernism (3)
- ENG 12A World Literature I: Beg-1650 (3)
- ENG 12B World Literature II: The Modern World (1650-Present) (3)
- GEOG 2 Cultural Geography (3)
- HS 1 Personal & Comm. Health (3)
- HIST 3 History of World Civilizations I (3)
- HIST 4 History of World Civilizations II (3)
- HIST 19 California History (3)
- MC 1 Mass Media Amer. Culture (3)
- MUS 5 History of Rock 'n' Roll (3)

**C5-Traditions & Cultures, Cont.**

- PHIL 6 Intro to Philosophy (3)
- PHIL 12 Religions of the World (3)
- PHIL 13 Perspectives on Death & Dying (3)
- PHIL 14 Intro to Ethics (3)
- PS 4 Intro to International Relations (3)
- PSY 1 General Psychology (3)
- \*PSY10 Introduction to Marriage and Family (3)
- PSY 12 Human Sexuality (3)
- PSY 23 Psychology of Women (3)
- SOC 1 Introduction to Sociology (3)
- SOC 2 Social Problems (3)
- SOC 4 Sociological Analysis & Critical Thinking (3)
- \*SOC 10 Introduction to Marriage & Family (3)
- SOC 14 Introduction to Race & Ethnicity (3)
- SPAN 1, 2 Elementary Spanish (5) (5)
- SP 1 Interpersonal Communication (3)
- SP 2 Oral Interpretation of Literature (3)
- SP 15 Intercultural Communication (3)

\* PSY 10 and SOC 10 are comparable courses. Therefore, credit is awarded for only one course.

*And all language other than English courses*

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

**D. Reading, Writing and Mathematics** competency requirements must be met, as follows:

**Reading Competency:** All students earning an Associate in Arts or Science Degree must demonstrate a reading proficiency at the collegiate level by obtaining a Reading Assessment score that falls in a range that meets the Reading Competency, completing RDG 51 College Preparatory Reading with a grade of "C" or better, or the equivalent. Students who have earned an Associate's degree or higher from a regionally accredited college have met this requirement when they provide official transcripts showing the Associate degree conferred.

**Writing Competency:** All students earning an Associate in Arts or Science Degree must demonstrate a writing proficiency at the collegiate level by passing with a grade of "C" or better ENG 3A or the equivalent.

**Mathematics Competency:** All students earning an Associate in Arts or Science Degree, with a non-transfer Occupational Emphasis, must demonstrate a mathematics proficiency at the collegiate level by passing with a grade of "C" or better, MATH 40 (Intermediate Algebra) or any college mathematics course determined by the Copper Mountain Community College District to be equivalent to or higher than MATH 40.

Note: Consult the CMC Catalog available on the college's website: [www.cmccd.edu](http://www.cmccd.edu) for specific requirements for all degree or certificate programs. Please check with your counselor or academic advisor for possible changes in AA/AS degree requirements.

Revised: April 2, 2015



**COPPER MOUNTAIN COLLEGE**  
**2015-2016**  
**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 (GE) Certification Course Pattern *or* the Intersegmental General Education Transfer Curriculum (IGETC) *and* the major or area of emphasis requirements specified in the program of study for the declared major or area of emphasis. To obtain an associate's degree from CMC, at least 12 units must be earned at CMC with a GPA of 2.0 as well as in the selected major or area of emphasis. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, the student must earn a "C" grade or better in all classes used for the major or area of emphasis. This includes "restricted" electives. Request a degree evaluation after completing 30 units toward the degree. It is recommended that you file an "Intent to Graduate" form & earn a CSU GE Certificate form the semester prior to graduation, **October 1<sup>st</sup> for fall and March 1<sup>st</sup> for spring and summer.** A minimum of 60 transferable units is required to earn a CMC associate's degree that prepares for university transfer. Completing an associate's degree does not guarantee university acceptance. An application process is required for consideration at a university.

**CSU GENERAL EDUCATION CERTIFICATION COURSE PATTERN** The remaining coursework is upper division and must be completed at the campus granting the Bachelor's degree. General Education Certification is important because the student is not held to the native CSU General Education Plan (usually more courses). *General Education Certification is not automatic* and must be requested by the student when final official transcripts are to be sent to the transfer institution. During your last semester at CMC, see a counselor regarding CSU general education certification. Go to the ASSIST Website: [www.assist.org](http://www.assist.org) to view transfer agreements. The Golden 4 courses: Speech, English, Math, and Critical Thinking should be completed as soon as possible with grades of "C" or better. Please review the **Important CSU Information** at the bottom of page 2 (on the reverse).

**Note:** A single course, even though listed in more than one area, can only be used to satisfy *ONE* general education requirement.

**A – ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**

Nine (9) semester units minimum; select 1 course each from A1, A2, and A3:

**A1 – Oral Communication ("C" or better required)**

SP 1 Interpersonal Communication (3)  
SP 4 Public Speaking (3)  
SP 15 Intercultural Communication (3)

**A2 – Written Communication ("C" or better required)**

ENG 3A College Composition (3)

**A3 – Critical Thinking ("C" or better required)**

ENG 1C Argumentation & Critical Thinking (3) (Effective Spring 2015)  
PHIL 10 General Logic (3)  
SOC 4 Sociological Analysis & Critical Thinking (3)  
SP 7 Decision-Making & Advocacy (3)

**B – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**

Nine (9) semester units minimum with at least one course from each of the following groups B1, B2, B3, and B4. One science course must include a corresponding laboratory. **Science courses with 4 or more semester units include a laboratory.**

**B1 – Physical Science**

A 1 Descriptive Astronomy (3)  
A 1L Descriptive Astronomy Lab (1)  
CH 1A General Chemistry (5)  
CH 1B General Chemistry (5)  
CH 3 Introductory Gen. Chemistry (4)  
CH 5 Bio-Organic Chemistry (4)

**B1 – Physical Science, Continued**

G 1 Physical Geology (4)  
G 5 Environmental Geology (4)  
G 10 The Earth Sciences (4)  
GEOG 1 Physical Geography (3)  
PH 1 Introductory Physics (4)  
PH 2A College Physics (4)  
PH 2B College Physics (4)  
PH 4A Engineering Physics (4.5)  
PH 4B Engineering Physics (4.5)

**B2 – Life Science**

ANTH 1 Intro to Physical Anthropology (3)  
BI 4 Elements of Biology (3)  
BI 4L Elements of Biology Lab (1)  
BI 5 Molecular & Cellular Biology (5) (Effective Fall 2013)  
BI 6 Biology of Organisms (5) (Effective Fall 2013)  
BI 15 General Microbiology (5)  
BI 22 Human Anatomy (4)  
BI 23 Human Physiology (5)  
NR 1 Conservation of Natural Resources (3)

**B3 – Laboratory Activity**

One course in Area B1 or B2 must include a corresponding laboratory course. **4 unit science courses include a laboratory.**

**B4 – Mathematics/Quantitative Reasoning ("C" or better required)**

MATH 1A Calculus (4)  
MATH 1B Calculus (4)  
MATH 2A Multivariate Calculus (5) (Effective Fall 2014)  
MATH 2B Linear Algebra (4) (Effective Fall 2014)

**B4 – Mathematics/Quantitative Reasoning, Continued**

MATH 2C Ordinary Differential Equations (4) (Effective Fall 2013)  
MATH 4 Discrete Structures (3)  
MATH 5 Trigonometry (3)  
MATH 10 College Algebra (4)  
MATH 12 Pre-Calculus (5)  
MATH 13 Liberal Arts Mathematics (4)  
MATH 14 Statistical Methods (4)  
MATH 16 Mathematics for Elementary School Teachers (3) (Effective Spring 2015)  
SOC 3 Fundamentals of Statistics (4)

**C – ARTS AND HUMANITIES**

Nine (9) semester units minimum; one course must be in the ARTS and one in the HUMANITIES

**C1 – ARTS (Arts, Cinema, Dance, Music, Theater)**

ART 3A Introduction to Two-Dimensional Design (3)  
ART 10 Introduction to Art (3)  
ART 33 History of Photography (3)  
ART 50 History of Western Art: Prehistory thru Middle Ages(3)  
ART 51 Western Art History: Renaissance to Contemporary (3)  
ART 52 History of Art: Modern to Contemporary Art with a Global Perspective (3)

**C1 – ARTS, Continued**

ART 53	Intro to the Visual Arts of Non-western Cultures (3)
MUS 5	History of Rock 'N' Roll (3)
MUS 10	Introduction to Music (3)
TA 1	Introduction to Theatre (3)
TA 2A	Acting I (3)
TA 2B	Acting I (3)

**C2 – Humanities (Literature, Philosophy, Language Other Than English)**

ASL 1	Elem. American Sign Lang. (5)
ASL 2	Intern. American Sign Lang. (5)
ENG 1B	Composition & Literature (3)
ENG 10A	American Literature I: Beginnings-1650 (3)
ENG 10B	American Literature II: Modern World (1650-Present) (3)
ENG 11A	Survey of English Literature: Old English - 18 <sup>th</sup> Century (3)
ENG 11B	Survey of English Literature: Romantic - Modern (3)
ENG 12A	World Literature I: Beg-1650 (3)
ENG 12B	World Literature II: Modern World (1650-Present) (3)
HIST 3	History of World Civilizations I (3)
HIST 4	History of World Civilizations II (3)
HIST 17	U.S. History through Reconstruction (3)
HIST 18	U.S. History from Reconstruction to Present (3)
MUS 10	Introduction to Music (3)
PHIL 6	Introduction to Philosophy (3)
PHIL 8	Philosophy from Ancient Times to Renaissance (3)
PHIL 12	Religions of the World (3)
PHIL 13	Perspectives on Death & Dying (3)
PHIL 14	Introduction to Ethics (3)
SP 2	Oral Interpretation of Literature (3) (Effective Fall 2011)
SPAN 1	Elementary Spanish (5)
SPAN 2	Elementary Spanish (5)
SPAN 3	Intermediate Spanish (4)
SPAN 4	Intermediate Spanish (4)

**D – SOCIAL SCIENCES**

Nine (9) semester units minimum, with courses completed in at least two disciplines. Note: The "American Institutions" requirement may be satisfied by taking either HIST 17 or HIST 18, AND PS 1 (Intro to Govt.)

**D0 – Sociology & Criminology**

CJ 2	Criminal Law (3) (Effective Fall 2010)
CJ 10	Juvenile Delinquency (3) (Effective Fall 2010)
CJ 32	Introduction to Criminology (3) (Effective Spring 2011)

**D0 – Sociology & Criminology, Continued**

SOC 1	Introduction to Sociology (3)
SOC 2	Social Problems (3)
SOC 14	Introduction to Race & Ethnicity (3)

**D1 – Anthropology & Archeology**

ANTH 2	Cultural Anthropology (3)
ANTH 3	Archaeology: An Introduction to Prehistory (3)

**D2 – Economics**

ECON 1	Princ. of Macroeconomics (3)
ECON 2	Princ. of Microeconomics (3)

**D3 – Ethnic Studies**

SOC 14	Introduction to Race & Ethnicity (3)
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**D4 – Gender Studies**

*PSY 10	Intro. to Marriage & Family (3)
PSY 23	Psychology of Women (3)
*SOC 10	Intro. to Marriage & Family (3)

**D5 – Geography**

GEOG 2	Cultural Geography (3)
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**D6 – History**

HIST 3	Hist. of World Civilizations I (3)
HIST 4	Hist. of World Civilizations II (3)
HIST 17	U.S. History through Reconstruction (3)
HIST 18	U.S. History from Reconstruction to Present (3)
HIST 19	California History (3)

**D7 – Interdisciplinary Social or Behavioral Science**

CD 10	Child Development (3) (Effective Fall 2010)
CD 12	Child, Family, & Community (3) (Effective Fall 2012)
MC 1	Mass Media in American Culture (3)
PSY 5	Behavioral & Social Science Research Methods (3)
SP 15	Intercultural Communication (3)

**D8 – Political Science, Government and Legal institutions**

CJ 1	Introduction to Criminal Justice (3)
PS 1	Introduction to Government (3)
PS 2	Intro. to Comparative Govts. (3)
PS 4	Intro. to Internat'l. Relations (3)

**D9 – Psychology**

PSY 1	General Psychology (3)
PSY 3	Developmental Psychology (3)

**D9 – Psychology, Continued**

PSY 5	Behavioral & Social Science Research Methods (4)
PSY 12	Human Sexuality (3) (Effective Fall 2013)
PSY 20	Adolescent Psychology (3)
PSY 23	Psychology of Women (3)
PSY 33	Personal & Social Adjustment (3)

**E – LIFELONG LEARNING AND SELF-DEVELOPMENT**

Three (3) semester units minimum

CD 10	Child Development (3) (Effective Fall 2010)
CD 12	Child, Family, & Community (3) (Effective Fall 2012)
CD 44	Child Health, Safety, & Nutrition (3) (Effective Fall 2012)
HS 1	Personal and Community Health (3)
HS 13	General Nutrition (3) (Formerly HEC 13)
PHIL13	Perspectives on Death & Dying (3)
PSY 3	Developmental Psychology (3)
*PSY 10	Intro. to Marriage & Family (3)
PSY 12	Human Sexuality (3)
PSY 20	Adolescent Psychology (3)
PSY 23	Psychology of Women (3)
PSY 33	Personal/Social Adjustment (3)
*SOC 10	Intro. to Marriage & Family (3)
STDV 65	Foundations of College Success (3) (Effective Fall 2013)

**\*PSY 10 and SOC 10 are comparable courses. Therefore, credit is awarded for only one course.**

**G – COMPETENCIES IN READING, WRITING AND MATHEMATICS**

**Reading Competency:** RDG 51 College Preparatory All students earning an Associate in Arts or Science Degree must demonstrate a reading proficiency at the collegiate level by obtaining a Reading Assessment score that falls in a range that meets the Reading Competency, completing Reading with a grade of "C" or better, or the equivalent. Students who have earned an Associate's degree or higher from a regionally accredited college have met this requirement when they provide official transcripts showing the Associate degree conferred.

**Writing and Mathematics Competencies** are satisfied with the Math and English requirements for the degree.

**Important CSU Information-** The CSU campuses require 60 transferable units. It is imperative that students complete 60 transferable units for the following reasons: 1. You will have junior status; 2. You will have a better financial package as a junior; 3. You will have priority registration; 4. Sixty (60) transferable units are required to earn a degree from Copper Mountain College. **PLEASE NOTE:** Applicants with 60 or more transferable semester (90 quarter) units must have an overall grade point average of 2.0 (C) or better (2.4 for California non-residents) in all transferable units attempted and be in good standing at the last college or university attended. Check with the intended CSU campus representative, website, or a CMC counselor regarding acceptance of course work taken immediately before CSU admission and competitive GPA for admission.  
**Revised: April 2015**

**COPPER MOUNTAIN COLLEGE  
2015-2016  
IGETC**

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM**

Completion of all the requirements in the Intersegmental 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 the transfer institution. \*\*All general education courses must be completed with grades of "C" or better. For more information, see a counselor.

Completion of IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or complete the UC minimum eligibility requirements or the general education requirements of a specific campus. Review these other options on [www.assist.org](http://www.assist.org). **Completing an associate's degree does not guarantee university acceptance. An application process is required for consideration at a university.** If transferring to a UC, it is advisable to complete ENG 1B Composition & Literature as a Humanities course.

To obtain an Associate's Degree from CMC, at least 12 units (of the required 60 transferable units) must be earned at CMC with a cumulative GPA of at least 2.0 in the selected major or area of emphasis (for all grades earned in lower division courses at all colleges and universities attended). **Beginning Fall 2009, all of the required major or area of emphasis courses including restricted electives must be completed with grades of "C" or better.** Request an evaluation after completing 30 units toward the degree (all official transcripts must be on file in Student Services). **The Intent to Graduate form and Intent to Earn an IGETC Certificate of Achievement must be filed by October 1<sup>st</sup> for fall graduation and March 1<sup>st</sup> for spring and summer graduation.**

A single course, even though listed in more than one area, can only be used to satisfy ONE general education requirement.

**+Indicates that either the UC or CSU or both may limit transfer credit. Please consult with a counselor for additional information.**

**\*Courses listed in more than one area shall not be certified in more than one area with the exception of the Language Other than English courses in Areas 3B and 6A.**

**AREA 1  
ENGLISH COMMUNICATION**

CSU - 3 courses required, one each from Group A, B, and C  
UC - 2 courses required, one each from Group A and B

**1A-ENGLISH COMPOSITION**

ENG 3A College Composition (3)

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**1B-CRITICAL THINKING - ENGLISH COMPOSITION**

ENG 1C Argumentation & Critical Thinking (3) (Effective Spring 2015)

SOC 4 Sociological Analysis and Critical Thinking (3)

SP 7 Decision-Making & Advocacy (3) (Effective Fall 2012)

**1C-ORAL COMMUNICATION**  
(Required by CSU only)

SP 4 Public Speaking (3)

SP 15 Intercultural Communication (3)

**AREA 2  
MATHEMATICAL CONCEPTS &  
QUANTITATIVE REASONING**  
One Course:

**2A-MATH**

MATH 1A Calculus (4)

MATH 1B Calculus (4)

MATH 2A Multivariate Calculus (5) (Effective Fall 2014)

MATH 2B Linear Algebra (4) (Effective Fall 2014)

MATH 2C Ordinary Differential Equations (4) (Effective Fall 2013)

**2A-MATH Continued**

MATH 4 Discrete Structures (3)

MATH 10+ College Algebra (4)

MATH 12+ Pre-Calculus (5)

MATH 13 Liberal Arts Mathematics (4)

MATH 14+ Statistical Methods (4)

SOC 3+ Fundamentals of Statistics (4)

**AREA 3  
ARTS and HUMANITIES**  
At least 3 courses; minimum of one from the Arts and one from the Humanities.

**3A-ARTS**

ART 10 Introduction to Art (3)

ART 33 History of Photography (3)

ART 50 History of Western Art: Prehistory thru Middle Ages(3)

ART 51 Western Art History: Renaissance to Contemporary (3)

ART 52 History of Art: Modern to Contemporary with a Global Perspective (3)

ART 53 Intro to the Visual Arts of Non-western Cultures (3)

MUS 5 History of Rock 'N' Roll (3)

MUS 10 Introduction to Music (3)

**3B-HUMANITIES**

ASL 2\* Intermediate Sign Language (5)

ENG 1B Composition & Literature (3)

ENG 10A American Literature I (3)

ENG 10B American Literature II (3)

ENG 11A Survey of English Literature to 18<sup>th</sup> Century (3)

ENG 11B Survey of English Literature (Romantic-Postmodernism) (3)

**3B-HUMANITIES, Continued**

ENG 12A World Literature I: Beg-1650 (3)

ENG 12B World Literature II: The Modern World (1650-Present) (3)

HIST 3\* History of World Civilizations I (3)

HIST 4\* History of World Civilizations II (3)

HIST 17\* U.S. History through Reconstruction (3)

HIST 18\* U.S. History from Reconstruction to Present (3)

PHIL 6 Introduction to Philosophy (3)

PHIL 8 Philosophy Ancient-Renaissance (3)

PHIL 12\* Religions of the World (3)

PHIL 13 Perspectives on Death & Dying (3)

PHIL 14 Introduction to Ethics (3)

SPAN 2\* Elementary Spanish (5)

SPAN 3\* Intermediate Spanish (4)

SPAN 4\* Intermediate Spanish (4)

TA 1 Introduction to Theater (3)

**AREA 4  
SOCIAL & BEHAVIORAL SCIENCES**  
At least **3 courses** from at least **two disciplines (bolded).**

**4A-ANTHROPOLOGY & ARCHEOLOGY**

ANTH 2 Cultural Anthropology (3)

ANTH 3 Archeology, Introduction to Prehistory (3)

**4B-ECONOMICS**

ECON 1 Principles of Macroeconomics (3)

ECON 2 Principles of Microeconomics (3)

**4E-GEOGRAPHY**

GEOG 2 Cultural Geography (3)

**AREA 4 SOCIAL & BEHAVIORAL SCIENCES, Continued**

**4F-HISTORY**

HIST 3*	History of World Civilizations I (3)
HIST 4*	History of World Civilizations II (3)
HIST 17*	U.S. History through Reconstruction (3)
HIST 18*	U.S. History from Reconstruction to Present (3)
HIST 19	California History (3)

**4G-INTERDISCIPLINARY, SOCIAL & BEHAVIORAL SCIENCES**

CD 10	Child Development (4) (Effective: FA 10)
MC 1	Mass Media in American Culture (3)
PHIL 12*	Religions of the World (3)
PSY 5	Behavioral & Social Science Research Methods (3)

**4H-POLITICAL SCIENCE, GOVERNMENT & LEGAL INSTITUTIONS**

PS 1	Introduction to Government (3)
PS 2	Introduction to Comparative Governments (3)
PS 4	Introduction to International Relations (3)

**4I-PSYCHOLOGY**

PSY 1	General Psychology (3)
PSY 3	Developmental Psychology (3)
PSY 5	Behavioral & Social Science Research Methods (3)
PSY 12	Human Sexuality (3) (Effective Fall 2013)
PSY 20	Adolescent Psychology (3) (Effective Fall 2013)
PSY 23	Psychology of Women (3)

**4J-SOCIOLOGY & CRIMINOLOGY**

CJ 32	Introduction to Criminology (3) (Effective: SP11)
SOC 1	Introduction to Sociology (3)
SOC 2	Social Problems (3)
SOC 14	Introduction to Race & Ethnicity (3)

**AREA 5  
PHYSICAL & BIOLOGICAL SCIENCES**

At least **2 courses**, 1 Physical Science & 1 Biological Science course; at least 1 must include a corresponding laboratory. Courses with **4 or more units include a lab.**

**5A-PHYSICAL SCIENCE**

A 1	Descriptive Astronomy (3)
A 1L	Descriptive Astronomy Lab (1)
CH 1A	General Chemistry (5)
CH 1B	General Chemistry (5)
CH 3+	Introductory General Chemistry (4)
G 1	Physical Geology (4)
G 5	Environmental Geology (4)
G 10	The Earth Sciences (4)

**5A-PHYSICAL SCIENCE, Continued**

GEOG 1	Physical Geography (3)
PH 1+	Introductory Physics (4)
PH 2A+	College Physics (4)
PH 2B+	College Physics (4)
PH 4A+	Engineering Physics (4.5)
PH 4B+	Engineering Physics (4.5)

**5B-BIOLOGICAL SCIENCE**

ANTH 1	Introduction to Physical Anthropology (3)
BI 4+	Elements of Biology (3)
BI 4L	Elements of Biology Lab (1)
BI 5	Molecular & Cellular Biology (5) (Effective Fall 2013)
BI 6	Biology of Organisms (5) (Effective Fall 2013)
BI 15	General Microbiology (5)
BI 22+	Human Anatomy (4)
BI 23	Human Physiology (5) (Effective Fall 2013)
NR 1	Conservation of Natural Resources (3)

**5C- LABORATORY**

At least one of the science courses must include a corresponding laboratory. Courses with **4 or more units include a lab.**

**AREA 6  
6A-LANGUAGES OTHER THAN ENGLISH  
(UC REQUIREMENT ONLY)**

See more detailed information about this requirement in the Supplementary notes at the end of this document.

ASL 1	Elementary American Sign Language (5)
ASL 2*	Intermediate American Sign Language (5)
SPAN 1	Elementary Spanish (5)
SPAN 2*	Elementary Spanish (5)
SPAN 3*	Intermediate Spanish (4)
SPAN 4*	Intermediate Spanish (4)

Foreign Language 1 or 1A and 1B must be taken to receive IGETC Certification, **maximum credit 5 units**

**AREA 7  
CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS.**

(Not part of IGETC; may be completed prior to transfer.)

6 units, one course from 7A Political Science and one course from 7B History.

**7A-Political Science**

PS 1*	Introduction to Government (3)
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**7B-History  
(select 1 course)**

HIST 17*	U.S. History through Reconstruction (3)
HIST 18*	U.S. History from Reconstruction to Present (3)

**AREA 9  
READING, WRITING & MATHEMATICS COMPETENCIES**  
are also required for a degree from CMC:

**Reading Competency:** All students earning an Associate in Arts or Science Degree must demonstrate a reading proficiency at the collegiate level by obtaining a Reading Assessment score that falls in a range that meets the Reading Competency, completing RDG 51 College Preparatory Reading with a grade of "C" or better, or the equivalent. Students who have earned an Associate's degree or higher from a regionally accredited college have met this requirement when they provide official transcripts showing the Associate degree conferred.

**Writing and Mathematics Competencies** are satisfied with the completion of the math and English requirements for the degree.



# DEGREE, CERTIFICATE AND PROGRAMS OF STUDY

## ART



### ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER

Copper Mountain College's Associate in Arts in Art History for Transfer offers introductory and intermediate level courses in drawing, painting, sculpture, ceramics, printmaking, graphic design, and computer art, as well as courses in art appreciation and art history. The Associate in Arts in Art History for Transfer is designed to prepare students for transfer into the CSU system to complete a baccalaureate degree in Art History or a similar major.

The Associate in Arts in Art History for Transfer's art practice, art theory and history courses, allows students to develop an awareness and understanding of materials, tools, rationale and significance of art in society. The art curriculum's critical thinking and technical skill components encourage students to utilize independent thought processes and develop problem solving abilities.

Students must complete required courses with a "C" minimum in addition to the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

#### 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, Personal Development, and Information Competency)
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, Personal Development, and Information Competency)
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)

Dept. /No.	Title	Units
Required Courses:		
ART-001A	Fundamentals of Drawing and Composition .....	3
ART-050	History of Western Art: Prehistory through the Middle Ages .....	3
ART-051	Western Art History: Renaissance to Contemporary .....	3
Select one (1) course from the following (3 units):		
ART-052, ART-053 .....		3
Select two (2) courses from the following (6 units). ART-052 or ART-053 may be selected if it has not been used to fulfill a requirement above:		
ART-003A, ART-004, ART-005.A, ART-007A, ART-011A, ART-031, ART-040, ART-052, ART-053; ART-023A or ART-009A .....		6
Total Units for the Major.....		18
General Education (CSU GE or IGETC) Units.....		37-39
Elective (CSU Transferable) Units .....		9-11
TOTAL DEGREE UNITS.....		60
Advisor:	C. Allen, S. Downer	

## ART - continued



### ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER

Copper Mountain College's Art curriculum offers introductory and intermediate level courses in drawing, painting, sculpture, ceramics, printmaking, graphic design, and computer art, as well as courses in art appreciation and art history. The program provides transfer opportunities as well as personal enrichment for students.

The program's art practice, art theory and history courses, allows students to develop an awareness and understanding of materials, tools, rationale and significance of art in society. The art curriculum's critical thinking and technical skill components encourage students to utilize independent thought processes and development problem solving abilities. A "C" grade in all courses for the major is required.

Students must complete required courses with a "C" minimum in addition to the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

#### 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, Personal Development, and Information Competency)
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, Personal Development, and Information Competency)
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)

Dept. /No.	Title	Units
Required Courses:		
ART-001A	Fundamentals of Drawing and Composition .....	3
ART-003A	Introduction to Two-Dimensional Design .....	3
ART-004	Three-Dimensional Design .....	3
ART-051	Western Art History: Renaissance to Contemporary .....	3
Select one (1) course from the following (3 units):		
ART-050, ART-052, ART-053 .....		3
Select three (3) courses from the following (9 units):		
ART-007A, ART-009A, ART-011A, ART-023A, ART-031, ART-040, ART-001B or ART-005A .....		9
Total Units for the Major.....		24
General Education (CSU GE or IGETC) Units.....		37-39
Elective (CSU Transferable) Units .....		0-2
TOTAL DEGREE UNITS.....		60
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)

## AUTOMOTIVE TECHNOLOGY

### ASSOCIATE IN SCIENCE DEGREE

and employment preparation

Dept. /No.	Title	Units
Required Courses:		
AUTO-004	Principles of Automotive Technology .....	4
AUTO-018	Engine Performance I .....	4
AUTO-020	Automotive Electrical Systems I .....	4
AUTO-021	Automotive Electrical Systems II .....	4
AUTO-029	Engine Performance II .....	4
AUTO-035	Automotive Steering, Suspension and Alignment ....	4
AUTO-036	Automotive Brake Systems .....	4
AUTO-044	Automotive Engine Repair .....	4
AUTO-045	Automatic Transmissions and Transaxles or	
AUTO-065	Manual Transmissions and Transaxles .....	4
BUMA-010	Introduction to Business.....	3
Restricted Electives - choose at least three (3) units from the following:		
AUTO-027, AUTO-045 or AUTO-065, AUTO-060, AUTO-078, CIS-070A .....		3
Required Courses .....		39
Restricted Electives.....		3
CMC General Education Requirement .....		18
DEGREE TOTAL .....		60
Advisor:	P. Friedt	

## BUSINESS

The study of business opens up a world of opportunity. Whether you wish to build your administrative skill, own your own business, or work as an accountant in a fortune 500 company, your business studies start here. Certificates offered by the business program are designed to aid in developing a focused skill set that can improve short-term employment outlook or provide professional development. The business program offers two Associate degrees for Transfer, in Business Administration and Economics, designed to prepare you for university studies and streamline your admission process. If you do not plan on transferring to a four-year institution, a choice of an Associate in Science in General Business with one of five concentration areas is available. The vocational programs have been carefully designed to provide skill that is immediately marketable in the local business area.



### ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER

The Associate Degree for Transfer in economics is designed to provide students with a foundation in macroeconomic and microeconomic theory, supported by in-depth study of relevant mathematics and exposure to the field's connection to business studies. Students will acquire knowledge of core economic models to understand how the national economy functions, the fundamental laws of supply and demand, and an introduction to international trade. Students will be able to assess fiscal and monetary policy actions, economic growth, price level changes, and the allocation of goods and resources in competitive and monopolistic markets.

Students who chose to major in economics may select from several types career opportunities. Successful studies provide students with a broad skill set including data analysis, problem solving, technical writing, and complex communication applicable to numerous career paths including but not limited to private business finance and analytics, government advisement and services, public policy development, education, entrepreneurship and legal studies.

Students must complete required courses with a "C" minimum in addition to the following requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

#### Program Student Learning Outcomes

The field of economics offers students a great variety of career options and essential knowledge to be a productive individual in society. Students in the field develop analytical and reasoning skills that broadly apply to many facets of their personal life and the work world. The Associate in Arts in Economics for Transfer allows for seamlessly transferring to a CSU to major in Economics or a related field, a degree program offered at most universities. This degree provides the opportunity for students to attain and earn degree credit for greater skill in mathematical analysis required by many CSU and UCs.

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

1. Assess fiscal and monetary policy actions. (Institutional SLOs: Communication, Critical Thinking, and Personal Development)
2. Evaluate the efficient allocation of goods and services in competitive and monopolistic markets. (Institutional SLOs: Critical Thinking)
3. Explain the basis for international trade and the resulting flow of assets. (Institutional SLOs: Critical Thinking)

Dept./No.	Title	Units
Required Courses:		
ECON-001	Principles of Macroeconomics .....	3
ECON-002	Principles of Microeconomics .....	3
MATH-014	Statistical Methods	
	or	
SOC-003	Fundamentals of Statistics.....	4
MATH-001A	Calculus.....	4
Select one (1) course from the following:		
ACCT-001, ACCT-002, CS-073, MATH-001B.....		3-4.5
Select one (1) course from the following:		
ACCT-001, ACCT-002, CS-073, MATH-001B, MATH-002A, MATH-002B .....		3-5
Required Courses .....		20-23.5
CSU or IGETC General Education Requirement .....		37-39
Elective (CSU Transferable) Units .....		6.5-12
DEGREE TOTAL .....		60
Advisor:	M. Schiel	



## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER

The Associate in Science in Business Administration for Transfer degree provides a study of basic principles and techniques to effectively manage and lead organizations.

Even students who choose not to major in business administration find that coursework in the field can improve their ability to think critically, problem-solve, manage their lives, and understand the economic issues that engage our world, our country, and our communities.

Common careers relating to the study of Business Administration include Business Analysis, Accounting, Administration of Information Systems, Production and Operations Management, Outside Marketing, Sales, Financial Planning, Banking, and Business Services. These careers often depend on the area of concentration completed by students at their transfer institution.

Students must complete required courses with a "C" minimum in addition to the following requirements:

The Associate in Science in Business Administration for Transfer also includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

### Program Student Learning Outcomes

The Associate in Science in Business Administration for Transfer degree, is designed for students planning to transfer to a 4-year university and major in general business or a more specialized field of business such as finance, accounting, international business, marketing, or management. The intent of the degree is to assist students in seamlessly transferring to a CSU. However, transfer requirements at four-year colleges and universities tend to vary from institution to institution; students should consult with a counselor or advisor for specific information regarding the transfer requirements of their preferred college or university.

*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)
5. 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 Courses:		
ACCT-001	Financial Accounting .....	4.5
ACCT-002	Managerial Accounting .....	3.5
BUMA-010	Introduction to Business .....	3
BUMA-020A	Business Law .....	3
CIS-070A	Computer Applications for Windows .....	3
ECON-001	Principles of Macroeconomics .....	3
ECON-002	Principles of Microeconomics .....	3
MATH-014	Statistical Methods or	
SOC-003	Fundamentals of Statistics.....	4
Required Courses .....		27
CSU or IGETC General Education Requirement .....		37-39
Elective (CSU Transferable) Units .....		0-2
DEGREE TOTAL .....		60
Advisor:	M. Schiel	

## BUSINESS - Continued

Also review the **Associate of Arts in Economics for Transfer** and the **Associate in Science in Business Administration for Transfer** degrees on the preceding pages which are special degrees with guaranteed transfer to a CSU. Let a counselor help you decide which degree is best for you.

For more information about the guaranteed transfer degrees go to: <http://adegreewithaguarantee.com/>

### 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 Courses:		
ACCT-001	Financial Accounting .....	4.5
BUMA-020A	Business Law .....	3
CIS-070A	Computer Business Applications for Windows .....	3
ECON-001	Principles of Macroeconomics .....	3
ECON-002	Principles of Microeconomics .....	3
SOC-003	Fundamentals of Statistics	
MATH-014	or Statistical Methods .....	4
Total Units for the Major.....		20.5
General Education (CSU GE or IGETC) Units .....		34-43
Transferable Electives as Needed .....		5.5
TOTAL DEGREE UNITS .....		60-63.5
Advisor:	M. Schiel	

### 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)
5. 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 Courses:		
ACCT-001	Financial Accounting.....	4.5
ACCT-002	Managerial Accounting .....	3.5
BUMA-020A	Business Law .....	3
CIS-070A	Computer Applications for Windows.....	3
ECON-001	Principles of Macroeconomics.....	3
ECON-002	Principles of Microeconomics.....	3
Total Units for the Major.....		20
General Education (CSU GE or IGETC) Units.....		34-43
Transferable Electives as Needed .....		6
TOTAL DEGREE UNITS.....		60-63
Advisor:	M. Schiel	

## BUSINESS - Continued

### GENERAL BUSINESS

#### ASSOCIATE IN SCIENCE DEGREE and employment preparation.

##### Program Student Learning Outcomes

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

1. Perform routine business transactions in accordance with legal and regulatory guidelines and best practices in business. (Institutional SLOs: Critical Thinking)
2. Incorporate relevant economic information into business decisions. (Institutional SLOs: Information Competency, Ethics)
3. Utilize appropriate electronic resources to perform business tasks. (Institutional SLOs: Information Competency)

Dept./No.	Title	Units
Required Courses:		
BUAC-066	Bookkeeping.....	3
BUMA-001	Principles of Management.....	3
BUMA-010	Introduction to Business.....	3
BUMA-020A	Business Law.....	3
BUMA-027	Marketing.....	3
CIS-070A	Computer Business Applications for Windows.....	3
CIS-070B	Windows and Internet.....	3
ECON-001	Principles of Macroeconomics.....	3
ECON-002	Principles of Microeconomics.....	3
WEV-080 - 083	Work Experience.....	1-4

Select fifteen (15) units from the following for general business studies. If you are interested in a concentration area, select one set of concentration courses listed below:

ACCT-001, ACCT-002, ACCT-004, BUAA-001, BUAC-010, CIS-030, CIS-050, CIS-062, CIS-063, CIS-064, CIS-072D, CIS-073C, CIS-074, CIS-076B, CIS-082E, CIS-082F, CIS-082G, CS-073, REAL-081, REAL-082, REAL-083A, REAL-084, REAL-085, REAL-086 .....15

OR select by concentration area:

- **Accounting:** ACCT-001, ACCT-002, ACCT-004, BUAC-010, CIS-072D.
- **Administrative Professional:** BUAA-001, CIS-050, CIS-072D, CIS-074, CIS-076B.
- **e-business:** CIS-030 and CS-073. Choose 9 units from CIS-062, CIS-063, CIS-064, CIS-082E, CIS-082F, CIS-082G.
- **Office Computer Technology:** CS-073, CIS-072D, CIS-073C, CIS-074, CIS-076B.
- **Real Estate:** REAL-081, REAL-082, REAL-083A, REAL-084, REAL-085, REAL-086.

Total Units for the Major ..... 43-47

CMC General Education Requirement.....18

TOTAL DEGREE UNITS.....61-65

Advisors: K. Chlebik, J. Haig, J. Powell, 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)
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. 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 Courses:		
ACCT-001	Financial Accounting.....	4.5
ACCT-002	Managerial Accounting.....	3.5
ACCT-004	Tax Accounting I-Individuals.....	3
BUAC-010	Computer Accounting.....	2
CIS-070A	Computer Business Applications for Windows.....	3

Select four (4) courses from the following (12-13 units):

BUMA-001, BUMA-010 or BUMA-020A, CIS-072D, ECON-001, MATH-014 or SOC-003 .....12-13

TOTAL CERTIFICATE UNITS.....28-29

Advisor: K. Chlebik, J. Haig, M. Schiel

## BUSINESS - Continued

### OFFICE ASSISTANT

#### CERTIFICATE OF PROFICIENCY

with emphasis on employment preparation

*Upon completion of this certificate students will be able to:*

1. Explain the key business functions. (Institutional SLOs: Communication Skills)
2. Select and use appropriate tools to perform administrative tasks. (Institutional SLOs: Critical Thinking)
3. Utilize interpersonal skills to perform administrative tasks. (Institutional SLOs: Information Competency)

Dept./No.	Title	Units
Required Courses:		
BUAA-001	Administrative Professional .....	3
BUA-010	Introduction to Business.....	3
CIS-070A	Computer Business Applications for Windows.....	3
CIS-070B	Windows and Internet.....	3
TOTAL CERTIFICATE UNITS .....		12
Advisors: K. Chlebik, J. Powell, M. Schiel		

### BOOKKEEPING

#### CERTIFICATE OF PROFICIENCY

with emphasis on employment preparation

*Upon completion of this certificate students will be able to:*

1. Account for routine business transactions by hand and with computer accounting software. (Institutional SLOs: Information Competency)
2. Complete tax returns for individuals and sole proprietors. (Institutional SLOs: Critical Thinking)
3. Perform complex accounting tasks in spreadsheet software. (Institutional SLOs: Information Competency)

Dept./No.	Title	Units
Required Courses:		
ACCT-001	Financial Accounting.....	4.5
ACCT-004	Tax Accounting I - Individuals .....	3
BUAC-010	Computer Accounting.....	2
BUAC-066	Bookkeeping.....	3
CIS-072D	Excel I.....	3
TOTAL CERTIFICATE UNITS .....		15.5
Advisors: J. Haig, 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 Science degree that can transfer into continued study suitable for a baccalaureate degree in Child Development or a related field. As they progress through the degree program, students can earn certificates by meeting qualifications they need to obtain State Permits required to work in Title XXII and Title V state and federal childcare programs. A certificate leading towards a Child Development Associate (CDA) national permit is also available. Students planning to transfer to a four-year institution and major in child development or a related field should consult with a counselor regarding the transfer process and lower division requirements. Both Child Development and general education coursework leading to Certificates or the Associate in Science 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)



## ASSOCIATE IN ARTS IN EARLY CHILDHOOD EDUCATION

FOR TRANSFER

Copper Mountain College’s Associate in Science in Early Childhood Education for Transfer 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 Associate in Science in Early Childhood Education for Transfer degree will lead into continued study suitable for a baccalaureate degree in Child Development or a related field. As they progress through the degree program, students can earn certificates by meeting qualifications they need to obtain State Permits required to work in Title XXII and Title V state and federal childcare programs. A certificate leading towards a Child Development Associate (CDA) national permit is also available. Students planning to transfer to a four-year institution and major in child development or a related field should consult with a counselor regarding the transfer process and lower division requirements. Both Child Development and general education coursework leading to Certificates or the Associate in Science for transfer degree must be completed with a grade of “C” or better. There is an additional experience requirement at some of the Permit levels. A “C” grade in all courses for the major is required.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Dept./No.	Title	Units
Required Courses:		
CD-010	Child Development.....	4
CD-012	Child, Family, and Community .....	3
CD-014	Principles and Practices in Early Childhood Education.....	3
CD-015	Child Development Practicum .....	3
CD-030	Introduction to Curriculum.....	3
CD-044	Child Health, Safety, and Nutrition .....	3
CD-074	Living and Teaching in a Diverse Society .....	3
CD-075	Observation and Assessment.....	3
Total Units for the Major.....		25
General Education (CSU GE or IGETC) Units.....		37-39
Elective (CSU Transferable) Units .....		1
TOTAL DEGREE UNITS.....		60
Advisor:	M. Gallagher	



## ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER

The Associate in Arts in Elementary Teacher Education for Transfer meets the needs of students interested in transferring to a four-year college or university with the goal of completing a Liberal Studies and other related undergraduate degrees in preparation for a post-baccalaureate Multiple Subjects teaching credential as mandated by California Commission in Teacher Credentialing (CCTC). It is designed to facilitate the successful transfer within the CSU system and will provide students with the lower division breadth and depth in the field of Elementary Teacher Education and Liberal Studies degrees. Additional requirements for the Elementary Teacher Education major vary at each CSU campus as well as other universities or colleges. It is highly recommended that students meet with their CMC counselor to discuss other possible courses that are part of the major preparation to a local CSU campus and additional information for other university or college admission and transfer requirements.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

### Program Student Learning Outcomes

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

1. Articulate an integrated understanding of the needs, characteristics, and multiple influences on the development of children at the elementary age level.
2. Identify effective guidance and interaction strategies that support children's social and emotional development.
3. Recognize the essential elements of learning environments that are conducive to optimal learning at the elementary school level.
4. Demonstrate and evaluate ethical standards and professional behaviors required of an effective educator.
5. Demonstrate a commitment to continuous improvement of one's own effectiveness in modeling empathy, enthusiasm for learning, and effective problem solving for young children.
6. Analyze models and methods of effective teaching for students with diverse backgrounds and needs.
7. Research, integrate, and communicate knowledge and ideas in a coherent and meaningful manner.

Dept. /No.	Title	Units
Required Courses:		
BI-004	Elements of Biology .....	3
BI-004L	Elements of Biology Laboratory .....	1
CD-010	Child Development.....	4
CH-001A	General Chemistry.....	5
EDUC-010	Introduction to Elementary Classroom Teaching .....	3
ENG-001B	Composition and Literature.....	3
ENG-003A	College Composition .....	3
G-010	The Earth Sciences.....	4
GEOG-007	Regional Geography.....	3
HIST-003	History of World Civilizations.....	3
HIST-017	U.S. History through Reconstruction.....	3
MATH-016	Mathematics for Elementary School Teachers .....	3
PH-001	Introductory Physics.....	4
PS-001	Introduction to Government .....	3
SP-004	Public Speaking .....	3
Select one (1) course from the following (3 units):		
SOC-004, SP-007 .....		3
Select one (1) course from the following (3 units):		
ART-010, MUS-010, TA-001 .....		3
Total Units for the Major.....		54
General Education (CSU GE or IGETC) Units.....		37-39
Elective (CSU Transferable) Units .....		4-6
TOTAL DEGREE UNITS.....		60
Advisor:	M. Gallagher	

## CHILD DEVELOPMENT- Continued

### CHILD DEVELOPMENT: TEACHER

#### CERTIFICATE OF ACHIEVEMENT

with emphasis on employment preparation

Dept. /No.	Title	Units
Required Courses:		
CD-010	Child Development .....	4
CD-012	Child, Family, and Community .....	3
CD-014	Principles and Practices in Early Childhood Education .....	3
CD-015	Child Development Practicum .....	3
CD-030	Introduction to Curriculum .....	3
CD-075	Observation and Assessment .....	3

Restricted Electives:  
Choose two (2) courses from the following for a total of six (6) units.  
(Check [www.assist.org](http://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 Electives .....	16
<b>CERTIFICATE TOTAL .....</b>	<b>41</b>

Advisor: M. Gallagher

### CHILD DEVELOPMENT: ASSOCIATE TEACHER

#### CERTIFICATE OF ACHIEVEMENT

with emphasis on employment preparation

Dept. /No.	Title	Units
Required Courses:		
CD-010	Child Development .....	4
CD-012	Child, Family, and Community .....	3
CD-014	Principles and Practices in Early Childhood Education .....	3
CD-030	Introduction to Curriculum .....	3
CD-075	Observation and Assessment .....	3

Required Courses .....	16
<b>CERTIFICATE TOTAL .....</b>	<b>16</b>

Advisor: M. Gallagher

## COMMUNICATION

Communication includes degree programs in 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, 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.

*This degree is in the process of deactivation. Please see the Associate in Arts in English for Transfer.*

### ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER



Associate Degree  
for Transfer  
*A Degree with a Guarantee™*

#### 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 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 Courses:		
SP-001	Interpersonal Communication .....	3
SP-002	Oral Interpretation of Literature.....	3
SP-004	Public Speaking .....	3
SP-007	Decision-Making and Advocacy.....	3
SP-015	Intercultural Communication .....	3
Select one (1) course from the following (3 units):		
ANTH-002, ENG-001B, MC-001, PSY-001, SOC-001 .....		3
Total Units for the Major.....		18
General Education (CSU GE or IGETC) Units.....		37-39
Elective (CSU Transferable) Units as Needed .....		5
TOTAL DEGREE UNITS .....		60
Advisor:	J. DeSantis	

## 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)
2. 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, Ethics, and Information Competency)
4. 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 Courses:		
<i>Note: ENG-003A is a prerequisite for all writing and literature courses.</i>		
ENG-001B	Composition and Literature .....	3
ENG-010A	American Literature I.....	3
ENG-011A	Survey of English Literature: Old English to Eighteenth Century.....	3
ENG-011B	Survey of English Literature: Romantic Through Postmodernism.....	3
Select three (3) courses from the following (9 units) - one (1) course must be an English (ENG) course:		
ENG-005A, ENG-005B, ENG-010B, ENG-012A, ENG-012B, HIST-017, HIST-018 .....		9
*Check the CSU/UC articulation website: <a href="http://www.assist.org">www.assist.org</a> for required university major preparation courses.		
Total Units for the Major.....		21
General Education (CSU GE or IGETC) Units.....		34-43
Transferable Electives as Needed .....		5
TOTAL DEGREE UNITS.....		60-64
Advisor:	E. Baird, M. Walker	

## COMMUNICATION - Continued



### ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER

The Associate in Arts in English for Transfer degree is for students who intend to complete a bachelor's degree in English at a CSU. Core course work explores primarily British and American writers through an array of literary traditions, providing opportunities for students to express their understanding and appreciation of the literary world through analysis, research, and composition.

Students who successfully complete the Associate in Arts in English for Transfer degree will be prepared to critically analyze substantive essays and works of literature and to compose formal, college-level compositions in a variety of rhetorical situations, utilizing reliable research skills and effective print and electronic sources in appropriate format conventions, and as well as recognize the importance of academic integrity and life-long learning.

A "C" grade in all courses for the major is required.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

### 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)
2. 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)
4. 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 Courses:		
ENG-001B	Composition and Literature .....	3
ENG-001C	Argumentation and Critical Thinking .....	3
ENG-005A	Creative Writing .....	3
Select three (3) courses from the following (9 units):		
ENG-010A, ENG-010B, ENG-011A, ENG-011B, ENG-012A, ENG-012B .....		9
Total Units for the Major.....		18
General Education (CSU GE or IGETC) Units.....		37-39
Elective (CSU Transferable) Units .....		9-11
TOTAL DEGREE UNITS.....		60
Advisor:	E. Baird, M. Walker	

## 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.

The certificate and A.S. degree require 29 and 60 units respectively, with an emphasis on microcomputer application courses which prepare student for immediate entry into the job market. The A.S. degree also requires 18 units of general education.

### 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 Courses:		
CIS-050	Computer Keyboarding I.....	2
CIS-070A	Computer Business Applications for Windows.....	3
CIS-076B	Word I.....	3
CIS-072D	Excel I.....	3
CIS-073C	Access Database Management.....	3
CIS-074	Excel II.....	3
CIS-078B	Word II.....	3
CS-073	Introduction to Computer Science.....	3
CS-086	Visual Basic Programming I.....	3
Restricted Electives - choose sixteen (16) units from the following: BUAC-010, BUAC-066, BUMA-010, CS-001, CS-080, CS-086A, CS-087, CS-089, CS-089A, CIS-030, CIS-062, CIS-063, CIS-064, CIS-070B, CIS-082C, CIS-082E, CIS-082F, CIS-082G, CIS-082H, CIS-082I, CIS-083E, CIS-083G, CIS-084, CIS-086.		
Required Courses .....		26
Restricted Electives.....		16
CMC General Education Requirement.....		18
DEGREE TOTAL .....		60
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:	K. Chlebik, J. Powell	

## COMPUTER INFORMATION SYSTEMS

### CERTIFICATE OF ACHIEVEMENT

and employment preparation.

Dept./No.	Title	Units
Required Courses:		
CIS-050	Computer Keyboarding .....	2
CIS-070A	Computer Business Applications for Windows.....	3
CIS-076B	Word I.....	3
CIS-072D	Excel I.....	3
CIS-073C	Access Database Management.....	3
CIS-074	Excel II.....	3
CIS-078B	Word II.....	3
CS-086	Visual Basic Programming I.....	3
Restricted Electives - choose three (3) units from the following: BUMA-010, BUAC-066, CS-001, CIS-030, CIS-062, CIS-063, CIS-070B, CIS-082C, CIS-082E, CIS-082F, CIS-082G, CIS-082H, CIS-082I, CIS-084.		
Required Courses .....		26
Restricted Electives.....		3
CERTIFICATE TOTAL .....		29
Note: To ensure an individualized educational plan, we strongly urge students to meet with an Academic Advisor before selecting courses from the subject areas listed above. Some course substitutions may be approved.		
Advisor:	K. Chlebik, J. Powell	

## COMPUTER INFORMATION SYSTEMS - Continued

### GRAPHIC DESIGN TECHNOLOGY CERTIFICATE OF PROFICIENCY

Dept./No.	Title	Units
Required Courses:		
CIS-082E	Adobe Photoshop for Print and Web Design .....	3
CIS-082F	Adobe Illustrator for Print and Web Design I.....	3
CIS-082G	Adobe InDesign I.....	3
CIS-082I	Introduction to Adobe Acrobat .....	1.5
CIS-084	Visual Design .....	3
Restricted Electives: Choose 1 course (3 units) from the following: CIS-082H, ART-031, ART-041.		
Required Courses .....		13.5
Restricted Electives.....		3
CERTIFICATE TOTAL .....		16.5
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:	K. Chlebik, J. Powell	

### WEB DESIGN CERTIFICATE OF PROFICIENCY

Dept./No.	Title	Units
Required Courses:		
CIS-062	Beginning Dreamweaver.....	1.5
CIS-063	Intermediate Dreamweaver .....	1.5
CIS-082C	Web Publishing .....	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-082E.		
Required Courses .....		11
Restricted Electives.....		3
CERTIFICATE TOTAL .....		14
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:	K. Chlebik, 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)



The Associate in Science in Computer Science for Transfer degree is designed for students pursuing degrees in Computer Science or Computer Engineering. Successful completion of the transfer degree in Computer Science guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Computer Science or a related field.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Dept./No.	Title	Units
Required Courses:		
CS-087	Assembler Language Programming	3
CS-089	C++ Programming I	3
CS-089A	C++ Programming II	3
MATH-001A	Calculus	4
MATH-001B	Calculus	4
MATH-004	Discrete Structures	3
PH-004A	Engineering Physics	4.5
PH-004B	Engineering Physics	4.5

Required Courses	29
CSU or IGETC General Education Requirements	37-39
Elective (CSU Transferable) Units	1
DEGREE TOTAL	60
Advisor:	J. Powell

Also review the **Associate in Science in Computer Science for Transfer** degree which is a special degree with guaranteed transfer to a CSU. Let a counselor help you decide which degree is best for you.

For more information about the guaranteed transfer degrees go to: <http://adegreewithaguarantee.com/>

## COMPUTER SCIENCE ASSOCIATE IN SCIENCE DEGREE

Dept./No.	Title	Units
Required Courses:		
CS-073	Introduction to Computer Science	3
CS-086	Visual Basic Programming I	3
CS-087	Assembler Language Programming	3
CS-089	C++ Programming I	3
CS-089A	C++ Programming II	3
MATH-002A	Multivariate Calculus	5
PH-002A	College Physics	4
	and	
PH-002B	College Physics	4
	or	
PH-004A	Engineering Physics	4.5
	and	
PH-004B	Engineering Physics	4.5
Required Courses	28-29	
CSU or IGETC General Education Requirement	34-43	
DEGREE TOTAL	62-72	
Note: Physics requirements vary between institutions; consult with a faculty advisor before selecting Physics courses.		
Advisor:	J. Powell	



## COMPUTER SCIENCE - Continued

### COMPUTER PROGRAMMING

#### ASSOCIATE IN SCIENCE DEGREE

and employment preparation.

Dept./No.	Title	Units
Required Courses:		
CIS-070A	Computer Business Applications for Windows .....	3
CIS-070B	Windows and Internet .....	3
CS-073	Introduction to Computer Science .....	3
CS-086	Visual Basic Programming I .....	3
CS-086A	Visual Basic Programming II .....	3
CS-087	Assembler Language Programming .....	3
CS-089	C++ Programming I .....	3
CS-089A	C++ Programming II .....	3
Restricted Electives - choose eighteen (18) units from the following:		
ACCT-001, ACCT-002, ACCT-004, BUAC-010, BUAC-066, BUMA-001, BUMA-010, BUMA-020A, BUMA-027, CIS-030, CIS-050, CIS-062, CIS-063, CIS-064, CIS-072D, CIS-073C, CIS-074, CIS-076B, CIS-078B, CIS-082E, CIS-082F, CIS-082G, CIS-082H, CIS-082I, CIS-082J, CIS-083E, CIS-083G, CS-001, CS-080 .....		18
Total Units for the Major .....		42
CMC General Education Requirement .....		18
DEGREE TOTAL .....		60
Advisor:	J. Powell	

### COMPUTER PROGRAMMING

#### CERTIFICATE OF ACHIEVEMENT

and employment preparation.

Dept./No.	Title	Units
Required Courses:		
CIS-070A	Computer Business Applications for Windows .....	3
CIS-070B	Windows and Internet .....	3
CS-073	Introduction to Computer Science .....	3
CS-086	Visual Basic Programming I .....	3
CS-086A	Visual Basic Programming II .....	3
CS-087	Assembler Language Programming .....	3
CS-089	C++ Programming I .....	3
CS-089A	C++ Programming II .....	3
Select six (6) units from the following:		
ACCT-001, ACCT-004, BUAC-010, BUAC-066, BUMA-001, BUMA-010, BUMA-020A, BUMA-027, CIS-030, CIS-050, CIS-062, CIS-063, CIS-072D, CIS-073C, CIS-074, CIS-076B, CIS-078B, CIS-082E, CIS-082F, CIS-082G, CIS-082H, CIS-082I, CIS-083E, CIS-083G, CS-001, CS-080 .....		6
TOTAL CERTIFICATE UNITS .....		30
Advisor:	J. Powell	

## CRIMINAL JUSTICE

Students desiring careers in Criminal Justice may elect a program of study designed for upper division transfer, or one which is oriented toward job entry with employment at a local, State, or Federal Law Enforcement Agency.

Students intending to transfer to a four-year college should consult that college for specific requirements, visit the Assist website at [www.assist.org](http://www.assist.org), and consult with a CMC counselor. Students planning to pursue a career in Criminal Justice after graduation should include more specialization and emphasis in these courses.

There are certain minimum physical and good moral character requirements for peace officers. Students may obtain more specific information about those requirements from the department staff. Students who are transferring to Copper Mountain College from another college must take at least six (6) units of Criminal Justice courses at Copper Mountain College, in addition to regular required courses to be eligible for graduation.

Certification and approval of the Criminal Justice curriculum has been received from the California State Commission of Peace Officer Standards and Training.

### 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 Skills)
3. Apply critical thinking to the use of various terminologies and theoretical constructs associated with criminal justice (Institutional SLOs: Information Competency and Critical Thinking Skills)
4. Demonstrate competency in criminal justice methods, diversity, and various core principals associated with criminal justice in America. (Institutional SLOs: Ethics)



The Associate in Science Degree in Administration of Justice for Transfer is designed for students pursuing degrees in Criminal Justice or Administration of Justice. A degree in Administration of Justice enables students to pursue careers in law enforcement, private security, Corrections/Rehabilitation, and various courts and legal occupations. Successful completion of the transfer degree in Criminal Justice guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in Criminal Justice or a related field.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

Dept. /No.	Title	Units
Required Courses:		
CJ-001	Introduction to Criminal Justice .....	3
CJ-002	Criminal Law .....	3
CJ-003	Criminal Evidence and Procedure.....	3
CJ-006	Principles of Criminal Investigations.....	3
Restricted Electives - choose six (6) units from the following:		
CJ-005A, CJ-007, CJ-010, CJ-030, CJ-032, MATH-014, PSY-001, SOC-001, SOC-003 .....		6
Required Courses .....		12
Restricted Electives.....		6
CSU or IGETC General Education Requirements.....		37-39
Elective (CSU Transferable) Units .....		13-14
DEGREE TOTAL .....		60
Advisor:	C. Steenberg	

Also review the **Associate in Science in Administration of Justice for Transfer** degree which is a special degree with guarantee transfer to a CSU. Let a counselor help you decide which degree is best for you.

For more information about the guaranteed transfer degrees go to: <http://adegreewithguarantee.com/>

## CRIMINAL JUSTICE ASSOCIATE IN SCIENCE DEGREE

Dept. /No.	Title	Units
Required Courses:		
CJ-001	Introduction to Criminal Justice .....	3
CJ-002	Criminal Law .....	3
CJ-003	Criminal Evidence and Procedure .....	3
CJ-005A	Community Relations in Law Enforcement .....	3
CJ-006	Principles of Criminal Investigations .....	3
CJ-032	Introduction to Criminology .....	3
Select six (6) units from the following:		
<i>Criminal Justice (CJ) courses are the preferred electives.</i>		
ANTH-002, ASL-001, BUMA-020A, CIS-070A, CJ-007, CJ-010, 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 .....		6
Total Units for the Major.....		24
General Education (CSU GE or IGETC) Units.....		34-43
Transferable Electives as Needed .....		2
TOTAL DEGREE UNITS.....		60-67
Advisor:	C. Steenberg	

## CULINARY ARTS

### CERTIFICATE OF ACHIEVEMENT and employment preparation.

The Culinary Arts Certificate of Achievement prepares men and women for entry level positions in the foodservice and hospitality industries. It consists of 20 units of intensive culinary training. This program prepares students for the National Restaurant Association's ServSafe Exam for foodservice managers. Students wishing to complete San Bernardino County ROP restaurant training can do so with the courses in this program.

#### Program Student Learning Outcomes

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

1. Articulate key aspects of the hospitality industry. (Institutional SLOs: Communication Skills)
2. Safely manage production and service in foodservice and hospitality operations. (Institutional SLOs: Personal Development, Critical Thinking Skills, and Ethics)
3. Prepare and present high quality, standardized foods. (Institutional SLOs: Personal Development and Critical Thinking Skills)
4. Identify career opportunities in the culinary field. (Institutional SLOs: Personal Development)

Dept./No.	Title	Units
Required Courses:		
CULN-001A	Culinary Essentials .....	3
CULN-001B	Basic Culinary Skills .....	3
CULN-002A	Recipes, Meals, and Menus .....	3
CULN-002B	Culinary Management and Hospitality.....	3
Work Experience Units - 8 units required:		
WEV-080	Work Experience .....	1
WEV-081	Work Experience .....	2
WEV-082	Work Experience .....	3
WEV-083	Work Experience .....	4
Required Courses .....		12
Work Experience Units.....		8
CERTIFICATE TOTAL .....		20
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 3½ hour intensive instruction in English and/or a daily 3 ½ hour intensive instruction in math over an approximately four-week term.

For adult learners entering the adult high school completion program, previous work done in accredited high schools, except for physical education courses, can be transferred to this program. Another advantage to the high school diploma program is that students can even take college courses at Copper Mountain College to fulfill their high school credit requirements, thereby completing their high school coursework while simultaneously getting college credit. Students who choose to enroll in college courses may also be eligible for financial aid. Students under eighteen years of age should first contact the Coordinator of Developmental Education prior to registration. For information on the High School Completion program please call the Student Success Center (SSC) at (760) 366-3791 ext. 4246 or email SSC@cmccd.edu.

CMC also offers a program to prepare students for the official GED Test. Most businesses and governmental agencies accept the GED Certificate in lieu of the high school diploma, and our courses help the adult learner gain the skills needed to succeed. For information on the GED Preparation program please call the Student Success Center (SSC) at (760) 366-3791 ext. 4246 or email SSC@cmccd.edu.

The Military Academic Skills Program (MASP) is offered approximately 10 times a year in four-week modules at the Marine Corps Air Ground Combat Center campus in Twentynine Palms. Offered at no charge, this refresher course in English and/or math skills is available to anyone. For information the MASP, please call Base Programs at (760) 830-6133 or (760) 830-6375.

## 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 Language
- DE-305 Intermediate English as a Second Language
- DE-308 Advanced English as a Second Language

### El Inglés Como Segundo Idioma

Este programa "open-entry, open-exit" está diseñado para hispanohablantes, parlantes de otros idiomas o para los que hablan el inglés como segundo idioma. El programa de Inglés como Segundo Idioma (ESL) de Copper Mountain College se enfoca en las destrezas lingüísticas que son necesarias para funcionar y comunicarse efectivamente en los aspectos siguientes: básico, empleo, escolarístico y profesional. Desde el nivel básico hasta el avanzado de habilidad, todo alumno adquiere o mejora las destrezas lingüísticas necesarias para la vida cotidiana; o para prepararlos para el diploma de la preparatoria o el de la universidad. Copper Mountain College ofrece diplomas de programas profesionales o cursos de transferencia a otra universidad. Para más información, llame al (760) 366-3791, extensión 4246. OJO: El decir "open-entry, open-exit" indica que estos cursos no reciben notas; y uno puede comenzar a asistir o dejar de asistir a los cursos durante el semestre.

### GED 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:*

1. 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 of Science Degree. These courses are designed for students who plan to transfer to a four-year institution, gain employment in the fire service, or as a refresher for those individuals currently employed in any area of the fire service. The approved list of courses include those that meet the National Fire Academy Fire & Emergency Service Higher Education (FESHE) core curriculum requirements and 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. Upon completion of the Fire Technology Program, the student will identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief's interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity. (Institutional SLOs: Personal Development)
2. Upon completion of the Fire Technology Program, the student will demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: Size-up, 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. Upon completion of the Fire Technology Program, the student will be able to identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify 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. Upon completion of the Fire Technology Program the student will be able to analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer. (Institutional SLOs: Critical Thinking)
5. Upon completion of the Fire Technology Program, the student will be able to 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. Upon completion of the Fire Technology Program, the student will identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment. (Institutional SLOs: Personal Development)
7. Upon completion of the fire technology program, the student will identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety. (Institutional SLOs: Critical Thinking)
8. Upon completion of the Fire Technology Program the student will differentiate between fire detection and fire suppression systems. Student will 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
Required Courses:		
FIRE-001	Fire Protection Organizations .....	3
FIRE-002	Fire Prevention .....	3
FIRE-003	Fire Protection Equipment and Systems .....	3
FIRE-004	Building Construction for Fire Protection .....	3
FIRE-005	Fire Behavior and Combustion .....	3
FIRE-007	Principles of Fire and Emergency Services Safety & Survival.....	3
EMT-084	Emergency Medical Technician I	
	or	
EMR-001	Emergency Medical Responder.....	3-6
Select nine (9) to twelve (12) units from the following:		
FIRE-006, FIRE-010, FIRE-058, FIRE-061, FIRE-081, FIRE-084.....		9-12
Select nine (9) units from the following:		
BI-022, BI-023, CH-003, CIS-070A, CJ-003, PHIL-013, SP-004 .....		9
Total Units for the Major.....		42
CMC General Education Requirement .....		18
TOTAL DEGREE UNITS.....		60
Advisor:	J. Brakebill	

### FIRE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT and employment preparation.

Dept./No.	Title	Units
Required Courses:		
FIRE-001	Fire Protection Organizations .....	3
FIRE-002	Fire Prevention .....	3
FIRE-003	Fire Protection Equipment and Systems .....	3
FIRE-004	Building Construction for Fire Protection .....	3
FIRE-005	Fire Behavior and Combustion .....	3
FIRE-007	Principles of Fire and Emergency Services Safety & Survival.....	3
EMT-084	Emergency Medical Technician I	
	or	
EMR-001	Emergency Medical Responder.....	3-6
Select three (3) to six (6) units from the following:		
EMR-001, FIRE-006, FIRE-010, FIRE-058, FIRE-061 .....		3-6
Select three (3) units from the following:		
BI-022, BI-023, CH-003, CIS-070A, CJ-003, PHIL-013, SP-004 .....		3
TOTAL CERTIFICATE UNITS .....		30
Advisor:	J. Brakebill	

## 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 Dean for Instruction.

Information regarding Health Science Programs can be accessed online at <http://www.cmccd.edu/Health-Sciences-Nursing>. In compliance with the Americans with Disabilities Act, students, with reasonable accommodation, must be physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the Health Sciences Division include the following.

### **Physical Demands — Must be able to:**

- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- 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: <http://www.cmccd.edu/Health-Science-Nursing>, attending an Information Session (schedule available at <http://cmccd.edu/General-Info---Info-Sessions-Schedule>) or contacting the Health Sciences Office at (760) 366-3791 x5801.

## HEALTH SCIENCES - Continued

The Emergency Medical Technician, Nursing Assistant, and Home Health Aide Programs require 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.

### Emergency Medical Technician

The Emergency Medical Technician Program prepares the student to render emergency care to the sick or injured according to state regulated standards.

The curriculum consists of 72 hours of theory instruction (lecture), participation in 64 hours of skills demonstration (lab), and 44 hours of field and clinical experience in various High Desert agencies.

On completion of this 6-unit course, the student is eligible to sit for the NREMT exam. Upon successful completion of the exam, application may be made to the local EMS agency for the county-issued state certification as an EMT which is valid for two (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 for the county issued state certification renewal as an EMT. This program meets all criteria of ICEMA for Emergency Medical Technician.

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."

#### 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 boundaries of an EMT as prescribed by statute, standard, and recognized ethical and compassionate best practices. (Institutional SLOs: Ethics)
4. Synthesize a comprehensive 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.

#### 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 healthful 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.

#### 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)

## HEALTH SCIENCES - Continued

### 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 a Beginning Nurse Generalist. 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 35-38 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, <http://www.cmccd.edu/Register-Nursing-Program>.

### Mission Statement

In accordance with the mission statement of Copper Mountain College, the nursing programs serve humanity by preparing professional nurses who meet the healthcare needs of culturally diverse communities. Committed to providing quality education, through a concept driven curriculum, faculty instill the core values of integrity, respect, accountability, honesty and a caring attitude to provide evidence-based, patient-centered collaborative care. Cultivating a student-centered learning environment, through the promotion of educational excellence, the nursing programs challenge students to develop clinical reasoning and sound nursing judgment as well as facilitate educational mobility, personal growth, and a pattern of lifelong learning.

### Philosophy of Registered Nursing Program

Copper Mountain College affirms the principle that individuals should have opportunities to develop to their full potential. The purpose of the college is to provide members of the community learning experiences which will enable them to perform effectively and contribute to diverse communities.

The philosophy of the Nursing 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 psychosocial milieu. This philosophy, consistent with the mission of Copper Mountain College, is an expression of commitment to Associate Degree Nursing as a vital component in meeting the health needs of diverse communities.

Faculty believe that Nursing is art and science and seen as actions, processes, and activities that seek to restore a person to their desired optimal health. The Person is seen as an individual with biological, psychological, social and spiritual components in constant interaction with the environment. The Environment is seen as the sum total of internal and external influences in interaction with the person. Health/Illness is seen as a continuum with the highest state of health occurring in accordance with the person's own preferences, values, beliefs and perception of well-being. Nursing is seen as those activities with preventive and anticipatory interventions that seek to restore the person to optimal health.

Faculty believe learning/scholarship is a continuous, lifelong process which influences and promotes advancement in the profession. Scholarship is facilitated by professional role modeling, and by an environment conducive to the exchange of ideas, nursing judgment, clinical reasoning, creativity and innovation. Inherent in the teaching-learning/scholarship process is the reciprocal responsibility of faculty and students in influencing the process of learning outcomes. In recognition of the varied learning styles, goals and support systems of individuals, faculty provide a program of learning based upon previous learned knowledge and the progression from simple to complex. Faculty agree that concept-based learning is applicable to generic and career mobility nursing students, and accept that nursing students build upon previous and concurrent learning from other academic disciplines and life experiences.

Nursing Education at CMC is a structured progression from simple to complex and supports the learner by providing a student-centered, culturally sensitive learning environment. Students are provided an education utilizing principles and algorithms which involve trust and safety, invoke a philosophy of caring, and looking out for one another, while promoting patient safety and quality nursing care. The Program provides opportunities necessary for the student to acquire an essential body of knowledge, and the ability to function within an interdisciplinary team in the role of a Beginning Nurse Generalist.

### Conceptual Framework and Unifying Theme

The Copper Mountain College Associate Degree Nursing Program has integrated a concept driven theoretical and clinical framework which includes: Organizing Concepts and Content Concepts while integrating the Nursing Process, and Quality and Safety for Education in Nursing (QSEN) concepts. Although the program's courses are generally organized into the traditional content areas of Foundations of Nursing, Medical-Surgical Nursing, Maternal-Child and Family Health, Pediatric Nursing, Psychiatric Nursing and Mental Health, Gerontology, and Nursing Management, Leadership and Preceptorship, the Program's Organizing Concepts unify all course content.

The primary conceptual framework are Organizing Concepts which integrate the QSEN model of excellence within a concept driven format. The Organizing Concepts of the RN Program are: Coordination and Collaboration of Care, Safety and Quality Improvement, Evidence-Based Practice, Nursing Judgment, Culture, Professionalism and Leadership, and Informatics and Technology. These Organizing Concepts are used to define the competencies required for graduates. These concepts are consistent with Copper Mountain College's Nursing Program philosophy, program learning outcomes, and guide the process of selection, planning and implementation of content concepts, organization of learning experiences and the evaluation process.

The "Nursing Process," the Program's unifying theme, consists of Assessment, Diagnosis (nursing analysis and nursing diagnosis), Planning (outcomes), Interventions, Evaluation, and Reevaluation (ADPIER). The Nursing Process is integrated into each Program course and focuses on patient outcomes, prioritized nursing interventions, and collaborative care within the interdisciplinary team.



## HEALTH SCIENCES - Continued

### Program Student Learning Outcomes

#### Program Student Learning Outcomes

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

1. Coordination and Collaboration of Care:  
Perform within an interdisciplinary team utilizing effective communication skills, collaborative decision making, and mutual respect to promote quality patient care. (Institutional SLOs: Communication)
2. Safety and Quality:  
Devise plans of care that minimize risk of harm to improve safety and quality for diverse patients across the life span utilizing system processes. (Institutional SLOs: Critical Thinking)
3. Evidence Based Practice:  
Integrate current best evidence utilizing clinical reasoning, nursing judgment and patient preferences to achieve optimal health. (Institutional SLOs: Critical Thinking)
4. Nursing Judgment  
Demonstrate judgment in practice, supported by evidence that integrates knowledge, skills, and attitudes of a beginning nurse generalist to provide safe quality of care. (Institutional SLOs: Critical Thinking)  
Utilize the nursing process in providing nursing care. (Institutional SLOs: Critical Thinking)
5. Culture  
Provide patient centered nursing care to meet the healthcare needs of patients with unique cultural attributes within diverse communities. (Institutional SLOs: Ethics)  
  
Manage an environment that promotes patients' self-esteem, dignity, safety and comfort. (Institutional SLOs: Ethics)
6. Professionalism and Leadership  
Demonstrate integrity, ethical standards and principles of leadership and professional practice, personal growth, accountability for adherence to policies and procedures, and advocacy for patients and the profession of nursing. (Institutional SLOs: Personal Development)
7. Informatics and Technology  
Manage information and technology to communicate with the interdisciplinary team, make informed clinical decisions, and minimize patient and personal harm. (Institutional SLOs: Information Competency)

### Advanced Placement & LVN to RN option

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 be found on the RN page of the College website, <http://www.cmccd.edu/Registered-Nursing-Program>. 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 30-unit Option

LVN to RN 30-Unit Option applicants must be currently licensed in California as an LVN and follow generic applicant procedures. Persons interested in this curriculum option are advised that a degree will not be granted, a certificate will not be given, and the student will not be a graduate of the Program, or Copper Mountain College. Coursework required for 30-Unit Option students is Physiology, Microbiology, N-076A Nursing Transitions I, N-025 Concepts of Mental Health Nursing, N-027 Concepts of Gerontological Nursing, N-030 Concepts of Nursing Practice III, N-040 Concepts of Nursing Practice IV and N-045 Nursing Management, Leadership and Preceptorship. The most current information regarding program requirements and the admission process may be found on the RN page of the College website, <http://www.cmccd.edu/RegisteredNursing-Program>.

## REGISTERED NURSING

### ASSOCIATE IN SCIENCE DEGREE

and employment preparation.

Dept. /No.	Title	Units
<b>RN Program electives to be completed PRIOR to applying to RN program:</b>		
<i>It is not required but strongly recommended that students also take Medical Terminology and Basic Pharmacology.</i>		
BI-015	General Microbiology .....	5
BI-022	Human Anatomy.....	4
BI-023	Human Physiology .....	5
ENG-003A	College Composition .....	3
MATH-040	Intermediate Algebra .....	4
PSY-003	Developmental Psychology.....	3
The following may be completed AFTER admission to RN program:		
PSY-001	General Psychology .....	3
SOC-001	Introduction to Sociology or	
ANTH-002	Cultural Anthropology .....	3
SP-001	Interpersonal Communication or	
SP-004	Public Speaking	
SP-007	Decision-Making and Advocacy or	
SP-015	Intercultural Communication .....	3
Select three (3) units from the Humanities area to meet the CMC General Education Requirement. PHIL-013 Perspectives on Death and Dying is highly recommended.....		
<b>First Semester</b>		
N-010	Nursing Foundations.....	4.5
N-015	Concepts of Nursing Practice I.....	4.5
<b>Second Semester</b>		
N-020	Concepts of Nursing Practice II.....	5
N-025	Concepts of Mental Health Nursing .....	3
N-027	Concepts of Gerontological Nursing.....	1.5
<b>Third Semester</b>		
N-030	Concepts of Nursing Practice III .....	5
N-035	Concepts of Obstetrical Nursing with Family Health .....	2.25
N-036	Concepts of Pediatric Nursing .....	2.25
<b>Fourth Semester</b>		
N-040	Concepts of Nursing Practice IV.....	5
N-045	Nursing Management, Leadership and Preceptorship .....	4
Total Units for the Major.....		37
CMC General Education Requirement.....		36
<b>TOTAL DEGREE UNITS.....</b>		<b>73</b>
Advisor:	C. Blauwkamp	

## HEALTH SCIENCES - Continued

### Vocational Nursing Program

The Vocational Nursing Program prepares men and women for entry level vocational nursing positions as contributing members of the health care team working under the direction of a registered nurse or licensed physician. They may seek employment in acute or long-term care facilities, doctors' offices or clinics. Vocational nurses assist in data collection, plan and implement nursing care, administer medications and treatments with knowledge of therapeutic results, and maintain a safe environment for patients and their families. Upon successful completion of the program a certificate in vocational nursing is awarded and the graduate is eligible to write the National Council Licensure Examination (NCLEX-PN) for vocational nursing in the state of California. An Associate Degree in Vocational Nursing may be pursued if desired.

### Philosophy

The Vocational Nursing Program is an integral part of Copper Mountain College. The Vocational Nursing faculty endorse the institutional mission statement that supports comprehensive educational opportunities for vocational instruction and recognizes the 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 self-assessment and evaluation.

### Philosophy of Humans and Society

We believe each person, regardless of race, creed, religion or culture, is a unique, complex, holistic being and deserving of respect. All persons share with others common human attributes and basic human needs, adapting to physical and psychosocial experiences and stresses. Individuals have an inherent right to strive to attain optimal health and to achieve their full potential in life. They possess dignity, self-worth and have the right to information that will assist them to make informed decisions regarding health care. We believe that access to health care is the right of each member of society.

### Health, Illness & Health Care Delivery

We believe health and illness are relative, ever-changing states of being. Individuals exist on a continuum ranging from a state of optimal functioning, to absence of discernible disease, to obvious disease that can result in death. Illness occurs when there is an alteration in the function of one or more body systems.

We believe the health care delivery system is changing quickly in response to societal demands, rapidly changing technology and the increasing life-span. These changes have resulted in a collaborative level of interaction between health care workers and the consumer.

### Philosophy of Nursing

Nursing is a caring profession in which the nurse uses cognitive, psychomotor and affective skills to assist individuals to achieve their highest level of health. It is concerned with helping people cope with adverse physiologic, psychosocial, and spiritual responses to illness. Nurses assist individuals to use their available resources to adapt at an optimum level of functioning. The practice of nursing incorporates the use of the nursing process to assess an individual's current and potential health care needs, and to plan, implement and evaluate nursing care.

A variety of caregivers are educated at different levels to provide health care services to the public. The Vocational Nurse is educated to be a responsible member of a health care team, performing basic therapeutic, rehabilitative, and preventive care. The role of the vocational nurse is an evolving one and encompasses providing specific services to patients under the direction of a licensed physician or professional registered nurse.

### Philosophy of Nursing Education

Nursing education occurs in a variety of settings and prepares graduates with different levels of expertise. Vocational nursing education involves teaching nursing theory, skills, and attitudes that assist the students to assume responsibility and accountability as vocational nurses. The nursing faculty use a systematic approach to instruction that builds on previously learned knowledge from related disciplines and life experience. Faculty select strategies, organize content, arrange experiences, and facilitate learning taking into consideration cultural factors, ethnic background and the individual learning styles of students.

### 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)
4. 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)

## HEALTH SCIENCES - Continued

### VOCATIONAL NURSING

#### ASSOCIATE IN SCIENCE DEGREE

and employment preparation.

Dept./No.	Title	Units
<b>Required Courses:</b>		
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
Total Units for the Major.....		56
CMC General Education Requirement.....		18
<b>TOTAL DEGREE UNITS.....</b>		<b>74</b>
Advisor:	K. Wahl	

### VOCATIONAL NURSING

#### CERTIFICATE OF ACHIEVEMENT

and employment preparation.

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

Dept./No.	Title	Units
<b>Required Courses:</b>		
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
<b>TOTAL CERTIFICATE UNITS.....</b>		<b>56</b>
Advisor:	K. Wahl	

### Course Sequence

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

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

## LIBERAL ARTS

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. A total of 60 transferable units is required.

### Program Student Learning Outcomes

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

1. Demonstrate a familiarity with and an understanding of the principles, theories, and paradigms of thought related to multiple areas of study 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. Institutional SLOs: Communication and Information Competency)

## Areas of Emphasis

**Arts & Humanities:** These courses emphasize the study of the cultural, literary, humanistic activities and artistic expression of human beings. Students evaluate and interpret the ways in which people, through the ages and in different cultures, have responded to themselves and the world around them through artistic and cultural creation. Students also learn to value aesthetic understanding and to incorporate these concepts when constructing value judgments. Examples of 4-year institution majors in this emphasis are: American Studies, English, History, Philosophy, and Spanish.

**Social & Behavioral Sciences:** These courses emphasize the perspective, concepts, theories, and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students study about themselves and others as members of a larger society. Students evaluate how societies and social subgroups operate through topics and discussion intended to stimulate critical thinking about ways people have acted in response to their societies. Examples of 4-year institution majors in this emphasis are: Anthropology, Human Development, Economics, Geography, History, Political Science, Psychology, and Sociology.

**Mathematics & Science:** These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students demonstrate an understanding of the methodologies of science as investigative tools. Students also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Students following the CSU GE or IGETC must complete two science courses with at least 1 lab AND at least 1 transferable math for certification. If a student is transferring with a science or math major, more math and science courses must be completed. Examples of 4-year institution majors in this emphasis are: Biology, Chemistry, Environmental Studies, Geology, and Physics.

## LIBERAL ARTS Arts & Humanities ASSOCIATE IN ARTS DEGREE

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.

Dept.	No.	Title	Units
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Required Courses:

Select eighteen (18) units from the following. Two courses in one subject (e.g. ASL-001 & ASL-002) must be completed for the depth of study requirement.

- **American Sign Language:** ASL-001, ASL-002
- **Art:** ART-001A, ART-001B, ART-003A, ART-004, ART-005A, ART-005B, ART-007A, ART-007B, ART-009A, ART-009B, ART-010, ART-011A, ART-011B, ART-023A, ART-023B, ART-033, ART-040, ART-048A-C, ART-050, ART-051, ART-052, ART-053
- **Communications:** SP-001, SP-002, SP-004, SP-007, SP-015
- **English:** ENG-001B, ENG-001C, ENG-005A, ENG-005B, ENG-010A, ENG-010B, ENG-011A, ENG-011B, ENG-012A, ENG-012B
- **History:** HIST-003, HIST-004, HIST-017, HIST-018, HIST-048A-C
- **Music:** MUS-005, MUS-010
- **Philosophy:** PHIL-006, PHIL-008, PHIL-010, PHIL-012, PHIL-013, PHIL-014
- **Spanish:** SPAN-001, SPAN-002, SPAN-003, SPAN-004
- **Theatre Arts:** TA-001, TA-002, TA-003

Total Units for the Major:	18
General Education (CSU GE or IGETC) Units:	37-39
Elective (transferable) Units:	3-5
TOTAL DEGREE UNITS:	60
Advisor:	J. DeSantis

## LIBERAL ARTS Mathematics & Science ASSOCIATE IN ARTS DEGREE

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.

Dept.	No.	Title	Units
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Required Courses:

Select eighteen (18) units from the following. Two courses in one subject (e.g. CH-001A & CH-001B) must be completed for the depth of study requirement.

- **Anthropology:** ANTH-001
- **Astronomy:** A-001, A-001L
- **Biology:** BI-004, BI-004L, BI-005, BI-015, BI-022, BI-023, BI-048A-C
- **Chemistry:** CH-001A, CH-001B, CH-003, CH-005, CH-010A, CH-010B
- **Geology:** G-001, G-005, G-010
- **Geography:** GEOG-001, GEOG-048A-C
- **Mathematics:** MATH-001A, MATH-001B, MATH-002A, MATH-002B, MATH-002C, MATH-004, MATH-005, MATH-010, MATH-012, MATH-013, MATH-014, MATH-016, SOC-003
- **Natural Resources:** NR-001
- **Physics:** PH-001, PH-002A, PH-002B, PH-004A, PH-004B

Total Units for the Major.....	18
General Education (CSU GE or IGETC) Units.....	37-39
Elective (transferable) Units.....	3-5
TOTAL DEGREE UNITS.....	60
Advisor:	J. Holley

## LIBERAL ARTS Social & Behavioral Sciences ASSOCIATE IN ARTS DEGREE

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.

Dept.	No.	Title	Units
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Required Courses:

Select eighteen (18) units from the following. Two courses in one subject (e.g. PS-001 & PS-002) must be completed for the depth of study requirement.

- **Anthropology:** ANTH-002, ANTH-003
- **Child Development:** CD-010, CD-012, CD-015, CD-030, CD-074
- **Criminal Justice:** CJ-001, CJ-002, CJ-003, CJ-005A, CJ-006, CJ-032
- **Economics:** ECON-001, ECON-002
- **Geography:** GEOG-002
- **History:** HIST-003, HIST-004, HIST-017, HIST-018, HIST-019
- **Political Science:** PS-001, PS-002, PS-004
- **Psychology:** PSY-001, PSY-003, PSY-005, PSY-010, PSY-012, PSY-020, PSY-023, PSY-033
- **Sociology:** SOC-001, SOC-002, SOC-004, SOC-010, SOC-014

Total Units for the Major.....	18
General Education (CSU GE or IGETC) Units.....	37-39
Elective (transferable) Units.....	3-5
TOTAL DEGREE UNITS.....	60
Advisor:	D. Pieper

## 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](http://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: [www.assist.org](http://www.assist.org) to view transfer agreements. The Golden 4 courses: Speech, English, Math, and Critical Thinking should be completed as soon as possible with grades of "C" or better.

See page 47-48 for the CSU General Education pattern.

### 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 49-50 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 citing 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)
4. Interpret natural phenomena through the application of scientific principles. (Institutional SLOs: Critical Thinking)
5. 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 Development)

## CSU GENERAL EDUCATION CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title	Units
Required Courses:			
		General Education (GE) CSU-GE Breadth .....	39
CERTIFICATE TOTAL .....			39
Advisor:		A. Armstrong, J. DeSantis	

## IGETC GENERAL EDUCATION CERTIFICATE OF ACHIEVEMENT

Dept.	No.	Title	Units
Required Courses:			
		General Education (GE) IGETC Breadth .....	43
CERTIFICATE TOTAL .....			43
Advisor:		A. Armstrong, J. DeSantis	

## LIBERAL STUDIES For Elementary School Preparation at CSU - San Bernardino

Also see the Associate in Arts in Elementary Teacher Education under Child Development. This is a special degree with guaranteed transfer to a CSU. Let a counselor help you decide which degree is best for you.

For more information about the guaranteed transfer degrees go to: <http://adegreewithaguarantee.com/>

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](http://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)
3. 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

Dept.	No.	Title	Units
<b>Required Courses:</b>			
BI-004		Elements of Biology .....	3
BI-004L		Elements of Biology Lab .....	1
CD-010		Child Development.....	4
CH-003		Introductory General Chemistry .....	4
ENG-003A		College Composition .....	3
HS-001		Personal and Community Health.....	3
HIST-003		History of World Civilization I .....	3
HIST-017		History through Reconstruction.....	3
HIST-019		California History.....	3
PH-001		Introductory Physics.....	4
PS-001		Introduction to Government .....	3
Select one (1) course from the following:			
SP-001, SP-004, SP-015 .....			3
Select one (1) course from the following:			
PHIL-010, SOC-004, SP-007 .....			3
Select one (1) course from the following:			
MATH-013, MATH-016 .....			3-4
Select one (1) course from the following:			
ART-010, ART-050, ART-051, MUS-010, TA-001 .....			3
Select one (1) course from the following:			
ENG-001B, ENG-012A, ENG-012B, SP-002 .....			3
Select one (1) course from the following:			
ASL-002, SPAN-002, SPAN-003, SPAN-004 .....			4-5
Select one (1) course from the following:			
PHIL-006, PHIL-008, PHIL-013, PHIL-014 .....			3
Select one (1) course from the following:			
CIS-070A, CS-073 .....			3
Select one (1) course from the following:			
PE-043 through PE-098 .....			1
<b>DEGREE TOTAL .....</b>			<b>60-63</b>
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.



The Associate in Science in Mathematics for Transfer degree is to prepare students for careers in mathematics and disciplines where mathematical skills are essential. The problem-solving skills acquired in mathematics are useful for a wide variety of jobs in fields such as physics, chemistry, engineering, data analysis, finance and business, biology, medicine, computer science, and teaching.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

### 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 SLO: Critical Thinking)
2. Demonstrate an ability to correctly apply mathematical principles using appropriate notation and terminology. (Institutional SLOs: Communication, Critical Thinking)
3. Create, interpret, and analyze visual representations of mathematical expressions. (Institutional SLOs: Communication, Critical Thinking)

Dept./No.	Title	Units
Required Courses:		
MATH-001A	Calculus .....	5
MATH-001B	Calculus.....	5
MATH-002A	Multivariate Calculus .....	5
Restricted Electives:		
Choose one (1) course from the following:		
MATH-002B, MATH-002C .....		4
Choose one (1) course from the following. MATH-002B or MATH-002C may be taken if it has not been used to fulfill requirement above:		
MATH-002B, MATH-002C, MATH-004, MATH-014, PH-004A or CS-089 .....		3-5
Required Courses .....		15
Restricted Electives.....		7-9
CSU or IGETC General Education Requirements.....		37-39
Elective (CSU Transferable) Units .....		0-8
DEGREE TOTAL .....		60
Advisor:	B. Berger, R. Compton, J. Holley, C. Maclaughlin	

## 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 (CSU) or the University of California (UC) system. Students who complete the required courses will have the basic foundation necessary to be successful in established programs. Please note that if you choose an Environmental Science option at either CSU or UC, that most programs require one year of General Biology, General Chemistry, and calculus-based Physics. 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)
3. 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 Courses:		
BI-005	Molecular and Cellular Biology or	
BI-006	Biology of Organisms or	
BI-004 BI-004L	Elements of Biology with Elements of Biology Lab .....	4-5
CH-001A	General Chemistry or	
CH-003	Introductory General Chemistry .....	4-5
G-001	Physical Geology or	
G-005	Environmental Geology or	
G-010	The Earth Sciences.....	4
MATH-001A	Calculus.....	4
PH-001	Introductory Physics or	
PH-004A	Engineering Physics.....	4-4.5
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.assist.org and your advisor for more details as you begin the program.)		
ANTH-001, BI-005, BI-006, BI-048A-C, CH-001A, CH-001B, GEOG-001, GEOG-048A-C, MATH-001B, NR-001, PH-004A, PH-004B.		
Required Courses .....		20-22.5
Restricted Electives .....		26-27
CSU or IGETC General Ed. Requirement (confer with advisor) .....		16-18
DEGREE TOTAL .....		62-67.5
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.



### ASSOCIATE IN ARTS IN ANTHROPOLOGY

FOR TRANSFER

The Associate in Arts in Anthropology for Transfer degree provides a study of humankind around the world and throughout time, with the goal of understanding our evolutionary origins, our biological distinction as a species, and our diverse manifestations of culture. As such, it has the broadest scope of any of the social sciences. The Associate in Arts in Anthropology for Transfer degree includes basic introductory courses in cultural and physical anthropology as well as archaeology and aids in the seamless transfer to a California State University for completion of a baccalaureate degree in Anthropology or a similar major.

In addition to helping students meet general education and core requirements for transfer to an upper-level anthropology program, these courses are designed to help students understand the structure, processes, and functions of culture, the key theoretical approaches and insights that inform anthropology, and the role of anthropological theory and research methods in understanding cultures and societies. Further, a degree in anthropology provides the student with basic skills in critical analysis, application of the scientific method, and cross-cultural understanding.

With the goal of understanding people in all parts of the world, anthropology is useful to anyone living or working in a multicultural environment, such as the business world, health sciences, or any other profession which involves working with people from diverse backgrounds. The courses within this department are designed to provide students with survival skills for the global community in which we live, a community in which all of the world’s people are interdependent. Anthropologists with graduate degrees work in archaeological excavation, exploration, and museum management to the analysis of cultures, linguistics, forensics, primatology, teaching, and consulting with governmental and educational institutions.

This Associate in Arts in Anthropology for Transfer includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) A grade of “C” or better in all courses required for the major or area of emphasis. A “P” grade is not an acceptable grade for courses in the major.

### 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)
2. Utilize the precise and objective analysis of relevant data in formulating scientific generalizations to resolve problems associated with culture. (Institutional SLOs: Critical Thinking)
3. 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 Courses:		
ANTH-001	Introduction to Physical Anthropology .....	3
ANTH-002	Cultural Anthropology .....	3
ANTH-003	Archaeology, An Introduction to Prehistory .....	3
BI-022	Human Anatomy.....	4
SOC-003	Fundamentals of Statistics.....	4
Select one (1) course from the following (3 units):		
GEOG-002, PHIL-012, or SOC-014 .....		3
Total Units for the Major.....		20
General Education (CSU GE or IGETC) Units.....		37-39
Elective (CSU Transferable) Units .....		11-16
TOTAL DEGREE UNITS.....		60
Advisor:	D. Pieper	

## SOCIAL SCIENCES - Continued



### ASSOCIATE IN ARTS IN HISTORY

FOR TRANSFER

Courses in the Associate in Arts in History for Transfer degree explore the past in a variety of ways. Through a critical evaluation of the causes and significance of events in the past, students of history learn about the individuals, ideas, actions, and events that have shaped our present. History teaches students to think critically and to communicate their ideas in a more sophisticated fashion. It promotes an understanding of cultures and societies from the past while it helps students consider their own identities in the world of today. While the study of history is valuable in its own right, it also serves as a useful preparation for careers in law, public service, journalism, business, medicine, and education.

The Associate in Arts in History for Transfer degree is designed to prepare students to transfer into the CSU system to complete a baccalaureate degree in History or a similar major.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) A grade of "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

### 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)
2. 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)
4. 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 Courses:		
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
Restricted Electives:		
Choose three (3) units from the following:		
GEOG-002, PS-002, SPAN-001 .....		3
Choose three (3) units from the following:		
ANTH-002, ECON-001, PS-001 .....		3
Required Courses .....		
Restricted Electives.....		6-8
CSU or IGETC General Education Requirements.....		37-39
Elective (CSU Transferable) Units .....		16-20
DEGREE TOTAL .....		60
Advisor:	D. Pieper	

## SOCIAL SCIENCES - Continued

### ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER

The Associate in Arts in Political Science for Transfer degree is for students who intend to complete a bachelor's degree in Political Science at a CSU. Core course work surveys principles and problems of politics and government in the United States and globally. Students gain familiarity with the basic systems and theories, ideologies, and models of political analysis. Coursework emphasizes issues of power, freedom, justice, and property.

Students who successfully complete the Associate in Arts in Political Science for Transfer degree will be prepared to critically analyze a wide range of local, state, national, and global issues utilizing reliable research skills and effective print and electronic sources in appropriate format conventions, and as well as recognize the importance of academic integrity and life-long learning.

A "C" grade in all courses for the major is required.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

### 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. 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)

Also review the **Associate in Arts in Political Science for Transfer** degree which is a special degree with guarantee transfer to a CSU. Let a counselor help you decide which degree is best for you.

For more information about the guaranteed transfer degrees go to: <http://adegreewithaguarantee.com/>

## 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. 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 Courses:		
PS-001	Introduction to Government .....	3
PS-002	Introduction to Comparative Governments OR	
PS-004	Introduction to International Relations .....	3
Select 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 .....		18
Total Units for the Major .....		24
General Education (CSU GE or IGETC) Units .....		34-43
Transferable Electives as Needed .....		2
TOTAL DEGREE UNITS .....		60-67
Advisor:	D. Pieper	

Dept. /No.	Title	Units
Required Courses:		
PS-001	Introduction to Government .....	3
PS-002	Introduction to Comparative Governments.....	3
PS-004	Introduction to International Relations .....	3
MATH-014	Statistical Methods	
SOC-003	OR Fundamentals of Statistics.....	4
Restricted Electives:		
Choose six (6) units from the following:		
CJ-032, HIST-017, HIST-018, HIST-019, MC-001, PSY-001, PSY-005, SOC-001, SOC-002, SOC-014 .....		6
Required Courses .....		13-14
Restricted Electives .....		6
CSU or IGETC General Education Requirements.....		37-39
Elective (CSU Transferable) Units .....		17-19
DEGREE TOTAL .....		60
Advisor:	D. Pieper	

## SOCIAL SCIENCES - Continued



### ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER

Psychology is defined as the scientific study of behavior and the mind. The Associate in Arts in Psychology for Transfer allows students to utilize research methods; evaluate the credibility of research, theories, and applications; understand the core fields, paradigms and theories; apply psychological concepts, theoretical perspectives, empirical findings, and historical trends to questions and issues in personal experience and contemporary society; recognize the complexity of social, cultural, and international diversity; and understand the ethical standards in academic and applied psychology.

A "C" grade in all courses for the major is required.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

#### 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. (Institutional SLOs: Communication, Critical Thinking, Ethics, and Informational Competency)
2. Articulate awareness of how the diverse world impacts the psychological development of people. (Institutional SLOs: Critical Thinking, Information Competency, and Personal; Development)
3. Utilize psychological terminology to analyze and evaluate issues regarding psychological concepts. (Institutional SLOs: Communication, Ethical Thinking, Ethics, and Information Competency)

Dept. /No.	Title	Units
Required Courses:		
PSY-001	General Psychology .....	3
PSY-003	Developmental Psychology .....	3
PSY-005	Behavioral and Social Science Research Methods.....	4
MATH-014	Statistical Methods	
	or	
SOC-003	Fundamentals of Statistics.....	4*
BI-004	Elements of Biology.....	3
BI-004L	Elements of Biology Lab .....	1
Select one course from the following (3 units):		
PSY-010, PSY-012, PSY-020, PSY-023, PSY-033 .....		3
Total units for the major:.....		21
General Education (CSU GE or IGETC) Units.....		37-39
Elective (CSU Transferable) Units .....		15-17
TOTAL DEGREE UNITS.....		60
Advisor:	G. Case	

\* Check the transfer university requirements on [www.assist.org](http://www.assist.org) (or see a CMC counselor) to determine which statistics course you should complete.

## SOCIAL SCIENCES - Continued



### 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)
4. 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 .....	4
SOC-010	Introduction to Marriage & Family .....	3
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 .....		16
Restricted Electives.....		3
CSU General Education Requirements.....		41
DEGREE TOTAL .....		60
Advisor:	M. Danza	

# COURSE DESCRIPTIONS

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## ACADEMIC SKILLS CENTER (ASC)

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### 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-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)

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## ACCESS (ACC)

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### 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, time-management, test-taking, reading, and writing. Students will become familiar with the use of adaptive software to assist in the completion of class assignments.

*Advisory:* Intended for students with disabilities

### ACC-044 COMPUTER ACCESS KEYBOARDING

0 Unit  
Laboratory: TBA

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

*Prerequisite:* Intended for students with disabilities.

### ACC-301 INTRODUCTION TO LEARNING DISABILITIES

0 Units

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

*Prerequisite:* Intended for students with disabilities.

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## ACCOUNTING (ACCT)

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### ACCT-001 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, UC, Associate Degree Applicable

C-ID ACCT 110

### ACCT-002 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, UC, Associate Degree Applicable

C-ID ACCT 120

**ACCT-003  
INTRODUCTION TO GOVERNMENTAL AND  
NOT-FOR-PROFIT ACCOUNTING**

3 Units

Lecture: 3 hours

The course focuses on the theory and practice of accounting for governmental entities, not-for-profits, and health care organizations. The emphasis is on recording transactions and financial reporting for governmental entities. Areas covered include fund accounting, budgeting, recognizing revenues and expenditures, accounting for capital projects, fiduciary funds, and permanent funds. Formerly BUAC-003.

Prerequisite: ACCT-001 with a grade of "C" or better

Associate Degree Applicable

**ACCT-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 from the current laws and regulations available for preparation of their own individual tax return and for other individuals. Income tax issues encountered by individuals in analyzing business, investment, employment, and personal decisions are reviewed. Tax planning issues for the current year and future years are considered. Formerly known as BUAC-004.

Advisory: BUAC-066, RDG-050, MATH-057

CSU, Associate Degree Applicable

**ACCT-005  
TAX ACCOUNTING II - BUSINESS ENTITIES**

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 from the current laws and regulations available for preparation of tax returns for their own business entities and for the business entities of others. Corporations, partnerships, estates, and trusts are covered. The tax issues arising in formation, operation, and termination of corporations and partnerships are reviewed. Tax planning issues for the current year and future years are considered. Formerly known as BUAC-005.

Prerequisite: ACCT-004 with a grade of "C" or better

Associate Degree Applicable

**AMERICAN SIGN LANGUAGE (ASL)**

For IGETC purposes, two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at CMC.

**ASL-001  
ELEMENTARY AMERICAN SIGN LANGUAGE**

5 Units

Lecture: 5 hours

This course is an introduction to American Deaf culture through the language of American Sign Language (ASL) and includes sign vocabulary, grammar, the manual alphabet, receptive and expressive skills, finger spelling, non-verbal techniques, and language philosophies related to the Deaf culture. Students also explore the historical and cultural aspects of the Deaf community.

Advisory: ENG-003A

CSU, UC, Associate Degree Applicable

**ASL-002  
INTERMEDIATE AMERICAN SIGN LANGUAGE**

5 Units

Lecture: 5 hours

This course continues to build upon the topics, vocabulary, grammar, and conversational skills introduced in Elementary American Sign Language (ASL-001). Students further study specific language and cultural behaviors and learn how to control the pace of a conversation, and are encouraged to apply Deaf culture communication skills in a variety of classroom and realistic situations. Students continue to develop and extend their previously acquired knowledge and skills, as well as focus on developing awareness and cultural sensitivity to Deaf values and norms.

Prerequisite: ASL-001 with a grade of "C" or better

CSU, UC, Associate Degree Applicable

**ANTHROPOLOGY (ANTH)****ANTH-001  
INTRODUCTION TO PHYSICAL ANTHROPOLOGY**

3 Units

Lecture: 3 hours

This course examines the origins of humans and their place in nature. Students will study the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans, and current racial variability. The course emphasizes the interpretation of data using scientific methods and theories as applied to the biological and cultural evolution of humans.

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

CSU, UC, Associate Degree Applicable

**ANTH-002  
CULTURAL ANTHROPOLOGY**

3 Units

Lecture: 3 hours

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

Advisory: ENG-003A, RDG-051

CSU, UC, Associate Degree Applicable

**ANTH-003  
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

C-ID ANTH 150

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## ART (ART)

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### ART-001A FUNDAMENTALS OF DRAWING AND COMPOSITION

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces fundamental concepts and techniques in drawing and composition. Through the use of a variety of drawing media and subject matter, students will develop creative responses and the ability to perceive, define, and organize visual elements and design principles. Emphasis is on the development of observation and the translation of three-dimensional form and space into two-dimensional drawings. Students develop their understanding of visual and verbal analysis pertaining to finished works of art and examine historical and contemporary trends in drawing.

Advisory: RDG-051  
CSU, UC, Associate Degree Applicable  
C-ID ARTS 110

### ART-001B INTERMEDIATE DRAWING AND COMPOSITION

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an intermediate course in the concepts and techniques of drawing and composition. Students build on fundamental drawing skills and develop personalized creative responses to artistic concepts, styles, and complex subject matter. A variety of drawing mediums, techniques, and methodologies are explored, with an emphasis on a pictorial or thematic series and portfolio building. Students continue to develop their understanding of visual and verbal analysis pertaining to finished works of art and examine a variety of historical and contemporary trends in drawing.

Prerequisite: ART-001A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ARTS 205

### ART-003A INTRODUCTION TO TWO-DIMENSIONAL DESIGN

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces the concepts, applications, and historical references related to two-dimensional art and composition. The study of the basic design elements, line, shape, texture, value, color, and spatial illusion are included, along with the study of design principles such as unity, emphasis, contrast, balance, proportion, and directional forces. Students gain insight and hands-on experience in compositional problem-solving and are introduced to the analytical concepts of art and design.

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/assembly, modeling, and relief casting processes.

CSU, UC, Associate Degree Applicable  
C-ID ARTS 101

### ART-005A INTRODUCTION TO FIGURE DRAWING

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course introduces the study of the human figure through observation, using a variety of drawing media and techniques. Topics include the human anatomy and the traditional and contemporary roles of figure drawing in the visual arts. Representational and expressive approaches are studied through the manipulation of visual elements and design principles such as contour line, form, balance, proportion, and foreshortening. Students learn relevant vocabulary and concepts for critical analysis of figurative compositions.

Prerequisite: ART-001A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ARTS 200

### ART-005B INTERMEDIATE FIGURE DRAWING

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

At an intermediate level, this course studies the human figure through observation, using a variety of drawing media and techniques. Collage and mixed media applications are included. Students will study human anatomy and the traditional and contemporary roles of figure drawing in the visual arts. Representational and expressive approaches are studied through the manipulation of visual elements and design principles such as contour line, form, volume, proportion, and foreshortening. Individual style is emphasized in portfolio development. Students expand vocabulary and analytical skills in the assessment of finished compositions.

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

### ART-007A BEGINNING CERAMICS

3 Units  
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

3 Units  
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 hand-building, 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

**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**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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

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

**ART-011B  
INTERMEDIATE SCULPTURE**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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

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

**ART-023A  
BEGINNING PAINTING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an introduction to the concepts and practices of painting. Students will explore materials, color theory, elements and design principles, and perceptual processes, along with techniques and application of both acrylic and oil paint. Focus is on expressive responses to varied subject matter such as landscape, still life, portraiture, and the non-objective. Studies will include historical contexts, traditional methods, and contemporary approaches and concepts. Students develop their understanding of visual and verbal analysis pertaining to finished works of art.

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

**ART-023B  
INTERMEDIATE PAINTING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This is an intermediate course in the concepts and practices of painting. Students will continue to explore materials, color theory, elements and design principles, and perceptual processes, along with techniques and application of both acrylic and oil paint. Focus is on individual expressive responses to selected subject matter, with an emphasis on a pictorial or thematic series and portfolio building. Studies will include further examination of historical contexts, traditional methods, and 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-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 INTRODUCTION TO DIGITAL GRAPHIC DESIGN**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course introduces fundamental concepts, practices, and theories of graphic design in the digital realm. Topics include traditional design elements, pictographs, logos, typography, and color principles with contemporary digital applications. Included is an introduction to raster and vector graphics using industry-standard software such as Adobe Photoshop, Illustrator, and InDesign. Students will explore digital prepress and press production methods. Theoretical and conceptual trends of digital imagery within the scope of contemporary art and advertising will be emphasized, as well as personal expression. Students will develop an understanding of visual and verbal analysis pertaining to the aesthetics of digital graphic design.

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

## **ART-050 HISTORY OF WESTERN ART: PREHISTORY THROUGH THE MIDDLE AGES**

3 Units

Lecture: 3 hours

This survey course provides an overview of Western Art and Architecture from Prehistory through the Middle Ages. Illustrated lectures and classroom activities provide an exploration in the study of sculpture, painting, and architecture, along with other important visual art forms. Art and architecture from the Mesopotamian, Egyptian, Aegean, Greek, Roman, Early Christian Byzantine, Medieval, Romanesque, and Gothic periods will be presented

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

## **ART-051 WESTERN ART HISTORY: RENAISSANCE TO CONTEMPORARY**

3 Units

Lecture: 3 hours

This survey course provides an overview of western art and architecture from the Renaissance to the Contemporary period. Illustrated lectures and classroom activities provide an exploration in the study of important visual art forms that include sculpture, painting, and architecture. Artistic forms from the periods of the Italian Renaissance, Mannerism, Flemish, Northern Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism and Post Impressionism, along with major movements of the 20th Century, will be presented.

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

## **ART-052 HISTORY OF ART: MODERN TO CONTEMPORARY ART WITH A GLOBAL PERSPECTIVE**

3 Units

Lecture: 3 hours

The art of Europe, America, and other world cultures from the late nineteenth century to the present is examined in the context of global pluralism. Students will participate in illustrated lectures on significant movements in painting, sculpture, and architecture beginning with Impressionism and including Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, and Pop Art. Postmodern art and its transitional movements such as Earth works, Performance Art, Graffiti Art, Conceptual Art, Video, Feminist and Gender related issues, and Neo-expressionism are included in the course. Contemporary trends of multiculturalism and art in the digital realm are investigated.

Advisory: ENG-003A  
CSU, UC, Associate Degree Applicable  
C-ID ARTH 150

## **ART-053 INTRODUCTION TO THE VISUAL ARTS OF NON-WESTERN CULTURES**

3 Units

Lecture: 3 hours

This survey course provides an overview of art and architecture within regions of non-western civilizations from the prehistoric era to the contemporary period. Students will participate in illustrated lectures and classroom activities that include the significant art forms of Asia, Africa, Oceania, the Americas, and other non-western cultures.

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

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## ASTRONOMY (A)

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### A-001 DESCRIPTIVE ASTRONOMY

3 Units  
Lecture: 3 hours

This course provides an introductory view of planetary, stellar, and galactic astronomy designed for non-science majors. Students review research techniques; current knowledge and theory about the planets, stars, galaxies, and exobiology; as well as the age and origin of the universe. In addition, students will explore the contributions of significant astronomers throughout history who contributed to our current understanding of the universe.

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

### A-001L DESCRIPTIVE ASTRONOMY LAB

1 Unit  
Laboratory: 3 hours

This laboratory course provides an introduction to the geography of the sky and applications of astronomical methods involving projects performed by the student. Students acquire hands-on skill in the practical use of the telescope.

Corequisite: A-001 or prior completion  
CSU, UC, Associate Degree Applicable

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## AUTOMOTIVE TECHNOLOGY (AUTO)

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A.S.E. — Automotive Service Excellence  
B.A.R. — Bureau of Automotive Repair  
N.A.T.E.F. — National Automotive Technicians Education Foundation

### AUTO-004 PRINCIPLES OF AUTOMOTIVE TECHNOLOGY

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

Principles of Automotive Technology 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-018 ENGINE PERFORMANCE I

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

Automotive Engine Performance provides comprehensive coverage and hands-on experience in the fundamentals of automotive engine systems affecting engine performance and drivability. This course focuses on various automotive ignition systems, intake and exhaust systems, fuel injection systems, emission control devices, and system-related electronics. Students will learn about the proper servicing, diagnosis, and repair of common engine management malfunctions.

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

### AUTO-020 AUTOMOTIVE ELECTRICAL SYSTEMS I

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

Automotive Electrical Systems I provides theory and hands-on experience in the fundamental principles of electricity and automotive electrical systems. This course covers basic theories and laws of electricity, types of circuits, automotive wiring and circuit diagrams, special tools and procedures, basic electrical component troubleshooting, service, and repair. Additionally, this course specifically addresses the construction, operation, diagnosis, service, repair, and replacement of the following electrical components and systems: automotive batteries, automotive starters and starting systems, automotive alternators and charging systems, and automotive lighting and lighting circuits.

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

### AUTO-021 AUTOMOTIVE ELECTRICAL SYSTEMS II

4 Units  
Lecture: 3 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 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).

Advisory: AUTO-018, AUTO-029  
Associate Degree Applicable

## **AUTO-029 ENGINE PERFORMANCE II**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

Engine Performance II is an advanced engine computer and drivability course that provides the automotive student with information and practical skills on the theory, operation, testing, diagnosis, and repair of On-Board Diagnostics II (OBD II) powertrain management systems. This course emphasizes diagnostic procedures and techniques applied to computer controlled ignition, fuel, and emissions systems using basic and sophisticated state of the art test equipment. This course also includes information on construction and operation of automotive emission controls, OBD II monitoring strategies, and five-gas exhaust analysis.

*Prerequisite:* AUTO-018 with a grade of "C" or better, or 2 (two) years verifiable trade experience  
*Advisory:* ENG-050, MATH-057  
*Associate Degree Applicable*

## **AUTO-035 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.  
*Advisory:* ENG-050, MATH-057 or the equivalent  
*Associate Degree Applicable*

## **AUTO-036 AUTOMOTIVE BRAKE SYSTEMS**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

Automotive Brake Systems introduces the student to automotive brake components and provides fundamental information on the design, construction, and operating principles of modern automotive braking systems. Emphasis is placed on providing practical hands-on experience in the proper inspection, measurement, testing, general service, adjustment, repair, diagnosis, removal, disassembly, reassembly, and replacement of braking system components used on current production vehicles. New automotive brake system 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-004 with a grade of "C" or better, or 2-years verifiable shop experience  
*Associate Degree Applicable*  
*Advisory:* ENG-050, MATH-057

## **AUTO-044 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 AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

4 UNITS  
Lecture: 3 hours  
Laboratory: 3 hours

This course introduces automotive students to the basic construction and operating principles of common, current production, automotive automatic transmissions and transaxles. Topics covered in this course include: drivetrain theory, torque converter design and theory of operation, oil pumps, gear sets, reaction units, friction units, hydraulic circuits and controls, and electronic transmission/transaxle controls. Emphasis is placed on providing students practical hands-on experience in the proper diagnosis, service, repair, and partial overhaul of automotive automatic transmissions and transaxles. New technology in this subject area will be introduced as it becomes available. 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-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**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course provides the automotive student with information on the construction features and principles about the operation of current manual transmissions, transaxles, clutches, drive lines, axles, and differentials for both front wheel drive and rear wheel drive vehicles. The student is also provided practical hands-on experience in the testing, diagnosis, disassembly, inspection, measurement, adjustment, service, and/or repair, and reassembly of these manual powertrain components. 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 2-years verifiable trade experience  
*Advisory:* ENG-050, MATH-057  
*Associate Degree Applicable*

**AUTO-078  
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*

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**BIOLOGY (BI)**

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**BI-004  
ELEMENTS OF BIOLOGY**

3 Units  
Lecture: 3 hours

This course is designed to acquaint non-majors with fundamental concepts and principles of biology and background information in the physical sciences. Topics include: essential life processes such as metabolism, photosynthesis, ecology, evolution, behavior, and the history of biological thought. A coordinated laboratory course (BI-004L) 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**

1 unit  
Laboratory: 3 hours

This course provides supplementary laboratory experience for students enrolled in BI-004. Critical practical studies in biological principles are emphasized such as microscopy, cell structure and function, diffusion and osmosis, and photosynthesis and cellular respiration. Other topics include a 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. Some colleges or universities may not give academic credit for online science laboratory courses, so students should verify this with the college or university to which they are transferring if taken in an online format.

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

**BI-005  
MOLECULAR AND CELLULAR BIOLOGY**

5 Units  
Lecture: 4 hours  
Laboratory: 3 hours

This course surveys biological principles with a strong emphasis on biochemistry, cell biology, and genetics. Topics include bio-molecular 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.

**Note:** BI-005 plus BI-006 will replace the BI-001A-C series.

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

**BI-006  
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.

**Note:** BI-005 plus BI-006 will replace the BI-001A-C series.

*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-015 GENERAL MICROBIOLOGY

5 Units

Lecture: 4 hours

Laboratory: 3 hours

This course is a comprehensive study of the microbial world. It is designed to develop an understanding and appreciation of the microorganisms and their relationship to humans and their environment. Knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics and industrial microbiology. The laboratory experience explores the development of current methods, techniques and skills required 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

4 units

Lecture: 3 hours

Laboratory: 3 hours

This course examines both the gross and microscopic anatomical study of tissues and organ systems of the human body. In a laboratory setting, students study histology slides, skeletons, cadavers, and/or non-human mammals. 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 the pre-medical or pre-dental students who must take BI-005 and BI-006.

*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 both normal and abnormal human functions. Students examine and analyze the various human body systems, including integumental, skeletal, muscular, cardiovascular, respiratory, digestive, urogenital, sensory, nervous, and endocrine. Students learn the function of these systems by performing a variety of tests on bodily system functions in a laboratory environment, culminating in the practical application of the theory learned in the course.

**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 BI-005 and BI-006 rather than BI-022 and BI-023.

*Prerequisite:* BI-022 & CH-003 with a grade of "C" or better  
CSU, UC, Associate Degree Applicable

## BUSINESS — ADMINISTRATIVE (BUAA)

### BUAA-001 ADMINISTRATIVE PROFESSIONAL

3 units

Lecture: 2.5 hours

Laboratory: 1.5 hours

This course is designed to provide the student with entry-level office employment skills including: knowledge of the ever-changing workplace; workplace ethics; stress, anger and time management; information processing; telecommunications; written communication, records management, the preparation and delivery of oral presentations individually and as part of a group; participating as part of a successful workplace team; customer service skills, workplace mail and copiers, making travel arrangements; effective participation in meetings and conferences; job search skills; and working as a teleworker/virtual assistant.

Associate Degree Applicable

## BUSINESS — ACCOUNTING (BUAC)

### 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 BOOKKEEPING

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, payroll, and inventory.

*Advisory:* ENG-050, MATH-057, RDG-050  
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: ENG-050

CSU, UC, 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 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

C-ID BUS 125

**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.

Advisory: ENG-050

CSU, Associate Degree Applicable

**BUSINESS — REAL ESTATE (BURE SEE REAL)****BUSINESS WORK EXPERIENCE (BUWE)\***

\* Effective spring, 2016 all WEV Work Experience courses will transition to discipline specific work experience courses.

**BUWE-080  
WORK EXPERIENCE - BUSINESS**

1 Units

Laboratory: Total hours - 75 hrs for paid or 60 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees in an area included in the Business discipline. Students gain career awareness in this course. Some vocational programs require internship credits and in this course, credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

Associate Degree Applicable

**BUWE-081  
WORK EXPERIENCE - BUSINESS**

2 Units

Laboratory: Total hours - 150 hrs for paid or 120 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees in an area included in the Business discipline. Students gain career awareness in this course. Some vocational programs require internship credits and in this course, credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

Associate Degree Applicable

**BUWE-082  
WORK EXPERIENCE - BUSINESS**

3 Units

Laboratory: Total hours - 225 hrs for paid or 180 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees in an area included in the Business discipline. Students gain career awareness in this course. Some vocational programs require internship credits and in this course, credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

Associate Degree Applicable

**BUWE-083  
WORK EXPERIENCE - BUSINESS**

4 Units

Laboratory: Total hours - 300 hrs for paid or 240 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees in an area included in the Business discipline. Students gain career awareness in this course. Some vocational programs require internship credits and in this course, credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

Associate Degree Applicable

## CHEMISTRY (CH)

### CH-001A

See changes below effective Spring 2016

#### 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 with a grade of "C" or better - or one-year high school chemistry and MATH-010

CSU, UC, Associate Degree Applicable

### CH-001A

Effective Spring 2016: Slight change in description, change in prerequisite.

#### 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.

**Note:** This course is designed for pre-professional, science, physics, and engineering major transfer students.

*Prerequisite:* CH-003 and MATH-040 with a grade of "C" or better, or the equivalent.

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, physics, 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-005 BIO-ORGANIC CHEMISTRY

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a survey of organic chemistry and biochemistry with an emphasis on the connections between the two. Students examine the major functional groups of organic compounds, including alkanes, alkenes, alkynes, alcohols, aldehydes, carboxylic acids, amines, amides, and esters, their nomenclature, structure, and reactions. The biochemistry portion includes biologically active macromolecules such as proteins, starches, lipids, and nucleotides and their components, focusing on reactivity and structure. Metabolic pathways and energy conservation in biological processes are a substantial part of this course and connect CH-005 to the principles discussed in CH-003. The course is primarily intended for health sciences students, who are required to take one semester of organic chemistry/biochemistry.

*Prerequisite:* CH-003, 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, physics, 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, physics, and pre-professional majors.

*Prerequisite:* CH-010A with a grade of "C" or better

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 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  
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.

Advisory: ENG-051, RDG-051  
CSU, Associate Degree Applicable  
C-ID CDEV 110

**CD-014  
PRINCIPLES AND PRACTICES IN EARLY  
CHILDHOOD EDUCATION**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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  
C-ID ECE 120

**CD-015  
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  
C-ID ECE 210

**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-030  
INTRODUCTION TO CURRICULUM**

3 Units  
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 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  
C-ID ECE 220

## CD-074 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  
C-ID ECE 230

## CD-075 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

## CD-076 GUIDANCE AND DISCIPLINE FOR YOUNG CHILDREN

3 Units  
Lecture 3 hours

Students explore guidance and discipline theories and strategies appropriate for young children and their impact on cognitive, social, emotional, and physical development. Students become familiar with practical principles and techniques for providing developmentally appropriate guidance for young children with and without disabilities, including those at risk. Students study methods that foster self-esteem, self confidence, impulse and emotional control, motivation, stress management, persistence, cultural awareness, effective communication, empathy, respect for others, and cooperation. Students gain observation skills that are designed to understand underlying causes of behavior and in using positive methods to guide young children's behavior. This course is appropriate for parents, teachers, and other adults who work with young children.

Advisory: ENG-050, RDG-051, CD-010  
CSU, Associate Degree Applicable

## COMPUTER INFORMATION SYSTEMS (CIS)

### CIS-030 PLANNING AND CREATING AN E-BUSINESS

3 Units  
Lecture: 3 hours

This course provides students who have no previous E-business knowledge or experience with practical ideas on planning and creating an E-business. Students will learn the key business elements of planning and starting an E-business from the ground up using numerous real-world E-business examples. This practical, entrepreneurial guide to initiating online businesses begins with idea generation and progresses through business plans and the various steps of creating and maintaining an E-business site.

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

### CIS-050 COMPUTER KEYBOARDING

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, increase their ability to communicate information, perform basic word processing functions, and format simple documents such as personal and business letters, memos and reports. No previous keyboard or computer experience is necessary.

Associate Degree Applicable

### CIS-062 BEGINNING DREAMWEAVER

1.5 Units  
Lecture: 1.35 hours  
Laboratory: .45 hours

This is a hands-on course that focuses on Dreamweaver, which is a high-end web authoring tool used to create professional websites. Students are introduced to 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; using tables and layers; HTML; site structure; and site uploading to an Internet Service Provider (ISP).

Advisory: ENG-003A, CIS-070A  
Associate Degree Applicable

**CIS-063  
INTERMEDIATE DREAMWEAVER**

1.5 Units  
Lecture: 1.35 hours  
Laboratory: .45 hours

This is an intermediate hands-on course that focuses on using Dreamweaver to create professional, multiple-page websites. Students will acquire 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**

See changes below effective Spring 2016

**WEB DATABASE DESIGN WITH DREAMWEAVER**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This is an introduction to creation and development of simple database-driven websites. Students will create dynamically driven web pages using databases created with Microsoft Access imported into Macromedia Dreamweaver. Students will examine various back-end programming models, use activities will culminate with the creation of e-commerce and e-learning websites.

Prerequisite: CIS-063 with a grade of "C" or better  
Advisory: Eligibility for ENG-003A  
Associate Degree Applicable

**CIS-064**

Effective Spring 2016: Title and description change.

**DYNAMIC WEB DEVELOPMENT**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This is an introduction to the creation and development of simple database-driven websites. Students will create dynamically-driven web pages using databases PHP and MySQL. Students will use various back-end programming models, various dynamic form elements, and various server and data behaviors. Students will learn about implementing record sets. These activities will culminate with the creation of functioning forms and e-commerce websites.

Prerequisite: CIS-063 with a grade of "C" or better  
Advisory: ENG-051 or the equivalent  
Associate Degree Applicable

**CIS-070A  
COMPUTER BUSINESS APPLICATIONS FOR  
WINDOWS**

3 Units  
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-070B  
WINDOWS AND INTERNET**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course examines the fundamental concepts of the Windows operating system and the Internet. Students learn to install, configure, and use Windows and Internet-ability hardware and software for maximum productivity and efficiency. Emphasis is placed on the ability to find, save, and retrieve information.

Associate Degree Applicable

**CIS-072D  
EXCEL I**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course provides entry-level concepts and practical application using Excel for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems. Topics include: basic Office and Windows essential concepts; basic spreadsheet concepts, terms, and definitions; common formatting and editing command; embedded charts; formulas, functions, what-if analysis, and charting; tools used when working with large worksheets; and financial functions, data tables, amortization schedules, sorting, and querying tables.

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

**CIS-073C  
ACCESS DATABASE MANAGEMENT**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

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. Course topics include: queries, lists, and displays; data selection; sorting and indexing; creating and using input screens; formatting reports and labels.

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

**CIS-074  
EXCEL II**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This is an advanced Excel for Windows course. Students create comprehensive business and technical spreadsheet systems using advanced Excel techniques. Topics covered include working with multiple worksheets and workbooks, creating templates, importing data, SmartArt, images, screen shots, trendlines, PivotTable reports, PivotChart reports, slicers, formula auditing, data validation, complex problem solving, macros, Visual Basic for Applications (VBA) with Excel, and collaboration features for workbooks.

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

**CIS-076B  
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 WORD II**

3 Units  
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

## **CIS-082C WEB PUBLISHING**

Effective Spring 2016  
3 Units  
Lecture: 2.7 hours  
Laboratory: .9 hours

This course teaches students to format Web pages using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) emphasizing the development of effective web pages. Students learn to incorporate text, color, and graphics into their Web pages. Students will examine current Web design theories and view a variety of Web sites, learning to focus on accessibility and requirements for user's needs.

Advisory: CIS-070B, ART-003A, or ART-040  
Associate Degree Applicable

## **CIS-082E ADOBE PHOTOSHOP FOR PRINT AND WEB DESIGN**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course covers the beginning and intermediate skills of image production and manipulation in Adobe Photoshop for graphics users of all kinds. Topics include using the toolbox, painting and editing, selection fundamentals, working with type, working with scanned images, masks, filters, layers, channels, paths, and applying strokes and fills. This course also examines digital water marking, special effects with type, and plug-in filters. (NOTE: This course does not cover the principles of art, design, or professional graphics production work.)

Advisory: Completion of CIS-070B is strongly recommended. Eligible for ENG-003A  
Associate Degree Applicable

## **CIS-082F ADOBE ILLUSTRATOR FOR PRINT AND WEB DESIGN I**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

Designed for students with little or no knowledge of illustration programs, this course studies the creation, modification, and simple formatting of vector objects and type. 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, bitmaps (web-graphics), vector graphics, and text color.

Advisory: CIS-070A, ENG-051  
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 produce camera-ready, near typeset quality fliers, business advertisements, brochures, and newsletters for print and conversion to PDF (Portable Document Format) as well as electronic documents.

Advisory: CIS-070A, ENG-051  
Associate Degree Applicable

## **CIS-082H WEB-BASED ANIMATION WITH FLASH**

3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course is an introduction to the use and implementation of Web-based animation tools utilizing Adobe Flash. Students examine the concepts that make a quality interactive animation, complete a thorough exploration of the tools, create basic vector-based animations, utilize basic ActionScripting, and produce animations.

Advisory: CIS-062  
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 Portfolio will be introduced.

Advisory: CIS-070A and ENG-051  
Associate Degree Applicable

## **CIS-084 VISUAL DESIGN**

NEW! Effective Spring 2016  
3 Units  
Lecture: 2.5 hours  
Laboratory: 1.5 hours

This course is a project based curriculum that develops career and communication skills in graphic design, illustration and print, and digital media. Each project adds more challenging skills to foundation proficiencies. Students experience subject areas and skills across careers in graphic design, illustration, photography and print, and digital media production utilizing visual communication using Adobe Photoshop, graphic design and illustration using Adobe Illustrator and print & digital media publication using Adobe InDesign. Students gain experience through real-world projects that help them to better understand the roles and processes across a broad range of careers involving graphic design.

Prerequisite: CIS-082E, CIS-082F, CIS-082G  
Associate Degree Applicable

## **CIS-086 WEB PAGE CONTENT DEVELOPMENT**

2 Units  
Lecture: 1 hour  
Laboratory: 3 hours

This is a practical hands-on course in which students learn how to create simple web pages for clients. Students examine 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 develop or modify web sites for customers provided by their instructor.

Prerequisite: CIS-063 with a grade of "C" or better  
Associate Degree Applicable

**COMPUTER SCIENCE (CS)****CS-001  
MICROCOMPUTER SUPPORT SPECIALIST - A+  
TRAINING**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course examines the fundamentals of how an IBM microcomputer clone is assembled, how software is installed, and how it operates, with emphasis on maintenance, repair, and basic theory. The level of study is designed to prepare the student with the knowledge necessary to pass the Computing Technology Industry Association (CompTIA) A+ Certification Test. Passing the CompTIA A+ test will earn the student an A+ certification identification card and a CompTIA A+ Certification Certificate.

Advisory: ENG-050, CS-073, CIS-070A  
Associate Degree Applicable

**CS-073  
INTRODUCTION TO COMPUTER SCIENCE**

3 Units  
Lecture: 3 hours

This is an introductory course in computer concepts and terminology. Topics covered include basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, 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  
C-ID BUS 140

**CS-080  
SYSTEMS ANALYSIS AND DESIGN**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course provides an overview of the systems development process. Students participate in a semester-long project in which they take a systems design problem from formulation to implementation. Topics include: introduction to systems analysis and design, analyzing the business case, managing systems projects, requirements modeling, data and process modeling, object modeling development strategies, user interface design, data design, system architecture, managing systems implementation, managing systems support, and security.

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: programming language structure and syntax; algorithm development, logic and design considerations and program development tools; error handling and debugging; functions, subprograms and parameter passing; conditional and relational operators, selection and looping structures; array processing; sequential and random file access; and an introduction to object oriented programming.

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

**CS-086A**

See changes below effective Spring 2016

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

**CS-086A**

Effective Spring 2016

**VISUAL BASIC PROGRAMMING II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an advanced course in Visual Basic programming. Students design, write, and debug programs using principles of structured programming to create event-driven programs using the Visual Basic .NET Framework. Topics include: the use of logic and design tools, creating web applications, using procedures and exception handling, using arrays and file handling, incorporating databases with ADO.NET, multiple classes and inheritance, web services, and reports.

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

**CS-087  
ASSEMBLER LANGUAGE PROGRAMMING**

3 units  
Lecture: 2 hours  
Laboratory: 3 hours

This course familiarizes students with the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors.

Prerequisite: CS-073 and CS-086 with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID COMP 142

**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 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; and C-strings.

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 intermediate course in C++ programming. Topics include the application of software engineering techniques to the design and development of large programs; data abstraction and structures and associated algorithms. 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

C-ID COMP 132

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## CRIMINAL JUSTICE (CJ)

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### CJ-001 INTRODUCTION TO CRIMINAL JUSTICE

3 units

Lecture: 3 hours

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. Formerly known as AJ-001.

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. Formerly known as AJ-002.

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. Formerly known as AJ-003.

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

CSU, Associate Degree Applicable

C-ID AJ 124

## CJ-005A COMMUNITY AND THE JUSTICE SYSTEM

3 units

Lecture: 3 hours

This course examines the complex and dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics include crime prevention, restorative justice, conflict resolution, and ethics. Students learn to recognize differences in culture, ethnicity, and race as well as consider how prejudice and discrimination affect relationships between community and various justice components. Formerly known as AJ-005A.

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

CSU, UC, Associate Degree Applicable

C-ID AJ 160

## CJ-006 PRINCIPLES OF CRIMINAL INVESTIGATIONS

3 units

Lecture: 3 hours

This course incorporates the study of basic principles of all types of investigation utilized in the justice system. Students study the specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, public relations, and case preparation. Formerly known as AJ-006.

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

CSU, Associate Degree Applicable

C-ID AJ 140

## CJ-007 SUBSTANTIVE CALIFORNIA CRIMINAL LAW

3 units

Lecture: 3 hours

This course offers an in-depth study of the substantive laws commonly utilized by the municipal, county, or state police officer, investigator, or other criminal justice employees. The scope of this course includes misdemeanor and felony violations of the criminal statutes, and provides an understanding of California Codified Law and an overview of legal case decisions. Formerly known as AJ-007.

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

CSU, Associate Degree Applicable

## CJ-010 JUVENILE DELINQUENCY

3 units

Lecture: 3 hours

This course explores major types of juvenile criminal behavior. Particular emphasis is placed on factors that contribute to criminality or delinquency. Students examine methods used in dealing with offenders in the juvenile justice system and the changing role of law enforcement, the judiciary, probation, parole, and juvenile institutions. The course includes changes in juvenile law, crime control, and juvenile treatment processes. Formerly known as AJ-010.

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

CSU, Associate Degree Applicable

C-ID AJ 220

## CJ-030 CORRECTIONAL SYSTEMS

3 units

Lecture: 3 hours

This course focuses on historical and contemporary correctional theories and issues such as punishment, sentencing alternatives, prison experiences, prisoner rights, female and juvenile incarceration, crowding, and future projections. This course includes an in-depth study of relationships between criminals and institutional personnel. Formerly known as AJ-030.

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

CSU, Associate Degree Applicable

C-ID AJ 200

**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**

Units: 3  
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. After successful completion of this course, students are eligible to take CULN-001B. This course may include additional fees.

Advisory: ENG-050, MATH-057, RDG-050 with a grade of "C" or better  
Associate Degree Applicable

**CULN-001B  
BASIC CULINARY SKILLS**

Units: 3  
Lecture: 2 hours  
Lab: 3 hours

This is the second of four 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. After successful completion of this course, students will be eligible to take CULN-002A. This course may include additional fees.

Prerequisite: CULN-001A with a grade of "C" or better  
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. After successful completion of this course students will be able to enroll in CULN-002B. This course may include additional fees.

Prerequisite: CULN-001B with a grade of "C" or better, or completion of San Bernardino County ROP "Restaurant Occupations I" course  
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 may include additional fees.

Prerequisite: CULN-002A with a grade of "C" or better  
Associate Degree Applicable

**CULINARY WORK EXPERIENCE (CUWE)\***

\* Effective spring, 2016 all WEV Work Experience courses will transition to discipline specific work experience courses.

**CUWE-080  
WORK EXPERIENCE - CULINARY**

1 Units  
Laboratory: Total hours - 75 hrs for paid or 60 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees in the Culinary discipline. Students gain career awareness in this course. Some vocational programs require internship credits. Credit in Work Experience Culinary courses may be accrued at the rate of one to eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

**CUWE-081  
WORK EXPERIENCE - CULINARY**

2 Units  
Laboratory: Total hours - 150 hrs for paid or 120 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees in the Culinary discipline. Students gain career awareness in this course. Some vocational programs require internship credits. Credit in Work Experience Culinary courses may be accrued at the rate of one to eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

**CUWE-082  
WORK EXPERIENCE - CULINARY**

3 Units  
Laboratory: Total hours - 225 hrs for paid or 180 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees in the Culinary discipline. Students gain career awareness in this course. Some vocational programs require internship credits. Credit in Work Experience Culinary courses may be accrued at the rate of one to eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

**CUWE-083  
WORK EXPERIENCE - CULINARY**

4 Units  
Laboratory: Total hours - 300 hrs for paid or 240 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees in the Culinary discipline. Students gain career awareness in this course. Some vocational programs require internship credits. Credit in Work Experience Culinary courses may be accrued at the rate of one to eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

## 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.*

### DE-308 ADVANCED ENGLISH AS A SECOND LANGUAGE I

Units: 0

This noncredit, advanced level, open-entry, open-exit course is designed for non-native speakers of English and those who speak English as their second language. The course is designed to prepare students to transition to college-level study. The course content includes advanced grammar studies as well as written and oral communication and reading.

It continues to build upon the four language competencies of reading, writing, listening and speaking English in an integrated skills format.

*Prerequisite: Proper placement based on ESL assessment instrument or successful completion of DE-305, Intermediate English as a Second Language, or the equivalent.*

### DE-310 BASIC ENGLISH GRAMMAR

Units: 0

Basic English Grammar is geared toward secondary school students and adults in need of basic language skills. The course focuses on parts of speech and sentence structure and is designed to improve both written and spoken English. This is an ideal course for preparation for the California High School Exit Exam and will assist with the successful transition from high school to college or the workplace.

*Advisory: 8th grade reading level*

### DE-312 BASIC ENGLISH COMPOSITION

Units: 0

Basic English Composition is designed to help secondary school students and adults develop practical writing skills. Sentence construction, spelling, paragraph development, and how to use sentences and paragraphs in everyday writing are emphasized.

*Advisory: 8th grade reading level, successful completion of Basic English Grammar, or equivalent, per high school transcript or department English diagnostic test.*

### DE-316 READING DEVELOPMENT

Units: 0

This course is designed to improve reading skills and foster reading enjoyment by building and reinforcing the skills needed to read in today's world. It covers decoding, comprehension, and critical thinking skills needed in academic and work situations.

### DE-320 AMERICAN LITERATURE

*See DE-320A & B effective Spring 2016*

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-320A HIGH SCHOOL AMERICAN LITERATURE - A

Units: 0

This first semester high school introduction to American literature course is a chronological examination of the United States' literary history from 1620 through the post-Civil War period. Selections included are by William Bradford, Emerson, Thoreau, Melville, Dickinson, Twain, Crane, London, and others with the emphasis on how historical events shaped the literature of the time. This course meets the Common Core State Standards for English Language Arts, satisfies the first semester of American Literature in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-320.

*Advisory: 8th grade reading level, successful completion of Basic English Grammar, or equivalent, per high school transcript or department English diagnostic test.*



**DE-320B***Effective Spring 2016***HIGH SCHOOL AMERICAN LITERATURE - B**

Units: 0

This first semester high school introduction to American literature course is a chronological examination of the United States' literary history from 1620 through the post-Civil War period. Selections included are by William Bradford, Emerson, Thoreau, Melville, Dickinson, Twain, Crane, London, and others with the emphasis on how historical events shaped the literature of the time. This course meets the Common Core State Standards for English Language Arts, satisfies the first semester of American Literature in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-320.

*Advisory: 8th grade reading level, successful completion of Basic English Grammar, or equivalent, per high school transcript or department English diagnostic test.*

**DE-321***See DE-321A & B effective Spring 2016***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-321A***Effective Spring 2016***HIGH SCHOOL WORLD LITERATURE - A**

Units: 0

This first semester high school introduction to 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. This course meets the Common Core State Standards for English Language Arts, satisfies the first semester of World Literature in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-321.

*Advisory: 8th grade reading level, successful completion of Basic English Grammar, or equivalent, per high school transcript or department English diagnostic test.*

**DE-321B***Effective Spring 2016***HIGH SCHOOL WORLD LITERATURE - B**

Units: 0

This second semester high school introduction to World Literature is a culturally diverse collection of poetry as well as persuasive and humorous literature. Students will study speeches, essays, satire, newspaper columns, and short stories. 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. This course meets the Common Core State Standards for English Language Arts, satisfies the second semester of World Literature in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-321.

*Advisory: 8th grade reading level, successful completion of Basic English Grammar, or equivalent, per high school transcript or department English diagnostic test.*

**DE-330***See DE-330A & B effective Spring 2016***MATH SKILLS**

Units: 0

This basic arithmetic course is designed to develop the student's ability to perform operations with whole numbers, fractions, decimals, and percentages. Students who complete this course will be better prepared for the California High School Exit Exam and entry into a pre-algebra course.

**DE-330A***Effective Spring 2016***HIGH SCHOOL BEGINNING MATH SKILLS - A**

Units: 0

This basic arithmetic high school course is designed to develop the student's ability to perform operations with whole and decimal numbers; finding mean and mode in statistics; displaying data, patterns and variables; and solving one-step equations; solving fractions, mixed numbers, operations on fractions, and fraction equations using the reciprocal as well as number theory and customary systems of measurement. This course assists students in preparation for the California High School Exit Exam (CAHSEE). This course is aligned with the Common Core State Standards (CCSS), satisfies the first semester of General Math in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-330.

**DE-330B***Effective Spring 2016***HIGH SCHOOL BEGINNING MATH SKILLS - B**

Units: 0

This course builds on the knowledge gained in the Math Skills course 330A and is designed to develop the student's ability to perform operations with ratios; percentages; multiplication and division of fractions; solving equations with fractions; elements of geometry including points, lines, segments, rays, angles, angle classifications, and polygon classification and congruency, circumference and area, and surface area and volume; the metric system; probability; integers and operations with integers; graphing; solving two-step equations and inequalities; estimating and rounding decimals; and comparing and ordering integers. Students who complete this course will be better prepared for the California High School Exit Exam (CAHSEE) and entry into a pre-algebra course. This course is aligned with the Common Core State Standards (CCSS), satisfies the first semester of General Math in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-330.

**DE-332***See DE-332A & B effective Spring 2016***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

See DE-434A & B effective Spring 2016

#### ALGEBRA

Units: 0

This course is designed for the adult student who needs step-by-step instruction to grasp algebraic concepts. This course builds on the knowledge gained in the Pre-Algebra course and introduces new algebraic concepts such as polynomials, irrational numbers, and quadratic equations. This course is ideal for those preparing for the state-wide California High School Exit Exam (CAHSEE).

*Advisory: Successful completion of a pre-algebra mathematics course or equivalent knowledge based on high school transcripts or the program math diagnostic test.*

### DE-340

#### WORLD GEOGRAPHY AND CULTURES

Units: 0

Because people of the world are linked more closely now than at any other time in history, this course blends the elements of both physical and human geography and provides students with an understanding of worldwide economic, political, and cultural interdependence.

### DE-342

#### ART HISTORY

Units: 0

This overview of world art helps students understand a broad spectrum of visual arts in the contexts of the history and cultures that influenced works of art. This course covers the basic concepts of understanding and evaluating art, as well as presenting the evolution of art from its earliest beginnings to the artistic expressions of today.

### DE-350

See DE-450A & B effective Spring 2016

#### 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

See DE-451A & B effective Spring 2016

#### 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

See DE-452 effective Spring 2016

#### AMERICAN GOVERNMENT

Units: 0

American government is a practical study of the American political system. It is designed to inform students about their American system of government and make them aware of the responsibilities and power they have as a citizen in this democratic nation.

*Advisory: 8th grade reading level, high school level world history and U.S. history.*

### DE-353

See DE-453 effective Spring 2016

#### 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

See DE-460A & B effective Spring 2016

#### 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

See DE-465A & B effective Spring 2016

#### PHYSICAL SCIENCE

Units: 0

This introductory physical science course explores the properties of matter, elements, compounds, electricity, sound and light. Students gain practice in working with data and sharpen their abilities to infer, classify, and theorize with physical science topics such as motion, heat, matter changes, magnets, and electromagnetism.

*Advisory: 8th grade reading level, successful completion of Math Skills or equivalent as shown by high school transcript or department math diagnostic test.*

### DE-366

#### EARTH SCIENCE

Units: 0

This non-credit earth science course meets the physical science requirement for the adult high school diploma. The course provides instruction about the earth, planets, atoms, elements, oceans, climate, and space. Students also examine our solar system, types of erosion, stars, and various other earth-related topics.

*Advisory: 8th grade reading level.*

### DE-368

#### ENVIRONMENTAL SCIENCE

Units: 0

This comprehensive course introduces students to the study of the natural environment, with a focus on the connections between the environment and technological and consumer choices. Topics include biodiversity, ecosystems, interdependence of organisms, life cycles, environmental challenges and solutions, human populations, pollution, and sustainability.

### DE-370

See DE-470 effective Spring 2016

#### 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-380  
EVERYDAY LIFE SKILLS**

Units: 0

This comprehensive course will assist students making the transition to life after high school, whether the focus is on postsecondary education or employment. The content deals with such challenges as healthy lifestyles, household management, financial responsibility, employment, education, and computer technology.

**DE-382  
CAREER PLANNING**

Units: 0

This course is designed to develop career awareness and employment readiness. Students will learn self-assessment methods and job readiness skills, as well as occupational information that will help them choose a career and develop an action plan for the future.

**DE-386  
COMPUTER KEYBOARDING**

Units: 0

This course builds and reinforces touch-typing skills using a computer keyboard, helping students to develop proper keying techniques and to improve speed and accuracy. This non-credit course meets the elective requirement for the adult high school diploma.

**DE-390  
GED PREPARATION - SCIENCE**

Units: 0

This GED preparation course is an overview of life, earth and space, and physical science geared toward the student who wishes to improve his or her GED science score: General science curriculum is interspersed with test taking strategies and opportunities to test acquired knowledge. Students may choose to work from a text or opt for computerized instruction.

*Prerequisite: Earn less than a score of 450 on the GED Science Pre-test.*

**DE-390  
GED 2014 PREPARATION: SCIENCE**

Units: 0

This course prepares students for the GED 2014 Official Test and is aligned with the Common Core State Standards (CCSS). The course focuses on the three content areas of the GED 2014 Science Test: life science, physical science, and earth and space science. General science curriculum is interspersed with test-taking strategies, and upon completion of the course's modules, students are given the opportunity to take a GED 2014 practice test.

*Advisory: 8th grade reading level*

**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-392**

Effective Spring 2016

**GED 2014 PREPARATION: SOCIAL STUDIES**

Units: 0

This course prepares students for the GED 2014 Official Test and is aligned with the Common Core State Standards (CCSS). The course focuses on the four content areas of the GED 2014 Social Studies Test: Geography and the World, U. S. History, Government and Civics, Economics, and World History. In addition to the content, the course covers test-taking strategies and higher-order concepts covered on the test. Upon completion of the course's modules, students are given the opportunity to take a GED 2014 practice test.

*Advisory: 8th grade reading level*

**DE-394**

Effective Spring 2016 will be replaced with DE-395

**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-395**

Effective Spring 2016

**GED 2014 PREPARATION: REASONING THROUGH LANGUAGE ARTS**

Units: 0

This course prepares students for the GED 2014 Reasoning through Language Arts Official Test and is aligned with the Common Core State Standards (CCSS). This course includes reading comprehension, writing, language conventions, and usage. Students will learn how to determine main ideas, points of view, inferences, and claims from a variety of sources, including some at the career- and college-readiness levels. Students will also learn how to plan, organize, write, and revise essays using correct grammar, capitalization, and punctuation. Test-taking strategies are included, and upon completion of the course's modules and essay writing, students are given the opportunity to take a GED 2014 practice test.

*Advisory: 8th grade reading level*

**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-396**

Effective Spring 2016

**GED 2014 PREPARATION: MATHEMATICAL REASONING**

Units: 0

This course prepares students for the GED 2014 Official Test and is aligned with the Common Core State Standards (CCSS). The course focuses on the four broad mathematical content areas of the GED 2014 Mathematical Reasoning Test: number sense and operations; data measurement and analysis; algebra, functions, and patterns, and geometry. In addition to the content, the course covers test-taking strategies and higher-order concepts covered on the test. Upon completion of the course's modules, students are given the opportunity to take a GED 2014 practice test.

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*Advisory: 8th grade reading level*

### DE-432A

Effective Spring 2016

#### HIGH SCHOOL PRE-ALGEBRA - A

Units: 0

This high school 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 algebraic expressions, operations with integers, distributive properties of operations, rounding and estimating decimal numbers, solving multi-step equations, factorization and greatest common factor, fractions and rational numbers, exponentiation and scientific notation, operations with fractions, solving equations with fractions, and ratios and proportions. This course assists students in preparation for the California High School Exit Exam (CAHSEE). This course is aligned with the Common Core State Standards (CCSS), satisfies the first semester of Pre-Algebra in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-332.

*Advisory: Successful completion of a basic mathematics course or equivalent based on the evaluation of the student's previous transcripts.*

### DE-432B

Effective Spring 2016

#### HIGH SCHOOL PRE-ALGEBRA - B

Units: 0

This high school 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 solving multi-step equations, linear functions, graphing functions, spatial thinking, polar and parametric coordinates, and conics. This course assists students in preparation for the California High School Exit Exam (CAHSEE) and entrance into a high school algebra course. This course is aligned with the Common Core State Standards (CCSS), satisfies the second semester of Pre-Algebra in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-332.

*Advisory: Successful completion of a basic mathematics course or equivalent based on the evaluation of the student's previous transcripts.*

### DE-434A

Effective Spring 2016

#### HIGH SCHOOL ALGEBRA - A

Units: 0

This high school course is designed for the adult student who needs step-by-step instruction to grasp algebraic concepts. This course builds on the knowledge gained in the Pre-Algebra course and covers rational numbers, solving equations and inequalities, graphing functions, linear functions, systems of equations and inequalities, and exponents and exponential functions. This course is ideal for those preparing for the state-wide California High School Exit Exam (CAHSEE). This course is aligned with the Common Core State Standards (CCSS), satisfies the first semester of General Algebra in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-334.

*Advisory: Successful completion of a pre-algebra mathematics course or equivalent knowledge based on high school transcripts or the program math diagnostic test.*

### DE-434B

Effective Spring 2016

#### HIGH SCHOOL ALGEBRA - B

Units: 0

This course is designed for the adult student who needs step-by-step instruction to grasp algebraic concepts. This course builds on the knowledge gained in the Algebra-A course and covers data analysis, polynomials and their factorizations, quadratic equations and functions, radical and rational functions and absolute value equations and polynomials. This course is ideal for those preparing for the state-wide California High School Exit Exam (CAHSEE). This course is aligned with the Common Core State Standards (CCSS), satisfies the second semester of Algebra in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-334.

*Advisory: Successful completion of a pre-algebra mathematics course or equivalent knowledge based on high school transcripts or the program math diagnostic test.*

### DE-450A

Effective Spring 2016

#### HIGH SCHOOL WORLD HISTORY - A

Units: 0

This high school World History survey course begins with the origins of human life and ends with the Age of Discovery. Topics include the Neolithic age, the rise of civilizations in the Middle East and Ancient India, Ancient Greece, the Roman Republic and Empire, the impact of Judaism and Christianity, Dynastic China, the early history of Islam, Early Africa, the European Renaissance and Reformation, and the Age of Discovery. This course meets the Common Core State Standards for Literacy in History/Social Studies, satisfies the first semester requirement of World History in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-350.

*Advisory: 8th grade reading level.*

### DE-450B

Effective Spring 2016

#### HIGH SCHOOL WORLD HISTORY - B

Units: 0

This high school World History survey course begins with the Enlightenment and ends with the contemporary world, including the geographical, cultural, economic, and military significance of regions and specific nations. Topics include the Scientific Revolution; major Enlightenment thinkers; the American, French, and Latin American Revolutions; the Industrial Revolution and development of modern technologies; nationalistic movements in Europe and the Americas; the two World Wars; and recent conflicts in the Middle East, Asia, and Africa. This course meets the Common Core State Standards for Literacy in History/Social Studies, satisfies the second semester requirement of World History in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-350.

*Advisory: 8th grade reading level.*

### DE-451A

Effective Spring 2016

#### HIGH SCHOOL UNITED STATES HISTORY - A

Units: 0

This high school United States history course is a chronological examination of individuals, groups, and events that shaped the country from the nation's beginnings to the end of the Civil War. Topics include the first Americans, colonization, the American Revolution, the development of political parties, the War of 1812, westward expansion, the tension with other nations, the debate over slavery, and the Civil War. This course meets the Common Core State Standards for Literacy in History/Social Studies, satisfies the first semester of U. S. History in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-351.

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

**DE-451B***Effective Spring 2016***HIGH SCHOOL UNITED STATES HISTORY - B**

Units: 0

This high school United States history course is a chronological examination of individuals, groups, and events that shaped the country from the nation's Reconstruction after the Civil War to the current period of U. S. history. Topics include industrialization, westward expansion, the organized labor movement, immigration, urban expansion, World War I, the Progressive movement, the Great Depression, the New Deal, World War II, the Holocaust, the Korean and Vietnam Wars, the Cold War, the Civil Rights movement, America's increasing global influence, Watergate, the collapse of the Soviet Union, the wars in Iraq and Afghanistan, and the change in U. S. demographics. This course meets the Common Core State Standards for Literacy in History/Social Studies, satisfies the second semester of U. S. History in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-351.

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

**DE-452***Effective Spring 2016***HIGH SCHOOL AMERICAN GOVERNMENT**

Units: 0

This high school American Government course is a study of the United States political system. Students will learn the political origins of the nation as defined by the Founding Fathers as well as the history of the American system of government. Topics include the roles of the three branches of government, the fundamental values and principles of a civil society, Constitutional principles, the role of a free press, landmark Supreme Court rulings, the role of foreign policy, and the rights and obligations of citizens in a democratic nation. This course meets the Common Core State Standards for Literacy in History/Social Studies, satisfies the American Government requirement in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly DE-352.

*Advisory: 8th grade reading level, high school world history and U.S. History.*

**DE-453***Effective Spring 2016***HIGH SCHOOL ECONOMICS**

Units: 0

This high school Economics 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. This course is aligned with the Common Core State Standards (CCSS), satisfies the Economics course requirement in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly DE-353.

*Advisory: 8th grade reading level.*

**DE-460A***Effective Spring 2016***HIGH SCHOOL BIOLOGY - A**

Units: 0

This introductory high school biology 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. This course meets the Common Core State Standards for Literacy in Science, satisfies the first semester of Biology in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-360.

*Advisory: 8th grade reading level.*

**DE-460B***Effective Spring 2016***HIGH SCHOOL BIOLOGY - B**

Units: 0

This introductory high school science course explores a full range of biological sciences. Topics include the following: Darwin's theories, evolution, and genetics; the plant system; behavioral biology; the ecology of organisms and populations; communities and ecosystems; and human interaction and technology. This course meets the Common Core State Standards for Literacy in Science, satisfies the second semester of Biology in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-360.

*Advisory: 8th grade reading level.*

**DE-465A***Effective Spring 2016***HIGH SCHOOL PHYSICAL SCIENCE - A**

Units: 0

This high school introduction to physical science course explores the structure of matter, temperature and heat transfer. Students gain practice in working with data and sharpen their abilities to infer, classify, and theorize with physical science topics such as properties of matter and its interactions as well as heat transfer. This course meets the Common Core State Standards for Literacy in Science, satisfies the first semester of Physical Science in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE-365.

*Advisory: 8th grade reading level.*

**DE-465B***Effective Spring 2016***HIGH SCHOOL PHYSICAL SCIENCE - B**

Units: 0

This high school introduction to physical science course explores mechanics, sound and light, electricity, and magnetism. Students gain practice in working with data and sharpen their abilities to infer, classify, and theorize with physical science topics such as kinematics and electromagnetism. This course meets the Common Core State Standards for Literacy in Science, satisfies the second semester of Physical Science in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE-365.

*Advisory: 8th grade reading level.*

**DE-470***Effective Spring 2016***HIGH SCHOOL HEALTH SCIENCE**

Units: 0

Health Science is a required course in the high school completion program that familiarizes students with basic knowledge about the 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 lifestyle choices. This course meets the Common Core State Standards for Literacy in Science and provides five high school credits upon successful completion of the course. Formerly DE-370.

*Advisory: 8th grade reading level.*

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## ECONOMICS (ECON)

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### ECON-001 PRINCIPLES OF MACROECONOMICS

3 Units  
Lecture: 3 hours

Principles of Macroeconomics introduces students to 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  
C-ID ECON 202

### ECON-002 PRINCIPLES OF MICROECONOMICS

3 Units  
Lecture: 3 hours

Principles of Microeconomics focuses on an economic analysis of the choices made by individuals and businesses. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. This course can be taken before, after, or along with ECON-001.

*Prerequisite:* MATH-050 with a grade of "C" or better  
*Advisory:* ENG-051, RDG-051  
CSU, UC, Associate Degree Applicable  
C-ID ECON 201

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## EDUCATION (EDUC)

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### EDUC-010 INTRODUCTION TO ELEMENTARY CLASSROOM TEACHING

3 Units  
Lecture: 3 hours

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools. Topics include teaching as a profession and career; historical and philosophical foundations of the American education system; classroom management; professional and ethical considerations; contemporary educational issues; California's content standards and frameworks; and teacher performance standards. In addition to class time, the course requires 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. Students must complete fingerprinting and tuberculosis testing to take this course.

*Advisory:* CD-012, RDG-051 and ENG-003A or the equivalent with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID EDUC 200

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## EMERGENCY MEDICAL RESPONDER (EMR)

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### EMR-001 EMERGENCY MEDICAL RESPONDER

*Effective Spring 2016*  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

The Emergency Medical Responder (EMR) course prepares the EMR student to provide emergency prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMRs, anatomy and physiology, medical emergencies, trauma, and special considerations for working in the prehospital setting. This course meets or exceeds all of the requirements as specified in the California Code of Regulations, Title 22, Division 9, for Advanced First Aid Standards for Public Safety Personnel and the National Standard Curriculum for Emergency Medical Responders.

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

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## EMERGENCY MEDICAL TECHNICIAN (EMT)

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*See Page 75 for additional information.*

### EMT-084 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 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.

**ENGLISH (ENG)****ENG-001B  
COMPOSITION AND LITERATURE**

3 Units  
Lecture: 3 hours

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

*Prerequisite:* ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ENGL 120

**ENG-001C  
ARGUMENTATION AND CRITICAL THINKING**

3 Units  
Lecture: 3 hours

This advanced composition course is designed for students who plan to transfer to four-year colleges or universities. Students will read, write, and view complex texts while applying critical thinking skills and advanced research techniques. Course content will include examinations of deductive and inductive reasoning, logical fallacies, and rhetorical analysis as well as historical approaches to argumentation, the methods of critical inquiry, and the effective use of evidence. Students will demonstrate these skills as they research and write advanced, research-based argumentative essays which demonstrate an ability to analyze issues, evaluate positions, and argue persuasively through clear, concise prose. Students will produce writing assignments that total 8,000 to 10,000 words.

*Prerequisite:* ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ENGL 105

**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  
C-ID ENGL 100

**ENG-005A  
CREATIVE WRITING**

3 Units  
Lecture: 3 hours

In this introductory course, students explore creative writing in four core genres: poetry, fiction, drama, and creative non-fiction. The course includes reading and analyzing works of literary merit; composing substantive creative material in at least two of the required genres, totaling 4,000 or more words; journal writing and creative exercises; and actively participating in review and editing workshops. Students are also encouraged to explore other creative genres, such as song lyrics, screen plays, et al. 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  
ENGL 200

**ENG-005B  
ADVANCED CREATIVE WRITING**

3 Units  
Lecture: 3 hours

This course enables students to refine their creative writing skills in at least two 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 in at least two of the required genres, totaling 4,000 or more words; journal writing and creative exercises; and actively participating in review and editing workshops. Students are also encouraged to explore other creative genres, such as song lyrics, screen plays, et al. 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. This course includes critical analysis of representative works in all of the literary genres: the essay, short story, the novel, the slave narrative, poetry, song, and drama.

*Prerequisite:* ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ENGL 130

**ENG-010B  
AMERICAN LITERATURE II**

3 Units  
Lecture: 3 hours

This course presents a survey of late nineteenth and twentieth Century American literature. Selections include writings of traditional and non-traditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

*Prerequisite:* ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ENGL 135

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

3 units  
Lecture: 3 hours

This course surveys the major works of English literature including selections from Old English, Middle English, Renaissance, and 17th and 18th century authors. Students will critically analyze representative works in the following literary genres: the essay, short story, the novel, the epistolary novel, poetry, song, and drama.

Prerequisite: ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ENGL 160

### **ENG-011B SURVEY OF ENGLISH LITERATURE: ROMANTIC THROUGH POSTMODERNISM**

3 units  
Lecture: 3 hours

The course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, Modern and Postmodern Periods. Students examine English literature, critically analyzing the representative works in all of the literary genres: the essay, short story, the novel, the epistolary novel, poetry, song, and drama.

Prerequisite: ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ENGL 165

### **ENG-012A WORLD LITERATURE I: BEGINNINGS THROUGH 1650**

3 Units  
Lecture: 3 hours

This course presents a survey of the literary works that have influenced world thought, culture, and traditions from the ancient world up to modern beginnings (1650). Students study classic works of literary merit in poetry, fiction, drama, and non-fiction, from Gilgamesh to Shakespeare, and write substantive critical analyses incorporating correct MLA or APA format and documentation.

Prerequisite: ENG-003A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID ENGL 140

### **ENG-012B WORLD LITERATURE II: THE MODERN WORLD (1650-PRESENT)**

3 Units  
Lecture: 3 hours

This course presents a survey of the literary works that have influenced world thought, culture, and traditions from 1650 up to the present. Students study modern works of literary merit in poetry, fiction, drama, and non-fiction, from the New World (17th century) to current writers, 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  
C-ID ENGL 145

### **ENG-050 BASIC WRITING SKILLS**

4 Units  
Lecture: 4 hours

This non-transferable course provides extensive study of basic language and composition skills in preparation for success in college-level courses. Students study correct grammar, usage, mechanics, and syntax and are introduced to the processes of writing, including generating ideas, drafting paragraphs and short essays in basic rhetorical forms of development, revising techniques, and improving reading comprehension. Students may choose credit/no credit or letter grade options.

Advisory: CIS-050

### **ENG-051 INTRODUCTION TO EXPOSITORY WRITING**

3 Units  
Lecture: 3 hours

This non-transferable course helps students improve their skills in expository composition and critical reading. Students review rules of grammar, punctuation, and standard syntax and compose paragraphs and short essays in the various rhetorical patterns of development. Students are also introduced to basic researched writing and documentation to prepare them for college-level courses.

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

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## **FIRE TECHNOLOGY (FIRE)**

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### **FIRE-001 FIRE PROTECTION ORGANIZATIONS**

3 Units  
Lecture: 3 hours

This course 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 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 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  
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 with a "C" or better  
CSU, Associate Degree Applicable

**FIRE-005  
FIRE BEHAVIOR AND COMBUSTION**

3 Units  
Lecture: 3 hours

This course is designed to provide Fire Technology or other interested students with the fundamentals, theories, and specific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, and forms of energy and fire prevention/suppression techniques. This course also analyzes how and why fires start, spread, and are controlled. This course is approved by the California State Board of Fire Services and the State Fire Marshal and is part of the designated National Fire Academy FESHE model core curriculum.

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

**FIRE-006  
HAZARDOUS MATERIALS OPERATIONS**

3 UNITS  
LECTURE: 3 HOURS

This course introduces the student to emergency hazardous materials response at the operations level and discusses the core competencies required of first responders. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, recognition and identification of hazardous materials, decontamination procedures, the incident command system, personal protective equipment, and fire department protocols and responsibilities. This course follows the most recent National Fire Protection Association (NFPA) 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.

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

**FIRE-007  
PRINCIPLES OF FIRE AND EMERGENCY  
SERVICES SAFETY & SURVIVAL**

3 units  
Lecture: 3 hours

This course provides students with the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. The course focuses on assessing fire dangers and handling common fire situations; risk abatement; personal preparation for unforeseen fire emergencies; and roles and responsibilities in educating the public on fire safety. Students will develop knowledge of survival techniques using problem-solving strategies for increased situational awareness and self-reliance in an emergency. This course meets the National Fire and Emergency Services Higher Education objectives pertaining to firefighter safety and survival techniques used in today's fire service. This course may include field trips.

*Prerequisite:* FIRE-001 with a grade of "C" or better  
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 firefighting. Students will learn entry-level skills including structural and wildland firefighting; hazardous materials response at the operations level; auto extrication; and other basic rescue skills. Students will perform arduous activities throughout this course. 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.

*Advisory:* ENG-051  
Associate Degree Applicable

**FIRE-058  
FIRE PROTECTION HYDRAULICS AND WATER  
SUPPLY**

3 Units  
Lecture: 3 hours

This course provides the Fire Technology student with a foundation of theoretical knowledge in order to understand the principles of the use of water usage in fire protection. Students learn to apply hydraulic principles to analyze and solve water supply problems. Topics include the design principles of fire service pumping apparatus, community fire flow demand criteria, pump theory, pumping and hydraulic calculations, fire ground hydraulics, drafting operations, and the testing and inspecting of water-based suppression systems.

*Advisory:* ENG-051, MATH-050  
CSU, Associate Degree Applicable

**FIRE-061  
FIRE APPARATUS AND EQUIPMENT**

3 Units  
Lecture: 3 hours

This course provides the student with information on 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, MATH-050  
CSU, Associate Degree Applicable

## **FIRE-081 FIRE APPARATUS DRIVER/OPERATOR (EMERGENCY VEHICLE OPERATIONS)**

1.83 Units

Lecture: 1.5 hours

Lab: 1.0 hour

This course provides students with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections; documentation; maintenance; troubleshooting fire apparatus; and techniques on driving and positioning the fire apparatus. Each student has the opportunity to increase his or her driving skills during simulated driving conditions. This course is a California State Fire Training course that meets the current California Vehicle Code (CVC) section 12804.11 requirements. It reflects the new requirements for California firefighter licensing law per (AB 1648) and the 2009 National Fire Protection Association (NFPA) Standard for Fire Apparatus Driver/Operator Professional Qualifications. (Students must pay state fire training certification fee.)

*Prerequisite:* Fire apparatus driving experience on a public highway. Option 1: Signed verification from the Fire Chief (form is on the SFT website); Option 2: California Class B driver's license, firefighter restricted; or Option 3: California Class A, B, or C driver's license, firefighter endorsed.

*Advisory:* ENG-051, MATH-050, Firefighter I training recommended  
Associate Degree Applicable

## **FIRE-084 DRIVER/OPERATOR (PUMP OPERATIONS)**

1.83 UNITS

LECTURE: 1.5 HOURS

Lab: 1.0 hour

Students learn about pump construction and theory of pump operations in this course. Topics include methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps. Students will have the opportunity to increase their pumping skills during simulated pumping conditions. This course is a California State Fire Training course that meets the 2009 NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. (Students must pay state fire training certification fee.)

*Prerequisite:* FIRE-081

*Advisory:* ENG-051, MATH-050  
Associate Degree Applicable

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## **GEOGRAPHY (GEOG)**

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### **GEOG-001 PHYSICAL GEOGRAPHY**

3 units

Lecture: 3 hours

This course is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered, including maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS).

*Advisory:* ENG-050, MATH-057  
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

### **GEOG-007 EFFECTIVE SPRING 2016 WORLD REGIONAL GEOGRAPHY**

3 Units

Lecture: 3 hours

This course is a survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis is placed on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions is studied.

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

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## **GEOLOGY (G)**

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### **G-001 PHYSICAL GEOLOGY**

4 units

Lecture: 3 hours

Laboratory: 3 hours

This course is an introduction to the principles of geology with emphasis on Earth processes. Students investigate the internal structure and origin of the Earth and the processes that change and shape it. The laboratory component focuses on the identification of rocks and minerals, topographic and geologic map exercises demonstrating the work of water, wind, ice, gravity, and the effects of tectonic activity. Field trips may be included.

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

### **G-005 ENVIRONMENTAL GEOLOGY**

4 units

Lecture: 3 hours

Laboratory: 3 hours

This course is an introduction to the fundamentals of Environmental Geology with laboratory. Topics include the interactions between humans and the environment, emphasizing human impact on the geologic context. Course emphasizes the Earth system and connections between the geosphere, biosphere, atmosphere, and hydrosphere. Field trips may be included.

**Note:** This course is suggested for students in any major which deals with the 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 an introduction to the principles of Earth Science with a laboratory. Topics include the geosphere, atmosphere, hydrosphere, and solar system. Students focus on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather, and climate. Field trips may be included emphasizing the local geology.

Advisory: ENG-050, MATH-057  
CSU, UC, Associate Degree Applicable  
C-ID GEOL 121

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**HEALTH SCIENCES (HS)**

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Registered Nursing: See pages 127-128  
Vocational Nursing: See page 132

**HS-001  
PERSONAL & COMMUNITY HEALTH**

3 Units  
Lecture: 3 hours

This course considers facts and attitudes related to the maintenance of optimum health for the individual and society. Students study the body as it relates to health, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. 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. This course satisfies the California requirement in drug, alcohol, and tobacco and nutrition education for teacher certification. Formerly known as HE-001.

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

**HS-013  
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

**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

**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.

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

**HS-066  
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

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**HISTORY (HIST)**

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**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

3 Units  
Lecture: 3 hours

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

Advisory: ENG-051, RDG-051  
CSU, UC, Associate Degree Applicable  
C-ID HIST 130

## HIST-018 U.S. HISTORY FROM RECONSTRUCTION TO PRESENT

3 Units  
Lecture: 3 hours

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

Advisory: ENG-051, RDG-051  
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

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## MASS COMMUNICATION (MC)

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### MC-001 MASS MEDIA IN AMERICAN CULTURE

3 Units  
Lecture: 3 hours

This course introduces students to the influences and contributions of mass media in popular culture. It traces the historical development of each of the mass media, from earliest inventions to today's state-of-the-art digital technologies. The course surveys the impact of mass media on each of us as individuals and on American and world culture: where we might be going and what we can do about it. The course also examines how mass culture continually influences and shapes the media.

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

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## MATHEMATICS (MATH)

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### MATH-001A CALCULUS

4 Units  
Lecture: 3 hours  
Laboratory: 3 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, trigonometric, 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 college preparatory 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 with a grade of "C" or better.

CSU, UC, Associate Degree Applicable  
C-ID MATH-001A + MATH-001B = MATH 9005

### MATH-001B CALCULUS

4 Units  
Lecture: 3 hours  
Laboratory: 3 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, calculus of polar and parametric forms, first order separable differential equations, modeling exponential growth and decay, infinite series, and approximation of functions using Taylor series with remainder. The course includes calculator and/or computer usage.

Prerequisite: MATH-001A with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID MATH-001A + MATH-001B = MATH 9005

### 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 three 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. 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 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  $R^n$  dimensions, leading to the generalized notion of an abstract vector space. A complete treatment of vector space theory is presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra 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  
C-ID MATH 240

**MATH-004  
DISCRETE STRUCTURES**3 Units  
Lecture: 3 hours

This course introduces students to fundamental topics in computer science, including logic and Boolean algebra; proof techniques; sets; introduction to computer programming; basic counting rules; relations; functions and recursion; and graphs and probability trees. Students use calculators and computers to develop algorithms and solve mathematical problems.

*Prerequisite:* CS-089 and 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 and MATH-005 with a grade of "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID COMP 152

**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 Cosines. Students will also study vectors.

*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 within the last three years with grades 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 that explores the concept of function and function notation. The course provides an in-depth investigation of linear, polynomial, rational, absolute value, exponential, and logarithmic functions, including their equations, inequalities, graphs, and behavior. Other topics include the matrices (as they apply to systems of linear equations), sequences, proof by induction, the Binomial Theorem, probability, and conic sections.

*Prerequisite:* MATH-040 with a grade of "C" or better; or successful completion within the last five years of three years of high school math including two years of Algebra and one year of Geometry or the 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, absolute value, rational, root, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Topics include recognizing, graphing and solving equations and inequalities involving these functions, working with function notation, rates of change, transformations of functions, proofs related to trigonometric expressions and identities, trigonometric equations, solving right triangles, solving triangles using the law of cosines and the law of sines, introduction to vectors, 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, UC, 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  
C-ID SOCI 125

**MATH-016  
MATHEMATICS FOR ELEMENTARY SCHOOL  
TEACHERS**3 Units  
Lecture: 3 hours

This course is designed for Elementary Education majors. Students' mathematical content knowledge will increase through in-depth exploration of topics in mathematics including the integers, rational numbers, real numbers, basic number theory, the history of numeration systems, and current national and state curriculum standards for mathematics.

*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, UC, Associate Degree Applicable  
C-ID MATH 120

## MATH-040 INTERMEDIATE ALGEBRA

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course focuses on solving problems using linear, quadratic and exponential models with an introduction to the concept of a function. Topics include evaluating, solving and graphing linear, quadratic and exponential functions; solving systems of linear equations; simplifying rational exponents; solving radical equations and quadratic inequities; and applications of these concepts.

*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-045 ALGEBRA FOR STATISTICS

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course is an accelerated one-semester course to transfer-level statistics, and covers core concepts from elementary and intermediate algebra as well as descriptive statistics that are needed to understand the basics of college-level statistics. This course is designed for students who do not want to major in math, science, computer science, or business and who intend to transfer to the Cal State University system.

*Prerequisite:* MATH-057 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 by Math placement exam

## 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.

*Advisory:* RDG-050

## 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

See below for changes effective Spring 2016.

### INTRODUCTION TO MUSIC

3 Units  
Lecture: 3 hours

This course is designed for the general college student and non-music majors. This course is a general survey of the development of music with emphasis on the esthetic, formal, and historical factors, correlated with parallel movements in the other arts.

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

### MUS-010

Effective Spring 2016, change to description and advisory.

### INTRODUCTION TO MUSIC

3 Units  
Lecture: 3 hours

This course focuses on the major stylistic periods of Western art music from the Middle Ages until the end of the 20th century. Students will experience musical genres featured in North American and European concert halls. By studying contemporaneous social, political, and artistic movements and events, students will obtain a thorough appreciation of musical styles. Basic musical elements, terminology, voice categories, and instruments of the orchestra will be included.

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

## NURSING (N)

See pages 127-128

## NATURAL RESOURCES (NR)

### NR-001 CONSERVATION OF NATURAL RESOURCES

3 Units  
Lecture: 3 hours

With an emphasis on drawing conclusions from the Scientific method, this environmental science course investigates the principles of ecology, sustainability, and evolution. Further, students study experimental design, energy, ecosystems, elemental cycles, biomes, demography, health and toxicology, food and hunger, soil, the atmosphere, weather, climate, and the hydrological cycle. Students will consider environmental issues including water quality, air pollution, soil pollution, energy resources, toxic chemicals, and human population growth. The course emphasizes the effects of environmental problems upon all living organisms, and reducing human impact on Earth's ecosystems.

*Advisory:* ENG-051, MATH-057  
CSU, UC, Associate Degree Applicable

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## PHILOSOPHY (PHIL)

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### PHIL-006 INTRODUCTION TO PHILOSOPHY

3 Units  
Lecture: 3 hours

This course is a chronological and thematic survey of philosophy from the ancient Greek period to the contemporary era. The cultural environments, historical milieus of great thinkers, and select philosophical works 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, 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-051  
CSU, UC, Associate Degree Applicable

### PHIL-008 PHILOSOPHY FROM ANCIENT TIMES TO RENAISSANCE

3 Units  
Lecture: 3 hours

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

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

### PHIL-010 GENERAL LOGIC

3 Units  
Lecture: 3 hours

This course introduces students to deductive and inductive reasoning; distinctions between arguments and explanations; considerations of truth, validity, and soundness as they pertain to argumentation; the syllogistic method; the structure and function of language; and Venn diagrams. Stress is placed upon the principles of sound argumentation and the identification of common formal and informal fallacies. Also emphasized are statistical reasoning and the scientific method.

Advisory: ENG-051, 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

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## PHYSICAL EDUCATION (PE)

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### PE-043 BADMINTON

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides instruction and practice in the skills, strategies, and rules of singles and doubles badminton. Instruction will include demonstrations of basic fundamental skills, proper footwork, overhead and underhand strokes, and racquet grips. Students will practice offensive and defensive strategies in a group setting, while increasing levels of fitness and hand-eye coordination.

CSU, UC, Associate Degree Applicable

### PE-045 BASKETBALL

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course provides instruction and practice in the skills, strategies, and rules of basketball. Instruction includes fundamental skills, proper footwork, shooting form, defensive and offensive formations and plays. Students will practice proper techniques in body placement; balance and footwork when dribbling; passing, catching, and shooting the basketball while increasing levels of fitness and hand-eye coordination.

CSU, UC, Associate Degree Applicable

## PE-052 DANCE, AEROBIC, LOW IMPACT

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course will introduce and develop the basic knowledge and skills necessary to participate in low-impact aerobics as a fitness activity. Students will learn about basic fitness principles and engage in low-impact activities involving aerobic and exercise conditioning methods.

CSU, UC, Associate Degree Applicable

## PE-062 GOLF

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

Students are introduced to the fundamentals of golf including the swing, rules, skills, strategies, and course etiquette. Instruction is focused on obtaining practical experience and developing skills.

CSU, UC, Associate Degree Applicable

## PE-091 VOLLEYBALL

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

Students are introduced to the game of volleyball. This course provides beginning, intermediate, and advanced instruction and practice in skills as well as offensive and defensive strategies. Students will learn the rules of officiating volleyball.

CSU, UC, Associate Degree Applicable

## PE-096 WEIGHT TRAINING

1 Unit  
Lecture: .5 hour  
Laboratory: 1.5 hours

This course will introduce and develop the basic knowledge and skills necessary to participate in weight lifting as a fitness activity. Instruction will include demonstrations and lectures on physical fitness principles, benefits of physical activity, correct form and technique, safety, major muscles involved, and development of personal fitness programs.

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. 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

4.5 Units  
Lecture: 3 hours  
Laboratory: 4.5 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.

Prerequisite: MATH-001A  
Corequisite: MATH-001B  
CSU, UC, Associate Degree Applicable  
C-ID PHYS 205



**PH-004B  
ENGINEERING PHYSICS**

4.5 Units  
Lecture: 3 hours  
Laboratory: 4.5 hours

This is the second 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 simple harmonic motion, waves, thermodynamics, electricity, magnetism, and optics.

Prerequisites: PH-004A with a grade of "C" or better  
Corequisite: MATH-002A  
CSU, UC, Associate Degree Applicable  
C-ID PHYS 210

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

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course is an introduction to the use of C++ for the solution of problems in the physical sciences and engineering through the structured implementation of algorithms on digital computers. The course emphasizes good programming principles and the development of substantial programs. It introduces the use of computer-based software development tools and systems. The course includes numerical methods such as histogramming, Monte-Carlo Methods for modeling experiments, statistical analysis, curve fitting, and numerical algorithms.

Prerequisite: MATH-001A, PH-002A or PH-004A, 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  
C-ID POLS 110

**PS-002  
INTRODUCTION TO COMPARATIVE  
GOVERNMENTS**

3 Units  
Lecture: 3 hours

This course is a comparative study of constitutional principles, governmental institutions, and domestic political issues of selected governments. Attention is given to the contemporary problems with transnational issues of established and emerging nations.

Advisory: ENG-051, RDG-051  
CSU, UC, Associate Degree Applicable  
C-ID POLS 130

**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. Students will examine the theory of international relations as it relates to national, international, subnational, and transnational actors. 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  
C-ID PSY 110

**PSY-003  
DEVELOPMENTAL PSYCHOLOGY**

3 units  
Lecture: 3 hours

This course explores the human lifespan, emphasizing behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth through senescence. The implications for both personal development and professional practice are considered.

Advisory: ENG-003A, PSY-001  
CSU, UC, Associate Degree Applicable  
C-ID PSY 180

**PSY-005  
BEHAVIORAL AND SOCIAL SCIENCE  
RESEARCH METHODS**

4 Units  
Lecture: 3 hours  
Laboratory: 3 hours

This course surveys various social science research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the sub-disciplines of psychology and the social sciences. In laboratory sessions students will conduct experimental and non-experimental research in a variety of areas of social and behavioral science. Actual data collected from research conducted during laboratory sessions will be analyzed with statistical software.

Prerequisite: PSY-001, and SOC-003 or MATH-014, with a "C" or better  
CSU, UC, Associate Degree Applicable  
C-ID PSY 205B

## **PSY-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 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. Topics include a consideration of human sexual behavior, psychological and physical arousal, cultural expressions of human sexuality, social perspectives on deviance, and sexually transmitted diseases. Students review current research and the issues that are related to human sexuality and the world in which we live.

*Advisory:* ENG-003A, PSY-001  
CSU, UC, Associate Degree Applicable  
C-ID PSY 130

## **PSY-020 ADOLESCENT PSYCHOLOGY**

3 Units  
Lecture: 3 hours

This course is an introduction to both research and theory related to the growth and development of adolescents. Major areas emphasized include physical and psychological growth, adolescents and their families, the influence of peers, youth subcultures, sex roles, sexual behavior, self-image, and the impact of society at large. A special emphasis is placed on practical techniques useful to parents and professionals who work with adolescents.

*Advisory:* ENG-003A, PSY-001  
CSU, UC, Associate Degree Applicable

## **PSY-023 PSYCHOLOGY OF WOMEN**

3 Units  
Lecture: 3 hours

This course presents an overview of the social and personality development of the female. More specifically, the course examines the physiological and psychological differences characteristic of women, as well as those resulting from gender-linked cultural values.

*Advisory:* ENG-003A, PSY-001  
CSU, UC, Associate Degree Applicable

## **PSY-033 PERSONAL AND SOCIAL ADJUSTMENT**

3 units  
Lecture: 3 hours

This course examines the development of personality and places emphasis upon the problems of adjustment encountered in such areas as school, family, the workplace, and community. In particular, students examine the causes of frustration and the process of learning adequate methods of coping in problematic situations. Topics will include a review of psychosocial development and life-span perspective.

*Advisory:* PSY-001  
CSU, Associate Degree Applicable  
C-ID PSY 115

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## **READING (RDG)**

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### **RDG-050 INTERMEDIATE READING**

4 Units  
Lecture: 4 hours

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

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

### **RDG-051 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

### **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.

**REAL ESTATE (REAL) FORMALLY BURE****REAL-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. Formerly known as BURE-081.

CSU, Associate Degree Applicable

**REAL-082  
REAL ESTATE ECONOMICS**

3 Units  
Lecture: 3 hours

This course examines factors that affect the value of real estate. Topics include the nature of land economics and the classification of properties; fluctuations in economic value; money and financing; government regulations and taxes; residential and nonresidential markets; real property; and special purpose property. The course applies toward the state's educational requirements for the broker's examination. Formerly known as BURE-082.

Advisory: REAL-081, ENG-050  
Associate Degree Applicable

**REAL-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. Formerly known as BURE-083A.

Advisory: REAL-081  
CSU, Associate Degree Applicable

**REAL-084  
LEGAL ASPECTS OF REAL ESTATE**

3 Units  
Lecture: 3 hours

This course provides instruction on the buying, selling, and management of real property. Students study California property law, community property, liens, sales contracts, escrow, commissions, transfers, licensing regulations, and public policy. This is one of the required courses to take the California Real Estate Broker's Exam. Formerly known as BURE-084.

Associate Degree Applicable

**REAL-085  
REAL ESTATE FINANCE**

3 Units  
Lecture: 3 hours

This course provides a thorough review of the practice and methods of real estate financing. Students learn about lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. This is one of the required courses to take the California Real Estate Broker's Exam. Formerly known as BURE-085.

Associate Degree Applicable

**REAL-086  
PRINCIPLES OF APPRAISING**

3 Units  
Lecture: 3 hours

This course explains the methods and techniques for analyzing data used in the valuation of real property. Case study methods are employed; field work and demonstration and/or form appraisal reports are required. Principles and theories of real estate valuations, as well as the approaches to value (cost, market, and income) are studied with an emphasis on residential properties. This is one of the required courses to take the California Real Estate Broker's Exam. Formerly known as BURE-086.

Associate Degree Applicable

**REGISTERED NURSING (N)**

All Registered Nursing courses are taught on a nine-week schedule.  
See pages 74-79 for additional information.

**N-010  
NURSING FOUNDATIONS**

4.5 Units  
Lecture: 2.5 hours  
Laboratory: 6 hours

This course provides an introduction to the fundamental aspects of nursing practice, organizing concepts, and content concepts. The content of the course has a focus on safety, communication, the Nursing Process, and the normal physical and psychosocial assessment techniques for the adult patient. Students learn basic nursing skills and math skills necessary to provide care for one patient in a variety of health care settings. Formerly N-001A.

Prerequisite: Admission to the Associate Degree Nursing Program  
CSU, Associate Degree Applicable

**N-015  
CONCEPTS OF NURSING PRACTICE I**

4.5 Units  
Lecture: 2 hours  
Laboratory: 7.5 hours

This course introduces students to the care of patients with common, acute and chronic health problems in a variety of settings. Students concentrate on health promotion activities, focused assessments, administration of non-parenteral medications, and total care of one patient. Formerly N-001B.

Prerequisite: N-010 with a grade of "C" or better.  
CSU, Associate Degree Applicable

**N-020  
CONCEPTS OF NURSING PRACTICE II**

5 Units  
Lecture: 2.5 hours  
Laboratory: 7.5 hours

This course provides an introduction to patients with multiple disease processes. Students learn how to interpret patient data and implement current evidence-based plans of care that integrate prioritization and organizational skills. Needs of the adult patient are addressed, including identification of disease processes that disrupt the physiological, psychological, socio-cultural, and developmental status. Utilizing concepts of collaboration and coordination, students will care for patients in a variety of settings. Formerly N-002B.

Prerequisite: N-015 with a grade of "C" or better.  
CSU, Associate Degree Applicable

## **N-025 CONCEPTS OF MENTAL HEALTH NURSING**

3 Units  
Lecture: 1.7 hours  
Laboratory: 4 hours

This course provides an introduction to psychiatric and mental health nursing, therapeutic communication techniques, and psychotropic medications. Stress and coping mechanisms, disorders of cognition, mood and affect, and substance abuse are identified and examined. Students learn interventions to promote and support the emotional, mental, and social well-being of patients experiencing mental health issues utilizing clinical reasoning skills. Community mental health nursing is introduced and includes patient-centered care for individuals in a variety of settings. Formerly N-003B.

*Prerequisite:* N-015 with a grade of "C" or better.  
CSU, Associate Degree Applicable

## **N-027 CONCEPTS OF GERONTOLOGICAL NURSING**

1.5 Units  
Lecture: .8 hours  
Laboratory: 2 hours

This course introduces the student to the geriatric aging process, influences of societal attitudes, health promotion/injury prevention/abuse, legal and ethical issues, and cultural disparities. Medications and poly-pharmacy concerns are identified and discussed, along with the importance of patient advocacy among the elderly. Students gain a unique perspective on how to provide collaborative nursing care for the gerontological patient in a variety of settings.

*Prerequisite:* N-025 with a grade of "C" or better.  
CSU, Associate Degree Applicable

## **N-030 CONCEPTS OF NURSING PRACTICE III**

5 Units  
Lecture: 2.5 hours  
Laboratory: 7.5 hours

This course prepares students to care for the perioperative patient and for complex patients with multiple disease processes. Students utilize the nursing process to organize plans of care integrating current best evidence based on patient preferences and disease processes. Building on previous skills and knowledge, students expand their clinical reasoning skills to care for patients in a variety of healthcare settings.

*Prerequisite:* N-027 with a grade of "C" or better.  
CSU, UC, Associate Degree Applicable

## **N-035 CONCEPTS OF OBSTETRICAL NURSING WITH FAMILY HEALTH**

2.25 Units  
Lecture: 1.25 hours  
Laboratory: 3 hours

This course provides an introduction to maternal infant nursing. Content will focus on normal findings and complications of the childbearing patient and newborn. Students learn the physical and emotional aspects of patient care, developmental stages, nutritional requirements, and pharmacological concepts needed to care for the childbearing patient, newborn, and family.

*Prerequisite:* N-027 with a grade of "C" or better.  
CSU, Associate Degree Applicable

## **N-036 CONCEPTS OF PEDIATRIC NURSING**

2.25 Units  
Lecture: 1.25 hours  
Laboratory: 3 hours

This course introduces students to family-centered care of pediatric patients. Students concentrate on common, acute, and chronic health problems in children in a variety of settings. Students also explore growth and development, pediatric assessment, pediatric medication administration, cognitive and mental health disorders, child abuse and health promotion teaching, and learning activities.

*Prerequisite:* N-035 with a grade of "C" or better.  
CSU, Associate Degree Applicable

## **N-040 CONCEPTS OF NURSING PRACTICE IV**

5 Units  
Lecture: 2.5 hours  
Laboratory: 7.5 hours

This course introduces students to high acuity patients and the knowledge required to provide nursing care in the critical care setting. Disaster preparedness, bioterrorism, and the role of a disaster nurse in a collaborative setting will be introduced. Students learn administration of critical care medications, managing and providing care for patients with life-threatening conditions, and reducing the risk for developing complications related to current disease processes, treatments, and/or procedures. Formerly known as N-004A.

*Prerequisite:* N-030 & N-036 with a grade of "C" or better.  
CSU, Associate Degree Applicable

## **N-045 NURSING MANAGEMENT, LEADERSHIP AND PRECEPTORSHIP**

4 Units  
Lecture: 1.5 hours  
Laboratory: 7.5 hours

This course provides strategies and methods for incorporating management, delegation, and leadership responsibilities. Students learn the legal implications and consequences when nursing care, code of ethics, and or Patient Bill Of Rights are compromised. At the end of this course, each student participates in a one-on-one, 135-hour specialized clinical experience utilizing all knowledge, skills and attitudes gained throughout the Registered Nursing Program. Formerly known as N-004B.

*Prerequisite:* N-040 with a grade of "C" or better.  
CSU, Associate Degree Applicable

## **N-076A NURSING TRANSITION I**

1 Unit  
Lecture: 1 hour

Nursing Transition I is designed to orient the Licensed Vocational Nursing (LVN) student attempting to transfer into the CMC Registered Nursing Program. This course provides an introduction to the Registered Nursing scope of practice, nursing curriculum concepts, and Quality and Safety in Education for Nurses (QSEN) competencies. Students review health issues related to mobility; oxygenation; perfusion; fluid and electrolyte basics: enteral, total parenteral and intravenous therapies; and immunity and hypersensitivity reactions. Further, students study cancer as well as complications associated with the hepatic system and diabetes.

This course is approved by the Board of Registered Nursing but falls outside of the required Registered Nursing curriculum: it is not required for the Associate of Science Degree (ASD) – Registered Nursing (RN). Completion of this course is required for LVN 30 Unit Option.

*Prerequisite:* Completion of all courses required for admission to the Registered Nursing program with a "B" or better and acceptance by the Registered Nursing Program Director.

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## SOCIOLOGY (SOC)

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### SOC-001 INTRODUCTION TO SOCIOLOGY

3 Units  
Lecture: 3 hours

This introductory course examines the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis and explanation of social order and stratification through an understanding of institutions, social structure, culture, group dynamics, socialization and the self, global dynamics, and social change. Course objectives include the ability to apply sociological ideas to everyday life.

*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  
C-ID SOCI 125

### 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.

*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  
C-ID SOCI 130

### 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  
C-ID SOCI 150

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## SPANISH (SPAN)

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*For IGETC purposes, two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at CMC.*

### SPAN-001 ELEMENTARY SPANISH

5 Units  
Lecture: 5 hours

This course introduces students to the fundamentals of the Spanish language and culture. Students develop their language abilities and knowledge in understanding, speaking, reading, and writing within the context of the various Spanish-speaking societies. An important focus of the course is the history and culture of the Spanish-speaking world. Students are required to use a computer to complete language lab assignments.

CSU, UC, Associate Degree Applicable

### SPAN-002 ELEMENTARY SPANISH

5 Units  
Lecture: 5 hours

This course continues to develop the fundamentals of the Spanish language and culture. Students develop their Spanish language abilities and knowledge in comprehension, speaking, reading, and writing within the context of various Spanish-speaking societies. Historical and cultural components are featured. Students are required to use a computer to complete language lab assignments.

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

### **SPAN-003 INTERMEDIATE SPANISH**

4 Units  
Lecture: 4 hours

This course strengthens students' Spanish language skills in oral communication, grammatical construction, listening comprehension, reading comprehension, and written self-expression. Students focus on various Spanish-speaking cultures with particular attention paid to Hispanic literature. This course is part of a series based on the American Council on the Teaching of Foreign Languages Proficiency Guidelines. Students are required to use a computer to complete class and language lab assignments.

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

### **SPAN-004 INTERMEDIATE SPANISH**

4 Units  
Lecture: 4 hours

This class continues to strengthen students' Spanish language skills in oral communication, listening comprehension, grammatical information, reading comprehension, and written self expression. Cultural focus of the Spanish speaking world is emphasized. Students continue to develop their appreciation of Hispanic literature. Students express and defend ideas and opinions in the target language, using increasingly effective communication skills. Students are required to use a computer to complete class and language lab assignments. This course is part of a series based on the American Council on the Teaching of Foreign Languages proficiency guidelines.

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

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## **SPEECH (SP)**

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### **SP-001 INTERPERSONAL COMMUNICATION**

3 Units  
Lecture: 3 hours

This course introduces students to the principles of verbal and nonverbal transactions that occur in relationships. Students study theory and research findings and their applications to communication in interpersonal relationships related to personal and professional contexts. Students acquire knowledge of communication theories, self-concept, methods of resolving conflict, and issues of human perception. Non-verbal communication and improvement of listening skills are also emphasized. This course involves practice in oral and written communication skills, incorporating research.

*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**

3 Units  
Lecture: 3 hours

Oral Interpretation of Literature encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature, prose, poetry, and drama. Students will be introduced to performance studies: analysis, appreciation, and application of theories of interpretive performance of various forms of literature, including poetry, prose, and drama (plays, scripts, and screenplays). Emphasis will be placed on the study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques. The course provides students an opportunity to synthesize classroom material through performance and presentation. This course involves practice in oral and written communication skills, incorporating research.

*Prerequisite:* ENG-051 with a grade of "C" or better  
*Advisory:* ENG-003A, RDG-051  
CSU, UC, Associate Degree Applicable  
C-ID COMM 170

### **SP-004 PUBLIC SPEAKING**

3 Units  
Lecture: 3 hours

This course introduces students to the fundamental principles and techniques of public address in a democratic society. Course content includes discovery, development, and criticism of ideas in public discourse through research, reasoning, organization, composition, presentation, and evaluation of various types of speeches, including interpretive, 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:* RDG-051  
CSU, UC, Associate Degree Applicable

### **SP-007 DECISION-MAKING AND ADVOCACY**

3 Units  
Lecture: 3 hours

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

*Prerequisite:* ENG-003A with a grade of "C" or better  
*Advisory:* RDG-051  
CSU, UC, Associate Degree Applicable  
C-ID COMM 120

**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  
C-ID COMM 150

**STUDENT DEVELOPMENT (STDV)****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  
FOUNDATIONS OF COLLEGE SUCCESS**

3 Units  
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, UC, Associate Degree Applicable

**THEATRE ARTS (TA)****TA-001  
INTRODUCTION TO THEATRE**

3 Units  
Lecture: 3 hours

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre.

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

**TA-002**

Effective Spring 2016 this course is replaced by TA-002A (below).

**ACTING I**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of a script through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text. Formerly known as TA-002A.

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

**TA-002A**

Effective Spring 2016 this course is replaced with TA-002 (above).

**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-003**

Effective Spring 2016.

**ACTING II**

3 Units  
Lecture: 2 hours  
Laboratory: 3 hours

This course follows Acting I and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scene.

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

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## VOCATIONAL NURSING (VN)

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See pages 74-79 for additional information.

### VN-001 VOCATIONAL NURSING I

5 Units  
Lecture: 5 hours

This course introduces concepts related to the role of the vocational nurse 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 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*

### 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

7 Units  
Laboratory: 21 hours

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

*Prerequisite:* VN-001, VN-001L with a grade of "C" or better, and admission to the program  
*Corequisite:* VN-002  
*Associate Degree Applicable*

### VN-003 VOCATIONAL NURSING III

9 Units  
Lecture: 9 hours

A continuation of VN-001 and VN-002, this course introduces concepts of 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*

### 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*

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## WORK EXPERIENCE - GENERAL (WEG)

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### WEG-080 WORK EXPERIENCE - GENERAL

1 Units  
Laboratory: Total hours - 75 hrs for paid or 60 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees. Students gain career awareness in this course. Credit for Work Experience General courses may be accrued at the rate of one to six units per semester for a maximum of sixteen units.

*Advisory:* ENG-051

### WEG-081 WORK EXPERIENCE - GENERAL

2 Units  
Laboratory: Total hours - 150 hrs for paid or 120 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees. Students gain career awareness in this course. Credit for Work Experience General courses may be accrued at the rate of one to six units per semester for a maximum of sixteen units.

*Advisory:* ENG-051

### WEG-082 WORK EXPERIENCE - GENERAL

3 Units  
Laboratory: Total hours - 225 hrs for paid or 180 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees. Students gain career awareness in this course. Credit for Work Experience General courses may be accrued at the rate of one to six units per semester for a maximum of sixteen units.

*Advisory:* ENG-051



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**WORK EXPERIENCE - VOCATIONAL (WEV)\***

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\* Will transition to courses specific to discipline. See BUWE & CUWE

**WEV-080  
WORK EXPERIENCE**

1 Units

Laboratory: Total hours - 75 hrs for paid or 60 hrs of unpaid

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 eight units per semester for a maximum of sixteen units.

Advisory: ENG-051

**WEV-081  
WORK EXPERIENCE**

2 Units

Laboratory: Total hours - 150 hrs for paid or 120 hrs of unpaid

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 eight 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**

3 Units

Laboratory: Total hours - 225 hrs for paid or 180 hrs of unpaid

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 eight 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-083  
WORK EXPERIENCE**

4 Units

Laboratory: Total hours - 300 hrs for paid or 240 hrs of unpaid

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 eight 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.

## FACULTY

### JANE ABELL (2015)

COORDINATOR FOR ACCESS/EOPS/CALWORKS  
B.A. UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
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## Student Checklist

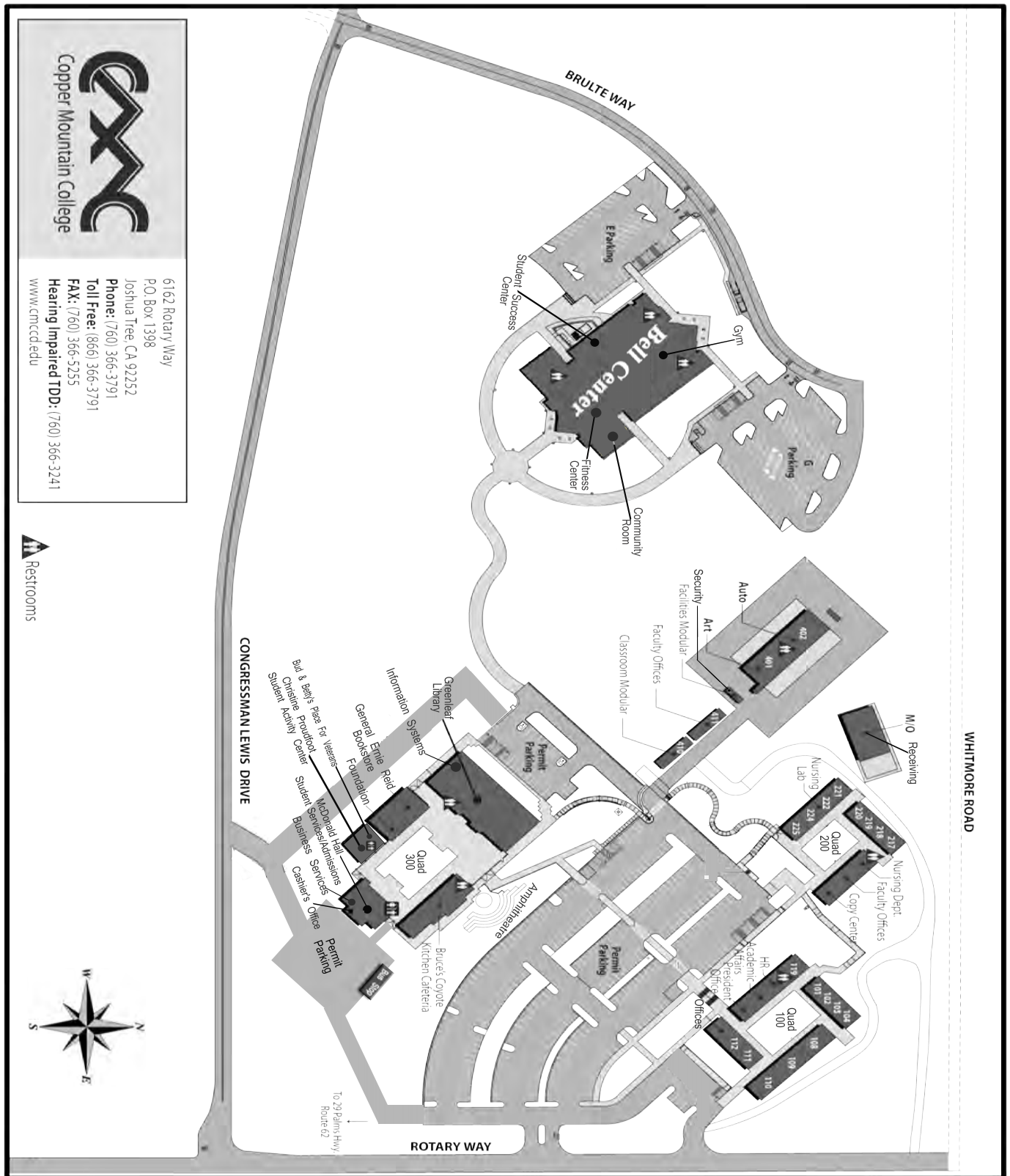
STEPS	ACTIVITY	DONE
<b>STEP 1</b>	Fill out the New Student Application Online by going to <a href="http://www.cmccd.edu">www.cmccd.edu</a> and click on "Apply to CMC Now!" Create an account and complete the application.	<input type="checkbox"/>
<b>STEP 2</b>	Apply for Financial Aid at <a href="http://www.fasfa.gov">www.fasfa.gov</a> (optional) <ul style="list-style-type: none"> <li>Copper Mountain College's school code is: 035424.</li> </ul>	<input type="checkbox"/>
<b>STEP 3</b>	Complete the Online New Student Orientation Online Orientation address: <a href="http://www.cmccd.edu">www.cmccd.edu</a> <ol style="list-style-type: none"> <li>Click on Student Services.</li> <li>Scroll down and tab on Admissions and Records.</li> <li>Click on "Online Orientation Information".</li> <li>Complete the orientation and submit your completed worksheet to Admissions.</li> </ol>	<input type="checkbox"/>
<b>STEP 4</b>	Call to schedule appointments for your assessment test and initial Student Education Plan (SEP) <ol style="list-style-type: none"> <li>Main Campus: (866) 366-3791 ext. 4232</li> <li>Base Office: (760) 830-6133</li> </ol>	<input type="checkbox"/>
<b>STEP 5</b>	Complete your Assessment Test and Initial Student Education Plan.	<input type="checkbox"/>
<b>STEP 6</b>	Turn in your Online Student Orientation Worksheet with your verified Initial Student Education Plan to Admissions to receive credit for completing these items and full MyCMC portal functionality for online registration.	<input type="checkbox"/>
<b>STEP 7</b>	<b>Register for classes!</b>	<input type="checkbox"/>
<b>STEP 8</b>	Midway through your first semester, meet with a counselor to create your <i>Comprehensive SEP</i> .	<input type="checkbox"/>

**The following are exceptions to the steps above:**

- Students who are currently enrolled.
- Returning and transfer students may not be required to take the full assessment.
- If you have recently completed these steps, you will not need to repeat them.

*If you are unsure contact Admissions at (760) 366-3791 ext. 4232 or stop by the office in the 300 quad on our main campus. At the Marine Base contact the Base Office at (760) 830-6133 or stop by the Base office on 6<sup>th</sup> Street in building 1530.*





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Restrooms