

COPPER MOUNTAIN COLLEGE
Putting Together YOUR Future

2002-2003 Catalog

COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT

COPPER MOUNTAIN COLLEGE A California Public Community College

2002 - 2003 CATALOG

Copper Mountain College

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BOARD OF TRUSTEES

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ACCREDITATION

Copper Mountain College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, 707-569-9177, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

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ACADEMIC CALENDAR 2002-2003

SUMMER 2002 SESSION

June 24 - July 25, 2002

June 24	Summer session begins
June 26	Last day to drop Summer classes and receive a refund
July 1	Last day to drop Summer classes to avoid grade record
July 3	Non-instructional day, college open
July 4	Holiday - college closed
July 18	Last day to drop and receive "W" in semester-length classes
July 25	Summer session ends

FALL 2002 SEMESTER

August 19 - December 18, 2002

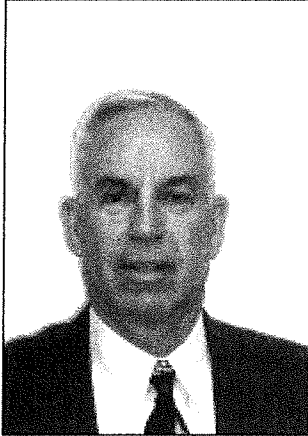
August 15 & 16	Flex days
August 19	Fall classes begin
September 2	Holiday - college closed
September 3	Last day to drop semester length classes and be eligible for a refund
September 9	First census day
September 13	Last day to drop semester length classes to avoid grade report
October 4	Last day to file "Intent to Graduate" for Fall 2002 graduation
October 28	Financial aid 60% drop date
November 12	Holiday - college closed
November 15	Last day to drop semester length classes and receive a "W"
November 28 - 30	Holiday - college closed
December 13 - 18	Final exam week
December 18	Last day of Fall Semester
December 24 - 31	College closed

SPRING 2003 SEMESTER

January 9 - May 22, 2003

January 1	Holiday - college closed
January 8	Flex day
January 9	Spring classes begin
January 20	Holiday - college closed
January 25	Last day to drop semester length classes and be eligible for a refund
February 3	First census day
February 7	Last day to drop semester length classes to avoid grade report
February 14	Holiday - College closed
February 15	No Saturday classes
February 17	Holiday - College closed
March 7	Last day to file "Intent to Graduate" for Spring and Summer 2003 graduation
March 20	Flex day - no classes
March 27	Financial Aid 60% drop date
March 30	No Saturday classes
April 14 -19	Spring break - college open April 14-18
April 22	Last day to drop semester length classes and receive a "W"
May 16 - 23	Final exam week
May 22	Last day of Spring Semester
May 22	Graduation ceremony
May 26	Holiday - college closed

A WORD FROM THE CMC PRESIDENT



July 2002

Copper Mountain College welcomes all prospective and returning students to join the thousands who have achieved educational success right here in the beautiful Morongo Basin. Located in Joshua Tree, California, Copper Mountain Community College District is the newest accredited college in the California Community College system.

At Copper Mountain College we are known for the unique tradition as the college built for and by the community. The dedication of our faculty and staff insures that all students are provided with the tools to decide upon and achieve their educational or vocational goals. With a current student population of just over 2,500, CMC offers its students the opportunity for a personalized education, in classes that are smaller than other institutions.

In closing I wish to extend an invitation to all of you who are as committed as we are to receiving a quality education. Please contact the Office of Student Services by phone or in person to learn about programs and services tailored to fit your needs.

Sincerely,

A handwritten signature in dark ink, appearing to read 'J. Pulliam', written over a horizontal line.

James T. Pulliam

Superintendent/President

GENERAL INFORMATION

FACULTY CODE OF PROFESSIONAL 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.

MISSION STATEMENT

Copper Mountain College offers comprehensive educational programs to the Morongo Basin's diverse communities and affirms that encouraging student success is the College's highest goal.

COPPER MOUNTAIN COMMUNITY COLLEGE VISION STATEMENT

We as a District endorse these statements as our vision for the future

- all students will be encouraged and supported in attaining their educational goals;
- all students will have access to needed services and support;
- all students will have the opportunity to participate in diverse learning experiences that are responsive and reflective of their needs and those of the community;
- our district will be knowledgeable of workforce, community, and transfer needs and will facilitate opportunities in these areas for students;
- our district will participate in and collaborate with local communities; and
- District planning will be based on thorough knowledge of our diverse student population.

GOALS

ACADEMIC TRANSFER PROGRAMS

CMCCD believes that academic transfer programs are essential to the community and must provide a general education and pre-major curriculum that will meet or exceed the lower division requirements articulated with four-year institutions.

The District 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, retrain, and upgrade student career skills through existing occupational/vocational and general education programs as well as partnerships and contractual education with the private sector and public agencies.

BASIC SKILLS

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

COMMUNITY SERVICES

CMCCD accepts the responsibility to provide a community services 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 that all resources aid the District 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, the District is dedicated to the principle that all resources are reciprocal and that we must be accountable to our constituents in demonstrating the results of acquired resources. Resource allocations must reflect our commitment to equal opportunity so that all citizens have access to their benefits.

HISTORY

The residents of the Morongo Unified School District, comprised of the communities of Morongo Valley, Yucca Valley, Landers, Joshua Tree, and Twentynine Palms, elected, in 1966, to join the Desert Community College District. Classes were first offered on the High Desert in the Fall of 1967 at the Twentynine Palms High School to approximately 60 students.

In 1972, the High Desert Campus began renting what had been a parochial school, on Sage Avenue in Twentynine Palms. The first building phase in Joshua Tree was completed in the Spring of 1984, thus giving the Morongo Basin community first access to local, college-owned facilities. At that time, the campus became known as Copper Mountain Campus.

Copper Mountain has been built and developed in partnership with the community and other organizations. Close cooperation with the Hi-Desert Medical Center and the Marine Corps has enabled Copper Mountain Campus to expand its offerings in such specialized fields as Nursing and Computer Science.

Senator Brulte initiated legislation, SB1665 and SB 132 to convert Copper Mountain Campus to a separate community college district. The new district became operational on July 1, 1999. Copper Mountain College received its accreditation effective June 2001.

The partnership between Copper Mountain College and the Marine Corps Air Ground Combat Center has created educational opportunities aboard the base in Twentynine Palms. In addition to providing specific courses at the request of the Marine Corps, CMC offers many general education classes at the base.

A number of vital services are offered at the College, including registration, counseling, food service, and a bookstore. CMC classes are open to the general public.

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 ninety-eight percent, are derived from a twenty-mile radius with the college as the center point.

COLLEGE CURRICULUM

PREPARATION FOR TRANSFER

As an integral unit of the California tripartite system of public higher education, the College provides programs of study providing 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.

Courses, required for the first two years of most professions and careers, may be completed at CMC before transferring to a 4-year college or university. To ensure the maximum benefit from attending Copper Mountain College, it is important to do long range planning. In general, students planning to transfer should follow the procedure outlined below:

1. Tentative Choice: Because course requirements vary among colleges and universities, it is advantageous to research and select the school(s) to which you plan to transfer as early as practicable in your college career. Counselors are available to assist students in choosing a career and defining a major to fit the career. The Career and Transfer Center staff offers computerized and personal assistance to further help you prepare to transfer. Catalogs from California public and private institutions as well as from many out-of-state colleges are available in the Center. Transfer admission information, applications and other reference materials are also available.

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

3. Financial Aid: Apply for Financial Aid as directed in the current CMC class schedule. Application forms and other financial aid information are available in the Financial Aid Office, located in the Office of Student Services.

4. General Education Requirements: Students may complete their lower division general education or breadth requirements while at Copper Mountain College. CMC has articulation agreements with the California State Universities (CSU) and the University of California (UC) system that allow students to be certified for these requirements. To select the pattern that is most appropriate for you, consult your counselor.

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

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

7. Grade Point Requirements: Many colleges require higher than a 2.0 (C) grade point average for admission. Study catalogs carefully for all requirements.

8. Admission Requirements of the Public California Institutions: Both the University of California (UC) and the California State University (CSU) have the same initial filing period for Fall admission. The period for Fall entry is the month of November for admission ten months later. Both UC and CSU require completion of 60 transferable units to enter as a junior; however, the CSUs will allow community college students to transfer with 56 transferable units. The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for nonresidents). The California State Universities require a minimum of a 2.0 transfer grade point average (2.4 or higher for nonresidents). Students eligible for UC or CSU entrance as freshmen may enter before their junior year if they have maintained a 2.0 or better grade point average in college work. Consult a counselor and transfer college catalog.

NOTE: Meeting minimum requirements is *not* enough to gain admission to many UC and CSU campuses and programs. For clarification of entry requirements, consult the transfer college catalog.

9. Admission to Independent California or Out-of-State Colleges: Students planning to transfer to independent or out-of-state colleges are urged to meet with a counselor as early as possible to discuss their plans and admission requirements for individual colleges. Some colleges require a certain number of completed units 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, or one may be purchased from the transfer college's bookstore. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on a personal basis.

10. Transferable Courses: Course descriptions in this catalog carry a designation code of their acceptance for transfer at the California State University (CSU) and at the University of California (UC). This acceptance can change annually. Consult a Counselor for more detailed information. See page 42 for information on ordering transcripts.

OCCUPATIONAL/VOCATIONAL EDUCATION

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

vocational competence for students and an appreciation of citizenship responsibilities.

Students may work toward: (a) earning a certificate (the certificate program is approximately one year in length, with the prospective student specializing in a particular area of study); 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.

Individuals may attend classes as either part-time or full-time students. A large segment of the College student body is employed full-time, and attends classes during evening hours. The College closely articulates with other colleges and industries. Many of the courses completed will transfer to four-year institutions. Occupational advisory committees assist the College in determining the types of skills, courses, and programs students should complete to meet labor market needs as well as the needs of industry.

ADULT BASIC 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.

The College provides programs and courses which enable students to acquire learning skills necessary for the completion of an educational plan leading to the attainment of the individual's objectives.

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

Courses are offered on an open-entry, open-exit basis. 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

This program provides an educational opportunity for adults, anyone 18 years or older, who desire to complete requirements for a high school diploma. Credit may be granted for military service, for technical schools attended, work experience, and credit earned in the ninth grade or higher, except physical education. Diplomas are issued by MUSD, Twentynine Palms High School.

● English As A Second Language (ESL)

This program is especially developed for nonnative speakers of English and for those who speak English as their second language. The College offers a series of courses which focus on the language skills necessary to function

and communicate effectively in basic, vocational, academic, and professional aspects of life.

CMC's noncredit ESL program is an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to the high advanced level of English proficiency acquire the skills required for their daily lives and prepare themselves to enter high school completion, vocational or academic programs.

● General Educational Development (GED) Test

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 testing information.

COMMUNITY SERVICES

Community Services has become an optional function of the Community Colleges of California. The California Association of Community Colleges (CACC) Community Services Commission has developed the following definition of Community Services:

"Community services are those efforts provided by Community Colleges as one of their central functions often in cooperation with other community agencies which strive to identify and meet the following needs in the community not met by college credit programs: continuing education; cultural enrichment; recreational, community, and personal development needs."

The primary objective of community services 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 are offered.

As another community service, the use of college facilities is encouraged by community organizations which qualify under the Civic Center Act.

ECONOMIC DEVELOPMENT

Copper Mountain College is in the process of creating a variety of unique programs and services designed to provide specialized assistance to the growth and stability of area business. These programs will be a vital response to the college mission of assisting in the economic development of the service area by offering fee based customized training programs for business and industry, business start up assistance, applied research, business reference data bases, and individual assistance for business start up or expansion planning. Faculty experts and business professionals will deliver specialized training, workshops, seminars and individual counseling on topics appropriate to the needs of local business and industry.

LEARNING RESOURCES

ACADEMIC SKILLS CENTER

The Academic Skills Center (ASC) is located in the Workforce Development Center located at the southside of the Library Building. The Center provides both personal and computerized tutoring in a wide variety of subjects. There is always someone in the Center to assist you and the service is free. Personalized tutors are available for students. The Center's hours are published in the Class Schedule each semester. For information call 366-3791, Ext. 4280.

EOPS/CARE PROGRAMS

The Extended Opportunity Programs and Services (EOPS) and the Cooperative Agencies Resources for Education (CARE) are state funded programs which assist students with books, transportation grants, and counseling services. In addition to these services and benefits, the CARE program also provides funding for child care to single parents on AFDC/TANF with at least one child under the age of fourteen. To qualify for these programs, students must be eligible for BOGW A or B. It is also imperative that students have current income verification for the BOGW "A" (receiving AFDC/TANF, Social Security, or General Relief) or BOGW "B" fee waiver (based on current tax return forms -1040, 1040A, 1040EZ). Do **NOT** use your Pell Grant forms to waive your fees. See the EOPS/CARE Program Assistant in the Office of Student Services for more information and to sign up for the program.

GREENLEAF LIBRARY

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

The collection holds over 10,000 books and 1,300 periodicals. Online public access terminals provide holdings information for books and videos, while periodicals are accessed through the EbscoHost online service. In addition, library resources include several electronic databases, various maps, newspapers, and duplicating services. Internet access is available on ten computer workstations for research purposes. Students can also access Microsoft Office computer applications on these workstations.

The library has group study rooms for student use and a video viewing room. In addition, the Bagley Room provides over 300 volumes of specialized resources in the area of desert studies. Current course textbooks and other class specific materials are located in the reserve section at the front desk and may be used within the library.

For library policies and hours of operation consult the Greenleaf Library Handbook or the current CMC class schedule, both of which are available in the library or on the CMCCCD web site. Overdue fines are 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 checked-out library materials are not returned, future class registration or transcript requests will be denied until the materials are returned or paid for.

WORKFORCE DEVELOPMENT CENTER

The Workforce Development Center (WDC) is dedicated to providing comprehensive services at no cost to the students of Copper Mountain College (CMC), and the Joshua Basin community. Located at the south end of the CMC library, the WDC is a One-Stop Center that houses numerous types of academic and community services and resources. WDC staff is available to assist students with their academic skills, vocational, employment, and transfer needs. The staff can also help set up a free e-mail account for those who do not have one. If requested, people in need of specialized services may be referred to other public agencies in the community.

The WDC offers the use of computers with Office '97 and 2000 to assist with reports, spreadsheets, Internet research, and e-mail. Several programs that relate directly to CMC classes are pre-loaded on the computers. Tutors in a variety of subjects including math and English are available during limited hours. Please contact the WDC for specific times. Computerized tutoring is also available in almost every subject offered, including Language of Medicine, Astronomy, and Spanish. Hours for the Center are 8:00am to 8:30pm Monday through Thursday, 8:00am to 5:00pm on Friday, and 8:00 to noon on Saturday.

WORKFORCE SERVICES PROVIDED:

● **Vocational Book Loan Program**

The book loan program is available to eligible students with a vocational major who are receiving a Board of Governor's registration fee waiver. To qualify, students must be from one of the following categories:

- Students with disabilities
- Single parents, including single pregnant women
- Displaced homemakers
- Students from economically disadvantaged families
- Students with other barriers to educational achievement
- Students preparing for non-traditional training and employment

Eligible students need to submit an application from the WDC and submit a copy of their class schedule as soon as

they register for classes. Books are available on a first-come first-served basis and may run out.

● **CalWORKS**

CalWorks provides services to fully matriculated students receiving Transitional Assistance for Needy Families (TANF) to complete degree or certificate programs, gain job experience and to become employed. Students enroll in the regular college program for credit classes to attain degrees or certificates leading to employment. Students receiving TANF assistance may also participate in the Self-Initiated Program. For eligible students, the program provides closely tracked services such as childcare, subsidized work-study, transportation vouchers, and basic occupational skills assessment and training.

● **Transfer/Career Center**

Students should begin researching transfer options early in their academic career. The Transfer Center houses a college catalog collection, reference library, articulation agreements, and other resource materials to help students experience the smoothest possible transition to four-year colleges and universities. Annually, the Center has two visits by CSU counselors and UC counselors to assist students on an individual basis with their transfer needs. UNLV is an out-of-state university that currently visits CMC once each semester. Students are also approved to use the phones in the Center to call the universities in which they are most interested. Students are encouraged to use the Transfer/Career Center on a drop-in basis or by appointment.

The Career Center staff helps students assess interests, skills, and aptitudes, and relate that information to careers. In order to find a truly satisfying occupation, students need to research college majors and/or certificates, and understand which careers relate to those educational programs. The average student changes majors three to four times throughout their college years, thus unnecessarily extending the length of time they spend in school.

A thorough understanding of occupations in which students show the highest interest and aptitude will help them focus on a major or certificate program, and graduate in the shortest time possible. Also, researching majors before transferring to a four-year college or university can save time and money. The "Choices" database (on all WDC computers) provides a complete system that helps students research careers, find the majors that commonly lead to those careers, and match schools that offer that major from either local, state, or nation-wide areas. It can also help those who need to prepare for job interviews.

The Career Specialist is available to help people with career decision-making, and will review and critique resumes and cover letters. The Career Center offers a library of career books and can give an access code to CX-Online, a career-based Internet information source for those who prefer to do their research on a home computer.

● JESD at The One-Stop Center

The San Bernardino County Jobs and Employment Services Department, (JESD), has a Job Placement Specialist, (JPS) in the Workforce Development Center. To help people look for work the JPS offers employment services to those who are "job ready" and need help with searching local and regional job openings databases. The JPS may also match a person's abilities with other current local, non-County opportunities. Once a person has identified an opportunity he or she is interested in, the JPS can assist in obtaining an interview and counsel that person on how to approach the potential employer to ensure the best possibility of success. Staff is also available to help with resumes, cover letters, and interview skills.

The JPS may need to start an individual with an evaluation of their experience and skills. If additional training or skills practice are needed, the WDC staff can create either a computer based/self paced training program, or recommend classes in career preparation or skills training.

AUXILIARY ORGANIZATIONS

ALUMNI ASSOCIATION

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

Membership Dues are \$25 per year, payable to the Copper Mountain College Foundation with memo: Alumni Association. Dues are a charitable donation for income tax purposes.

**COPPER MOUNTAIN COLLEGE FOUNDATION
SUSTAINERS OF THE DREAM**

The Copper Mountain College Foundation is the fundraising arm of Copper Mountain College. Under its original name — Friends of Copper Mountain College — it existed when the college was but a dream. Formed in 1981 as part of the effort to establish a full service community college campus in the Morongo Basin, the "Friends" began the fundraising and public awareness campaign that led to the construction of the first phase of Copper Mountain College, dedicated in 1984. The campus-building effort was so impressive that then President Ronald Reagan presented his national Volunteer Action Award to the group at a White House ceremony that year. Since then, the foundation has raised and given to the college nearly \$3 million, and continues to be the major source of non-governmental funding for the growing campus.

The Copper Mountain College Foundation changed its name in 2001 to better describe its heightened responsibilities to the newly accredited Copper Mountain College. Its activities are planned and controlled by a 14-member board of volunteer directors, representing the various regions and constituencies of the Morongo Basin. The college district's board of trustees provides oversight. The foundation is recognized under both Federal and State law (IRS Code section 501c.3) as a public charitable organization, and donations to it are considered charitable gifts for income tax purposes.

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

COLLEGE POLICIES

AFFIRMATIVE ACTION/STAFF DIVERSITY/ EQUAL OPPORTUNITY/TITLE IX

Board Policy 3000.2

The Copper Mountain Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and harmony and creativity, while providing suitable role models for all students. It is the policy of the Copper Mountain Community College District to seek out the best qualified candidates to serve as employees of the District based on the total needs of the District and the communities it serves. The District is committed to Staff Diversity and Equal Opportunity Employment for all persons and to prohibit discrimination based on race, gender, age, national origin, marital status, religion, disability or sexual orientation. This commitment applies to every aspect of education and personnel policies and practices in employment, development, advancement, and treatment of employees, students and the general public. The Copper Mountain Community College District will insure that recruitment, screening, selection, hiring, training, evaluation and promotional processes are conducted in accordance with the principles of equal employment opportunity. It is essential to include sensitivity and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of the students served.

Copper Mountain Community College District is further committed to nondiscrimination in providing equal opportunity for admission, student financing, student-support facilities and activities, and employment regardless of race, religion, gender, age, disability, or national origin.

The CMCCD Human Resources office coordinates compliance with Sexual Harassment, Staff Diversity, Equal Opportunity, Title IX, and the Americans With Disabilities Act.

ALCOHOL AND DRUG ABUSE POLICY

Board Policy 6080.2

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 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.

PERSONS WITH DISABILITIES

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 person with a disability 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.

Copper Mountain Community College District will ensure that applicants, employees, and students with disabilities receive reasonable accommodations consistent with the requirements of the Americans with Disabilities Act, Government Code Sections 11135 et seq, and Section 504 of the Rehabilitation Act of 1973. Anyone with a physical or mental impairment substantially limiting one or more major life activities; has a record of such impairment; or is regarded as having such an impairment, is considered a person with a disability. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

The designated coordinator at Copper Mountain College for compliance with Section 504 of the Rehabilitation Act of 1973 for students is Dr. Laraine Turk, Associated Dean of Students who is located in the Office of Student Services. She may be contacted by telephone (760) 366-3791, Ext. 5286.

SEXUAL ASSAULT POLICY

● **Philosophy**

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

tive 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 applied 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 College 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 Director of Human Resources. She may be reached at 760-366-3791 Ext. 4267 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 President/Superintendent to develop specific procedures to implement the provisions of this policy. The responsible office is Human Resources.

SEXUAL HARASSMENT

Board Policy 3000.4

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

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

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

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

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

Specific rules and procedures for reporting sexual harassment and for pursuing available remedies are available in the Offices of Human Resources, and Dean of Educational Services. 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 Personnel Office. All complaints filed within the District or with the California Community College Chancellor's Office shall be investigated by the Staff Diversity / Equal Employment Officer.

ADMISSION•REGISTRATION•FEES

ADMISSION

GRADUATES OF ACCREDITED HIGH SCHOOLS

Board Policy 6000.1

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 6000.1

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 Developmental Education program provides an alternative way to complete high school graduation requirements. Contact should be made with the Department of Developmental Education, located in Room 9 or call 760-366-3791, Ext. 4246.

DISQUALIFIED TRANSFER STUDENTS

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 to subsequent semesters. Admission on probation is a privilege granted, not a right of the applicant.

SPECIAL PART-TIME STUDENTS (K-12)

Board Policy 6000.2

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 to be based upon a student's readiness for advanced scholastic or vocational study. The college reserves the authority to validate student readiness for

college level study through college Matriculation guidelines.

These options are not provided to enable students to decrease the amount of time to graduate from high school, to provide an alternative for those who have been suspended, or to substitute for home study course work.

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).

Special part-time students are to receive credit for course work 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, 12 units per semester. Such students are subject to tuition and fees and are not eligible for financial aid, with the exception of the Board of Governors Waiver, forms A or B.

SPECIAL FULL-TIME STUDENTS

Board Policy 6000.3

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 students' readiness for advanced scholastic or vocational study. The college reserves the authority to validate students' readiness.

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

A Special Full-time Student is to receive credit for course work completed in the same manner as a regularly enrolled student. Such a student is subject to tuition and fees and is eligible for financial aid and scholarships, the same as other Matriculated Students.

INTERNATIONAL STUDENTS WITH F-1 OR M-1 STATUS

Board Policy 6000.5

To enhance the opportunity for students from Copper Mountain College to learn directly about other cultures of the world, international students who meet established requirements are to be encouraged to seek admission. To ensure cultural diversity, reasonable limits may be placed on the number of international students from any country and, to ensure that the number of international students does not exceed college service limits, a reasonable limit is to be placed upon the number of international students

admitted. An international student is defined as a person studying in the United States on a temporary basis under the provisions of a student visa (F or J) who has been issued form I-20 as required by regulations of the U.S. Immigration and Naturalization Service. The application deadline for Fall admission is July 15 and the deadline for Spring admission is December 15.

International students must demonstrate the capacity to complete degree requirements within a reasonable number of semesters, and must demonstrate the capacity to finance their education at Copper Mountain College. Each student applying for admission to the College on a student visa will be required to take the Test of English as a Foreign Language (TOEFL) or present some other suitable test or evidence yielding equivalent results. The level of English proficiency for admission and placement will be set according to the results of these tests or equivalencies.

International students must also complete the International Student Application packet. In addition, verification of academic achievement equivalent to American high school graduation must be provided. The high school diploma must be an official English translation. International students must maintain health insurance throughout their studies at CMC. Qualified personnel will be assigned as International Student Advisors to assist students with their transition to American college living.

More information on our programs, or an application, can be obtained by contacting our office at (760) 366-3791 or by writing: Office of Student Services, Copper Mountain College, 6162 Rotary Way, Joshua Tree, California 92252.

TRANSCRIPTS

Matriculated students should arrange to have official transcripts of academic records sent to the Office of Student Services. Transcripts must be mailed directly from the institution in which the student was enrolled and cannot be considered official unless they arrive in the Office of Student Services unopened.

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

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

ASSESSMENT TESTING

Board Policy 6050.5

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 learn-

ing 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.

All new students entering Copper Mountain College will be required to participate in the Assessment component of the Matriculation Program if they:

1. plan to complete an associate degree or certificate of achievement, and/or plan to transfer to a four-year college/university;
2. plan to enroll in reading, writing and/or mathematics courses; and
3. plan to enroll in a course which has a reading, writing and/or mathematics prerequisite.

Certain students are exempt from the assessment component according to the criteria listed below.

-Students who have completed an associate degree or higher at an accredited institution.

-Students taking only courses not dependent on academic skill requisites such as some fine or performing arts or physical education.

-Students taking only courses to upgrade occupational skills or as continuing education for employment.

-Students who present recent test scores on a test from the Chancellor's approved list of instruments. (Exempt from placement testing only.)

-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 parts: reading, writing, and mathematics. Immediate results are provided to the student. Test results, combined with a student's educational record, educational goals, and maturity, 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 which uses microcomputers. This program is available for students to take year-round except for holidays and

weekends. Assessment is located in the Office of Student Services and at the Base Programs Office, Building 1526N Seventh Street, Marine Corps Air Ground Combat Center (MCAGCC).

REGISTRATION

Registration at CMC is completed at two locations: the Office of Student Services at the College or at the Base Programs Office, Building 1526N Seventh Street. 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.

CHANGE OF PROGRAM 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 schedule carefully with the aid and approval of an advisor or counselor and endeavor to maintain it throughout the semester. The student must attend all classes originally enrolled, until they officially drop a class or classes.

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 grades 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 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 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 Associate Dean of Student Services after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted - the Associate Dean of 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 years from the time the grade was assigned.

HOLD ON STUDENT REGISTRATION AND RECORDS

Board Policies 6040.10 and 6040.8

The District places holds on students' records for the purpose of preventing registration 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 Associate Dean of Student Services.
3. Conduct suspension and expulsion, until allowed to re-enroll by the Dean of Educational Services.
4. Money is owed to the College.
5. Books not returned to the Vocational Book Loan Program.
6. Books and/or equipment not returned to EOPS or DSPS.

FEES - POLICIES AND PROCEDURES

FEES

Enrollment Fee for Resident Students: The District is required to charge each student a per unit enrollment fee for enrollment in credit classes. Enrollment fees are listed in the Schedule of Classes for each semester or intersession and must be paid at the time of registration. Board Policy 6040.9

Tuition Fee for Out-of-State Residents: Non-resident students, including International 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 ECS 76141. See 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 military personnel and their family members, regardless of residence, are exempt from out-of-state fees. Questions relating to the establishment of California residence should be directed to the Office of

Student Services or the Base Programs office. Residency Policy is also stated on pages 18-19 of this catalog.

Board Policy 6010.2, 6040.5

Tuition Fee for International Students: In addition to the nonresident fee computed as specified above, students who are classified as International Students must pay an additional \$15.00 per unit in accordance with ECS 76141. Board Policy 6040.6.

Insurance - International Students: Each international student enrolled at the college is required to secure and maintain at their own expense, an accident and illness insurance coverage as established by Copper Mountain College.

Parking Fee: Students will be charged a \$20.00 parking permit sticker fee for automobiles and a \$10.00 parking permit sticker fee for motorcycles. Students taking only off-campus courses are exempt from buying a parking sticker, unless and until the course is transferred to Copper Mountain College. A valid permit must be displayed to park on campus. There is a charge for replacement of parking permits. Each student purchasing a parking sticker will be given a copy of the Parking Regulations. Penalties are assessed for violation of parking regulations. Board Policy 6040.3 and 7190.

Student Fees: The district may impose a fee on a participating student for the additional expenses incurred when physical education courses are required to use non-district facilities. Board Policy 6040.9

REFUND POLICY

Board Policy 6040.7

Requests for refunds are accepted at the Office of Student Services and the Base Programs 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 refund is due to a student under the College's refund policy and the student received financial aid under any Title IV student financial aid program other than the College work-study program, a portion of the refund shall be returned to the Title IV program. The amount returned will be proportionate to the amount received. If aid has been received from more than one Title IV program, the refund will be returned to the individual programs proportionate to the amount received.

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 Class Schedule must be met.

Not all fees are refunded. Please read carefully:

Enrollment fees are refundable if a class is dropped on or before the "last day to drop and be eligible for a refund." See the Academic Calendar on page 4 for deadline dates.

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.

Nonresident and foreign student tuition fees are refundable for a reduction of program or for a complete withdrawal. See the Academic Calendars on page 4 for deadline to drop and be eligible to receive 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 Business Office. A hold will be placed on the students' records preventing any registration activity (including registration for subsequent terms), having transcripts sent, verification of enrollment or other transactions. The hold will remain until the financial obligation is met. Students who have two 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 REQUIREMENTS

Board Policy 6010.1

A resident student means any person who has been a bona fide resident of the State for a minimum of 12 months immediately preceding the opening day of a semester or session during which he/she proposes to attend Copper Mountain Community College District. (Education Code, Sections 68000 through 68100) A minor whose parent or guardian qualifies as a resident shall likewise be deemed a resident. Applicants who are not U.S. citizens, or who are citizens but have resided in California for less than two years, should bring proof of residency status with them when they submit their application for admission. **Noncitizens must show proof of immigration status.** Students must apply well in advance of the start of the term in order to ensure their residency status will be determined in time to register.

To be eligible to establish residency for the purpose of attending a California community college, applicants must be citizens of the United States or legal aliens with an immigration status which allows them to establish domicile according to the laws of California. The regulations regarding alien students are extensive and cannot be reprinted here. Contact the Office of Student Services for information regarding domicile requirements, documentation required, and eligible immigration status.

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 before the start of the semester for which they are applying. Applicants may not have two places of permanent residence.

Students eligible to establish residency who have lived in California for less than 2 years must clearly demonstrate the following:

- intent to make California their permanent residence at least one year before the start of the semester;
- physical presence in California for at least one year immediately before the start of the semester; and
- financial independence from anyone who is not a California resident. Several requirements must be met in this area.

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;
- 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; and
- filing taxes as a California resident.

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

Section 68062A of the California Education Code states that a person may have only one principal place of residence. Vehicle Code Sections 12502 and 12505 require that a resident obtain a California driver's license within 10 days from the date residence is established. Maintaining an out-of-state license is considered inconsistent with the intent to make California a place of permanent residence.

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 nonresident 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 /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 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 has not, for a period of one year immediately preceding the opening day of the semester or session in which he/she proposed to attend – received directly or indirectly any support or financial assistance from his/her father, mother, or legal guardian. During this period he/she must have been in continuous residence in the State. He 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 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 family member of an active-duty military person stationed in California is considered a resident for tuition purposes.
6. The son or daughter of an active duty military member will be determined to be a resident of California for tuition purposes.
7. Other residency exceptions are listed in ECS 68070-68084.

Applicants who are classified as nonresidents 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.

ERROR OR FALSIFICATION IN CLASSIFICATION

Board Policy 6010.4

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 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," 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 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 overall educational program. The overall goal of the staff in Student Services is to respond to each student regarding individual needs and concerns.

OFFICE OF STUDENT SERVICES

The Office of Student Services identifies and accepts all qualified students for enrollment in Copper Mountain College. Admissions services also provides recordkeeping to safeguard students' academic and personal records. The Office of Student Services is located in the Phase III buildings.

COUNSELING

Students are invited 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. Emphasis is placed upon assisting students in their growth and accepting responsibility for their actions.

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

Individual growth is characterized by a kind of strength and independence which enables the student to become considerate of others and concerned about understanding the nature of appropriate involvement as an active and responsible individual in our society.

The overall goal of the Counseling Staff is to promote personal, educational, and professional growth of individuals within society and within the College community. The services provided to students include:

1. new student orientation;

2. personal counseling;
3. transfer information and support;
4. career counseling;
5. special services for disadvantaged students;
6. consultation and counseling for students with disabilities;
7. veterans services; and
8. crisis intervention.

MATRICULATION PROGRAM

Board Policy 6050.1

Matriculation is a process that enhances access to the California Community Colleges and promotes and sustains the efforts of students to succeed in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses and achieve their educational objectives. The matriculation program promotes student retention and success through early admissions, assessment, orientation, counseling/advisement, basic skills instruction (when needed), and follow-up on student progress.

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

- A. The processing of applications for admission;
- B. New student Orientations are designed to provide nonexempt students and potential students, on a timely basis, information concerning college policies and procedures, course advising, academic expectations, financial assistance and other matters the college deems appropriate;

Assessment for all nonexempt students pursuant to Title 5, Section 55524;

Counseling or advisement for nonexempt students pursuant to Title 5, Section 55523;

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;

Post enrollment evaluation, pursuant to Title 5, Section 55526, of each student's progress; and

Referral of students to:

1. Support services that may be available, including, but not limited to, counseling, financial aid, campus employment placement services, Extended Opportunity Programs and Services, child care services, tutorial services and Disabled Students Programs and Services, Transfer Empowerment Program; and

2. Specialized curriculum offerings, including, but not limited to, pre-collegiate basic skills courses and programs in English as a Second Language.

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

● STUDENT RESPONSIBILITIES

Board Policy 6050.2

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:

1. Stating a broad educational intent upon enrollment;
2. Declaring a specific educational goal after completion of 15 units of degree applicable credit coursework;
3. Attending class regularly and completing assignments;
4. Satisfactory completion of course work each semester and maintaining progress toward an educational goal, according to standards established by the District and the State;
5. Participating in counseling or advising, and;
6. 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.

● NEW STUDENT ORIENTATION

Board Policy 6050.4

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 will be required to participate in the Orientation component of the Matriculation Program unless exempted according to the following criteria:

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

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

● RECORD OF STUDENT COMPLAINTS

Board Policy 6050.0

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

● ADVISING PROGRAM

Counseling/Advisement is a process in which a student is assisted in interpreting assessment results, reviewing past academic performance, identifying educational objectives and designing a plan to meet those objectives.

Counseling/Advisement shall be available to all 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.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Students with disabilities at Copper Mountain College participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services include: priority registration (and assistance), tutoring, interpreters, note-takers, specialized counseling, and special equipment to those who qualify.

Special instruction is available to qualified students. Participation is voluntary. Interested students must apply for special instruction programs. Special instructional programs include: Learning Disabled, Acquired Brain Injured, Computer Access/High Tech programs, and Individualized Instructional Support Lab.

The State Department of Rehabilitation also offers services to aid students who have physical, emotional, or other disabilities which handicap them in obtaining employment. All interested individuals are urged to contact the Counselor or the Coordinator of Disabled Students, Programs and Services for further information: (760) 366-3791; TDD (760) 366-3241.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

The Extended Opportunity Program and Services is a state-funded program which provides students who are educationally and financially disadvantaged the opportunity to attend college. The following services are provided through EOPS:

1. EOPS recruits disadvantaged students from local high schools and the community and strives to prepare these students for a successful community college experience.
2. Students admitted into the program are provided with EOPS grants in order that these students meet their financial obligations on campus. Two specific grants are provided. Book grants are utilized to purchase the students' required textbooks and the EOPS grant is provided so that the EOPS student may pay for other college-related costs.
3. Application fee waivers for Cal State and UC are available, as well as EOPS applications to Cal State.
4. Academic, career, transfer, personal, and financial aid counseling are provided to each student.
5. An individual student educational plan, enabling each student to formulate his/her program requirements, is provided.
6. The EOPS Office coordinates visits to four-year colleges and makes available EOPS transfer information and applications.
7. The C.A.R.E. (Cooperative Agencies Resources for Education) Program initiated during the Fall 1980 semester encourages single parents on TANF to enroll at Copper Mountain College and provides counseling, academic advising, financial aid, and child care assistance.

Contact (760) 366-3791, ext. 4247 for information.

TRANSFER EMPOWERMENT PROGRAM

The Transfer Empowerment Program is a federal grant funded student support services program sponsored by the TRIO Program division of the Department of Education. This program is designed to provide supportive services to individuals who are economically, educationally, or culturally disadvantaged.

The program provides free instruction in skills enhancement, counseling support, mentoring, and attendance at certain cultural events (described below). These services are critical to enhancing student retention, graduation and transfer rates.

Academic Advising and Personal Counseling: Individual and group counseling are provided to help students with career and educational goal setting, develop-

ing their Student Educational Plan (SEP), assistance with life management issues, and developing a plan for transferring to a 4-year college or university.

Transfer Counseling and Assistance: The Transfer Empowerment Staff works with students to help them have the smoothest possible transition to a four-year college or university. Students are given help in selecting a transfer institution and completing college applications. We also provide students with information about scholarships and other financial aid. Trips to visit 4-year colleges and universities are also available.

Career Information: The Transfer Empowerment Program staff assists students in doing career research and in making a career choice.

Faculty Mentoring: Interested students will be set-up to work one-on-one with a member of the CMC faculty who teaches in the students chosen career field. Students will benefit by obtaining knowledge of the job market in their field of study, increased networking, and much more!

Cultural Events and Activities: Students have the opportunity to visit museums, attend performances, and participate in cultural events with other TEP students.

Computer Support: Students have access to a computer located in the Office of Student Services to assist in maintaining an electronic record of students' progress toward their educational goals.

Coursework and Workshops: Students have the opportunity to attend workshops and attend classes on topics such as: College Success, Career Exploration/Awareness, Study Skills Development, Educational Planning, Choosing a Major and Leadership Development.

Financial Aid: Project participants are offered sufficient financial assistance necessary to continue their college enrollment with a minimum loan obligation. Students will be given priority for Federal Work Study and Grant funds.

WHO IS ELIGIBLE?

All students who participate in the program must have academic need. In addition, to be eligible for the opportunity to pursue their educational plans through participation, students must meet at least one or more of the following criteria: low-income status as defined by the federal poverty guidelines, first-generation college student (i.e. defined as students whose parents have not completed a four-year college or university degree), and/or students with disabilities. Program participants must also be enrolled at Copper Mountain College and meet the residency requirements for Federal Financial Aid.

For more information, please contact the Transfer Empowerment Program at (760) 366-3791 ext. 4248 or (866) 366-3791 ext. 4248.

FINANCIAL AID

Board Policy 6090

The Copper Mountain College provides financial assistance in the form of grants, scholarships, resources, work-study, and loans for students who meet specific financial aid program eligibility requirements. If you believe that you and your family will not be able to pay for all of your educational costs, you are encouraged to apply for financial aid. Written qualifications for financial aid and the process to be used in obtaining financial aid shall be a part of the Administrative Regulations and shall also be available in the Financial Aid Office.

HOW TO APPLY

To be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available beginning in December of each year and should be completed and mailed to the processing service listed on the form as soon as possible *after* January 1 and before the annual priority filing date of **March 2**.

The Financial Aid Office will continue to accept applications after the priority filing date and will continue to make on-campus awards as long as funds are available. If you meet the March 2 priority filing date, you improve the chances of receiving financial aid from all programs for which you are eligible. You may obtain a copy of the FAFSA from your high school counselor, or from the college financial aid office, or apply at www.fafsa.ed.gov.

If you have not previously received a bachelor's degree, you must apply for a federal Pell Grant before you can be considered for other financial aid. You can easily do so by following the instructions on the FAFSA. All financial aid applicants who are California residents should also apply for a Cal Grant from the California Student Aid Commission. The application (FAFSA) postmark deadline for consideration for these awards is **March 2**. Additional information and instructions are included with the FAFSA.

After analyzing the information on your FAFSA, the processing service will send you a Student Aid Report (SAR). Other required documents may include copies of federal income tax returns and/or verification of untaxed income and other information reported on the FAFSA. Mid-year transfer students are required to submit official academic transcripts.

REPAYMENT OF FUNDS

In accordance with federal law, students who receive federal financial aid and withdraw from all of their classes on or before the 60 percent mark of the semester will be required to repay any unearned grant and/or loan funds they have received. The amount will be calculated by the College using the formula specified by law. All money received in the form of Pell and Supplemental Educational Opportunity Grants and/or Stafford and PLUS loans will be subject to repayment requirements.

WITHHOLDING SERVICES TO STUDENTS IN DEFAULT ON STUDENT LOANS

Board Policy 6090.1

When the District has been notified that a current or former student is in default on a student loan under the Federal Education Loan Program, written notification will be sent to the student at the last known address that he/she is in default and the following services will be withheld:

- 1) Release of grades
- 2) Verification of enrollment for any reason other than student loan deferments.
- 3) Issuance of diplomas or duplicate diplomas

The above services may be provided during a period when the facts of default are in dispute or when the student demonstrates to the EdFund and the District Financial Aid Office that reasonable progress has been made to repay the loan, or that there exists a reasonable justification for the delay as determined by Financial Aid personnel in consultation with the Academic Regulations Committee. Students in loan default status may receive Board of Governors fee waivers provided they meet eligibility requirements.

FINANCIAL AID PROGRAMS

Copper Mountain College participates in the following financial aid programs. Students should file a Free Application for Federal Student Aid (FAFSA) each year to apply for aid. Award letters will advise students of the assistance for which they are eligible.

Pell Grants - Federal grants that provide the foundation for the financial aid "package" to which other aid may be added based upon the total amount a student is eligible to receive.

Cal Grants B & C - State-funded grants awarded by the California Student Aid Commission to California residents who may apply for and qualify on the basis of merit, financial need or vocational objective.

Board of Governors Waiver Program (BOGW) - State waiver program designed to offset the cost of the enrollment fee for eligible students who qualify based on the receipt of financial aid, public assistance or who meet specific income standards. Eligibility criteria for this waiver are available in the Financial Aid Office.

Cooperative Agencies Resources for Education (CARE) - State-funded program to encourage single parents on TANF to enroll. Counseling, financial aid and child care assistance are also provided.

Extended Opportunity Program Grants and Services (EOPS) - Funded by the State of California, this program is restricted to low-income, educationally disadvantaged students and includes grants, books, and counseling services.

Supplemental Educational Opportunity Grants (SEOG) - Federally funded grants awarded to a limited number of

eligible students who can demonstrate exceptional financial need.

Federal Work-Study Program (FWS) - Federal program that enables eligible students to earn money to help pay their school expenses through part-time employment on the campus.

Short Term Emergency Book Loans - Available to students who have established eligibility for financial aid. Loans are available at the beginning of the semester for the purchase of books and are repaid by the Pell Grant.

Stafford Loans (GSL) - Government-insured loans made by participating banks or other lending institutions to eligible needy students whose total financial aid eligibility cannot be met by other available aid programs.

Unsubsidized Stafford Loans - Available to students who do not demonstrate financial need.

Scholarships - Scholarships are awarded on the basis of merit and academic promise, financial need, major, or other criteria as specified by the donors of each fund. The number and types of scholarship awards available, as well as the scholarship application procedures, vary. Additional information and applications can be obtained from the Student Services Office.

SCHOLARSHIPS

A number of scholarships are awarded each year to qualified students. Scholarships are based upon academic merit and promise, major or vocational objective, activities or other skill or affiliation, and sometimes, financial need as specified by the various donors. Both continuing and transferring students are eligible for these awards which may range from \$100 to \$1000 per academic year. Scholarship applicants must not have a bachelor's degree, and be citizens or permanent residents of the United States.

Applications are available from the Student Services Office and may be completed at any time and be updated annually. The following is a partial list of the scholarships, donors or funding that may be awarded annually.

- CMC Foundation/ Alumni Association Scholarships
- AAUW-CMC Transitions Start-up Scholarship
- Jim Brulte Social Science Scholarship
- Michelle Dubberly Memorial Scholarship
- RQR Disabled Student Scholarship
- Students with Disabilities Scholarship
- CMC Classified Senate Scholarship
- Theresa Graham Memorial Scholarship
- J. Neil Hastings Perpetual Scholarship
- Mojave Desert Air Quality Management District Scholarship

Each program has specific eligibility criteria.

In addition to the scholarship programs listed, Copper

Mountain College is fortunate to assist in the coordination and delivery of a number of outside or private scholarship awards from various civic groups, clubs, and agencies. Potential donors or scholarship committee chairpersons are encouraged to contact the Financial Aid Office if assistance is needed in establishing or implementing a private scholarship program.

VETERANS SERVICES

The College is also approved by the California Department of Veterans Affairs for the attendance of veterans' dependents (Cal-Vet).

VETERANS PROGRAM COURSE REQUIREMENTS

1. Students receiving VA benefits are required by the Department of Veterans Affairs to maintain regular class attendance and satisfactory progress.
2. Some Independent Study, and internet courses are acceptable for veterans' benefits.
3. Veterans, dependents, and reservists must declare a major and are responsible for enrolling only in classes required for their major. Failure to take proper classes can lead to reduction or termination of benefits.
4. Any student receiving VA educational benefits who has accumulated 30 or more units, must have an A.A./ A.S. degree evaluation before they can be certified for benefits.
5. Students may receive benefits when repeating a course in which a grade of "F" or "NC" was received if the course is required or a prerequisite to a required course. In some instances, a grade of "D" may be repeated if it is noted that a grade of "C" or better is required. Notify the Veterans Office of any course you are planning to repeat.
6. Less than semester length courses are certified by the Veterans Office for the exact dates of the course only, and not for the entire semester. Check with the Veterans Office 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. The Veterans Office must report status changes as well as withdrawals immediately to the Department of Veterans Affairs. In order to avoid possible overpayment of benefits and subsequent billing from the Department of Veterans Affairs, it is imperative that students collecting benefits report all course changes

and withdrawals immediately to the Admissions Office and the Veterans Office.

8. The unit load requirement for students receiving VA educational benefits is:

Full-time:	12 units
3/4-time:	9 to 11 units
1/2-time:	6 to 8 units
1/4-time:	3 to 5 units*
(*for Chapters 32 and 1606 only)	

Summer session and short-term semester courses are computed proportionately for payment purposes. Check with the Veterans Office for unit load requirements.

9. Additional information about VA benefits and program requirements may be obtained from the Veterans Office in the Office of Student Services.

SERVICEMEMBERS OPPORTUNITY COLLEGE

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

The SOC concept is based on the fact that military life is keyed to mobility. In the 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 (ASCMC)

In keeping with the philosophy of Copper Mountain College and in the spirit of shared governance, students are encouraged to be active participants in the Associated Students Senate.

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 a student voice at the policy level of the college. The ASCMC has adopted a constitution, incorporating rules and regulations, which provides a structure for the operation of the Association and reflects the interests and concerns of students.

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 represented at the Associated Students Senate meetings where activities, projects and concerns, pertain to club members, are discussed.

STUDENT RIGHTS AND RESPONSIBILITIES

Each student is individually 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.

STUDENT CONDUCT STANDARDS

ACADEMIC FREEDOM AND RESPONSIBILITY

Board Policy 6060.8

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. Our college believes in the development of the whole person within an environment where respect for the ideas and traditions of others is upheld.

In addition, it is recognized that academic freedom entails responsibility. Central to that responsibility is a collective goal of preparing students to achieve uniform standards of educational excellence. Academic freedom operates within a curricular framework common to all classes that meet within existing programs. Thus it is understood that academic freedom entails the faculty's right to choose between various methodologies within established course content and the students' right to freely examine relevant subject matter.

FREEDOM OF SPEECH AND EXPRESSION

Board Policy 6060.1

The District shall establish rules and regulations regarding the rights and responsibilities to exercise freedom of speech and expression with due regard to the rights of others pursuant to ECS 76120.

STUDENT CODE OF ACADEMIC INTEGRITY

Board Policy 6060.2

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 work by their students. The most effective way to promote 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:

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.** Board Policy 6060.9

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 is 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:

1. Copying and pasting text from CD ROMs;
2. Copying and pasting text from web sites;
3. Transcribing text from printed material, such as books, magazines, encyclopedias or newspapers;
4. Modifying or scanning any text;
5. Replacing words in the text using a thesaurus;
6. Using copyrights, trademarks, patents, speeches, and artistic creations without permission or acknowledgement;
7. Using photographs, images, video or audio without permission or acknowledgement;
8. Using another student's work and claiming it as your own (even with permission);
9. Translating texts from a foreign language does not constitute original work and falls under the guidelines for quotations, summaries, and paraphrasing.

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 Student Conduct Standards and Procedures policy, then appro-

priate 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 in by the college 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.

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

Board Policy 6060.4

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 of the removal and the next class meeting. The instructor shall immediately report the removal to the Dean of Educational Services and the College President. The Director shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Director or Director'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 Director or the Director'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 college president for good cause from one or more classes for a period of up to ten consecutive days of instruction.

The college president may order immediate suspension of a student where the president concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits 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 expulsions is recommended, will be afforded to the student within ten (10) days. (ECS 66017)

3. Long-term Suspension

Exclusion of the student by the college president 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 college president for any person to remain on campus in accordance with California Penal Code Section 626.4 where the college president has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

6. Written or Verbal Reprimand

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

Board Policy 6060.5

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 POLICY

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 Associate Dean of Instruction or immediate supervisor. This notification shall be in writing. The Associate Dean of Instruction or immediate supervisor will attempt to resolve the matter within five (5) school days. The Associate Dean of Instruction or immediate supervisor shall communicate a decision to the student and staff member. If, however, the student is not satisfied, he/she may then, within ten (10) school days:
 1. An informal hearing will be between the student and other appropriate school representatives. If the student is satisfied with the outcome of the informal hearing, the process could end.
 2. A formal hearing will consist of the student, and if appropriate, his/her on-campus advocate, the accused and his/her on-campus advocate, the Dean of Educational Services or designee, Associate Dean of Instruction, and four (4) neutral faculty members, two (2) selected by the student, and two (2) selected by the accused.
- If the results of either the informal or the formal hearing are not satisfactory to the student, within ten (10) school days of receiving that decision, the student desiring further appeal shall:
 - D. Within ten (10) school days of receiving that decision, the student desiring further appeal shall go to the college President who shall then render a decision within ten (10) school days.
 - E. Within ten (10) school days of receiving that decision, the student desiring further appeal would appeal to the Board of Trustees for a final decision to be made within thirty (30) school days.
 - F. The intent is to ensure that each and every step will take place as expeditiously as possible.

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*.

DISCLOSURE OF EDUCATION RECORDS

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 Copper Mountain Community College District does not release student record information without the written consent of the student, except as outlined under Policy Number 6060.6. In accordance with the Family Educational Rights and Privacy Act of 1976, CMCCD defines Directory Information as:

1. Address
2. Name
3. Phone number
4. Dates of attendance
5. Major field of study
6. Awards and degrees received
7. Most recent institution attended
8. Participation in college activities
9. Photographs

Students may request that Directory Information be maintained as confidential at the time of admission. Students who wish to change their initial request may do so in writing to the Office of Student Services at any time to become effective within ten (10) working days.

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

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. To officials and employees of the District who have a legitimate educational interest to inspect a record.

A school official is:

- 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 health care, counseling, job placement or financial aid.

2. 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 held.
3. 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 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.

● 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 Director of Student Services.

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

● Right To Request Amendment Of Student Records

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

Within 30 calendar days of receipt of such request, the Superintendent/President, or his 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 his designee, shall then sustain or deny the allegations.

If any or all allegations are sustained, the Superintendent/President, or his 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 30 calendar days of denial.

Within 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 students, or students accept an unfavorable decision by the Superintendent/President, they shall have the right to submit a written statement of their objections which shall become part of their 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

BOOKSTORE

The Copper Mountain College Bookstore 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.

FOOD SERVICES

The Knowledge Cafe menu items include soup, hot entrees, grill service, desserts, and beverages. Hours of operation are published in the current class schedule each semester.

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

Board Policy 7190

PARKING PERMITS

Vehicles parked in CMCCD parking areas, shall display a valid CMCCD parking permit sticker either on the **right side of the rear window**, as viewed from the rear of the

vehicle or on an authorized hanger. Hangers must hang from the rear view mirror so that the sticker is readable from the rear of the car. Open top or canvas top vehicles, or vehicles with tinted windows that prevent a clear view of the permit, may have the permit affixed on the front windshield, passenger side, lower corner. Motorcycles, motor bikes, mopeds, and scooters shall display the permit on the front forks or fender. The owner assumes responsibility for any lost or stolen permit. A \$5 fee will be charged to replace a lost permit.

The office of Student Services will sell student-parking permits for \$20 each for autos & \$10 for motorcycles for the Spring & Fall semesters. The cost of a permit for the summer session will be \$5. Authorized plastic hangers for hanging on the rear view mirror are available at a cost of \$1.00.

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

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

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

Students who voluntarily withdraw from CMCCD before the third week of instruction may have a full refund of parking fees upon return of their parking permit submitted with the application requesting tuition refund.

TEMPORARY PARKING PERMITS

A temporary permit is available free of charge to a student attending a class of 8 weeks duration or less from the instructor or the Business Services 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 Business Services office or a campus security officer.

HANDICAPPED PARKING

Spaces for vehicles of persons with physical handicaps are reserved in the Visitor, Library, and Main parking lots, and are identified with the standard symbol. These spaces are reserved for vehicles that properly display either the appropriate state designation or a temporary handicapped parking permit. Vehicles must display either a temporary parking permit or a CMCCD permanent-parking permit, in addition to the handicapped designation in order to park in a handicapped space.

PLACEMENT OF PERMIT

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

ENFORCEMENT

Campus Security personnel will 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 Business Services Office, during regular working hours (8:00a.m. to 5:00p.m.) 366-3791 (ext. 212 or 213), or P. O. Box 1398, Joshua Tree, CA 92252.

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

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

A parking violation notice appeal procedure may be initiated in writing through the Office of Business Services.

GENERAL SAFETY REGULATIONS

No vehicle shall be driven in excess of 10 M.P.H. 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.

TRANSPORTATION

The Morongo Basin Transit Authority (MBTA) has routes throughout the entire Morongo Basin during the day and evening that assists CMC students in their transportation needs. Registered students showing proof of registration can ride MBTA buses free of charge. Interested students may call 1-800-794-6282 for more information about MBTA routes, timetables, and services.

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.

PETS/ANIMALS ON CAMPUS

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

SMOKING IN DISTRICT FACILITIES

Board Policies 6080.1 and 7240.

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.

ACADEMIC REGULATIONS

ACADEMIC PETITION PROCEDURES

The Academic Regulations Committee has been established to review and to take action on students' requests for waiver of academic regulations and policies. Students may petition to this committee when, in the student's opinion, a particular academic regulation or policy is not applicable in a specific situation. Contact the Office of Student Services for procedures.

ATTENDANCE

FIRST CLASS MEETING

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

CLASS ATTENDANCE

A student is expected to attend all class sessions. It is the student's responsibility to contact instructors regarding any absence. The acceptance of an excuse for absence other than illness or official leave of absence is at the discretion of the individual instructor. When absences are excused due to personal illness or the serious illness or death of a member of the student's family, or 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 for the course.

AUDITING CLASSES

Board Policy 6530.9

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

LEAVES OF ABSENCE

Students who have a need to withdraw for a short time, but who wish to retain their status in classes 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 Associate Dean of Student Services as soon as possible requesting a leave to be away from classes.

CLASSIFICATION OF STUDENTS

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

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

Post-Graduate: A student who has been awarded a degree and has enrolled for further study.

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

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

CLASSIFICATION AND NUMBERING OF COURSES

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

1. Credit Courses - Courses numbered 1-99 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 remedial 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 above are designed for students who are not candidates for degree programs and work in such courses is not applicable toward graduation.

3. Community Services Programs - Classes are designed for students whose primary motive for activity and learning is personal enrichment. Community Service classes carry no units and generate no transcripts. For more information call the Office of the Associate Dean of Instruction at 760-366-3791, Ext. 5601.

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 in the "Courses of Instruction" section of this catalog beginning on page 77. The CSU or UC designates courses accepted for 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 Student Services Office to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC.

CHANGES IN TRANSFERABLE CREDIT

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

COURSE PREREQUISITES, COREQUISITES, ADVISORIES

and Other Enrollment Limitations

Board Policies 6050.8 and 6020.1

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 a condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An Advisory suggests skills, experiences, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are likely to receive a satisfactory grade.

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 not use any exit test outside of a course to satisfy a prerequisite or corequisite.
3. 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.
4. Students must satisfy prerequisite or corequisite requirements by successful completion of the appropriate course or multiple-measure assessment.
5. A student may challenge the requirement of prereq-

uisites or corequisites. Check with the Office of Student Services for details.

LIMITATIONS OF ENROLLMENT

Board Policy 6020.2

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

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

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

1. the prerequisite or corequisite has not been established according to the district's process of establishing prerequisites and corequisites;
2. the prerequisite or corequisite violates Title V, Article 2.5, Section 55201 (Policies for Prerequisites);
3. the prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. the student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite; and/or
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 Associate Dean of Student Services 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, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

REMEDIAL COURSEWORK LIMITATION

Board Policy 6530.8

Remedial 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 remedial 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 the College Disabled Student Program as having a learning disability.
3. A student who has had this restriction waived by the College President or his/her designee because the student has shown significant, measurable progress toward the development of college-level skills. This waiver of limitation may be granted for a maximum of ten (10) semester units.

PHYSICAL EDUCATION REQUIREMENT

Two courses of Physical Education or Health Education are required for graduation from Copper Mountain College.

COURSE UNITS AND STUDENT LOADS**UNIT OF CREDIT**

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

MAXIMUM NUMBER OF UNITS

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

Students wishing to obtain a variance from the above limitations may petition the Associate Dean of Student Services.

STUDENTS WHO MUST TAKE A 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
Halftime	6
Veterans' Benefits Recipients-Varies with Program	

GRADING SYSTEM

Board Policy 6510.1 and 6510.2

In accordance with ECS 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.

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

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

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 1B	3	B	3	9
ART 7A	2	A	4	8
HE 1	3	C	2	6
NR 1	3	B	3	9
NR 1L	1	B	3	3
HIST 17	<u>3</u>	A	<u>4</u>	<u>12</u>
Totals	15			47

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

NON-EVALUATION SYMBOLS

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.

DEFINITION (Section 55758): Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar 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 course work 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 to 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 the Educational Services Office.

"IP" (In Progress) is a mark used only for those courses which extend beyond the normal end of an academic term. This mark indicates that work is in progress and that upon completion of this work an evaluative symbol (grade) will be assigned. The "IP" 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 the Educational Services Office may assign the "RD" mark. The "RD" notation shall not be used in calculating grade point average.

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

GRADE RESPONSIBILITY

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

Where verified cases of extenuating circumstances exist, students may petition to be allowed to withdraw from class(es) after the grade responsibility date. The petitioning process is to commence with the Associate Dean of Student Services after consultation with the instructor(s) of record, or in the event the instructor cannot be contacted, the Associate Dean of 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 (I) is changed to a final grade. See GRADING SYSTEM, **Non-Evaluation Symbols** for definition and limitations.
 - (B) GRADE CHANGE (Section 55760)
1. 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.
2. 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, and 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, insuring a true and complete academic history.
3. The Dean of Educational Services 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

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 School) 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 of Educational Services 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 of Educational Services 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 Dean 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 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 Dean 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 Dean's decision completes and exhausts the Copper Mountain Community College District's Grade Grievance Procedure.

The president or the president's 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

DEAN'S LIST

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

HONOR ROLL

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

GRADUATION HONORS

Board Policy 6540.2

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

Academic honors are awarded as follows:

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

PROBATION, DISQUALIFICATION, AND REINSTATEMENT

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

STANDARDS FOR PROBATION

Board Policy 6530.4

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

Students on probation will be expected to show improvement by maintaining a semester grade point average (GPA) of 2.0 or higher, or completing more than 50 percent of their classes to avoid disqualification.

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

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

NOTIFICATION OF PROBATION

The college shall make a reasonable effort to notify a student subject to probation at or near the beginning of the semester in which the probation will take effect but, in any case, no later than the start of the fall semester. As a condition of continuing enrollment, a student placed on

probation is to receive individual counseling, including the regulation of his or her academic program. Also each student shall be referred to other support services to help him or her overcome any academic difficulties. Prior to registration, a student on probation must have counselor approval of his or her educational program.

PROBATIONARY STATUS ENROLLMENT LIMITATIONS

Board Policy 6530.10

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

REMOVAL FROM PROBATION

Board Policy 6530.5

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

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

STANDARDS FOR DISQUALIFICATION

Board Policy 6530.6

A student on academic probation shall be subject to disqualification if in each of three consecutive semesters the student's cumulative and semester grade point averages are below 2.0 in all units attempted which were graded according to the established District grading scale.

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

NOTIFICATION OF DISQUALIFICATION

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

REINSTATEMENT

Board Policy 6530.7

A student applying for reinstatement shall not be reinstated until a minimum of one semester has elapsed since disqualification. A student applying for reinstatement must submit a written request to the Associate Dean of Student Services. The request shall explain what circum-

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

REPETITION OF COURSES

Board Policy 6530.2

SUBSTANDARD GRADES

A student who receives a grade of D, F, or NC for a course 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 record in such a manner that both grades remain legible, insuring a true and complete academic history.

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

Appeals to take a course a third time in which a grade of D, F, or NC has been received two times must be in writing with documentation to the Office of Student Services. Students must appeal well in advance of registration to allow the Academic Regulation Committee sufficient time to review the merits of the request.

GRADES OF "C" OR BETTER

The District permits students to repeat a course or courses with grade(s) of "C", "B", "A", or "CR" when a lapse in time, change in course content, or need to upgrade skills justifies the repetition.

The Board of Trustees has authorized the President/ Superintendent to develop procedures to implement this policy. The student must demonstrate that special circumstances do exist to justify the repeating of courses for which grades of "C", "B", "A", and/or "CR" have been awarded. These petitions are to be retained for FTES audit purposes.

Grades earned in such cases are not included in the student's grade point average. The credit is not awarded. The courses, grades, and units will be listed on the student's transcript.

Forms to repeat a course with a grade of "C" or better are available in the Office of Student Services. Students must make the request well in advance of registration to allow time for Academic Regulation Committee review.

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.

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 insure 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 Associate Dean of Student Services shall maintain records of all actions taken under this regulation and a yearly review of this regulation shall be made by the Educational Policies and Practices Committee.

REQUEST FOR ACADEMIC RENEWAL

1. A student seeking academic renewal is responsible for presenting evidence to show:
 - a. that the previously recorded courses were substandard academic performance and are not reflective of his/her current academic ability; and
 - b. that the student is enrolled in a defined educational program.

Evidence of academic ability since the semester in question shall include one of the following:

- a. 15 semester units with a minimum of a 3.00 GPA;
 - b. 30 semester units with a minimum of a 2.50 GPA;
- or

- c. 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 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 Office of Student Services.

EXAMINATIONS

CREDIT BY EXAMINATION (COURSE CHALLENGE)

Board Policy 6530.1

Granting unit credit by examination for a course is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the College. If an examination shows that the student possesses adequate equivalency and mastery of the subject, credit is granted.

A student seeking credit by examination will receive a letter grade (A, B, C, D, F, NC, CR) and grade points in the same way as if enrolled in a regular course. A student may challenge a course only once. Credit earned according to this policy shall not count toward determination of eligibility for veteran's benefits. Credit by examination is possible in selected courses only. Contact the Associate Dean of 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 course work, (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 (an exception is allowed for VN students who are challenging the first semester of the ADN program). 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 Associate Dean of 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 \$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.

CLEP

A maximum of 30 semester units of credit is given for CLEP (College Level Examination Program) with scores at the 50th percentile or higher. Credit is not awarded for English composition. Official results of CLEP exams must be submitted to the Office of Student Services. CLEP exams are not offered on campus.

CREDIT FOR CEEB ADVANCED PLACEMENT EXAMINATIONS

Board Policy 6520.2

Copper Mountain College grants credit for scores of 3 or higher on the Advanced Placement Examinations of the College Entrance Examination Board (CEEB). Such credit may apply toward requirements for CMC degrees and for transfer programs to both the California State University and University of California systems.

High School students who intend to participate in this program should make the necessary arrangements with their high schools. Students should request that their test scores be sent to Copper Mountain College at the time they take the Advanced Placement Examinations. To apply for credit for advanced placement, students should contact the Office of Student Services.

<u>AP Examination</u>	<u># Units Granted</u>	<u>General Education Requirements Area (for CSU)</u>
Art: History of Art	3	C 1
Biology	3	B 2
Chemistry	6	B 1 & B 3
Economics: Macroeconomics	3	D 2
Economics: Microeconomics	3	D 2
English: English Language & Composition	3	A 2
English: English Composition and Literature	6	A 2 & C 2
French: French Language	6	C 2
French: French Literature	6	C 2
German Language	6	C 2
Government & Politics: United States	3	D 8
Government & Politics: Comparative	3	D 8
History: European History	3	D 6
History: United States History	3	D 6
Latin: Virgil	3	C 2
Latin: Latin Literature	3	C 2
Mathematics: Calculus A,B	3	B 4
Mathematics: Calculus B,C	3	B 4
Music Theory	3	C 1
Physics B	6	B 1 & B 3
Physics C (mechanics)	3	B 1 & B 3
Physics C (electricity & magnetism)	3	B 1 & B 3
Psychology	3	D 9
Spanish: Spanish Language	6	C 2
Spanish: Spanish Literature	6	C 2
Statistics	3	B 4

Note: Copper Mountain College does not have comparable courses for all courses listed above.

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 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 course work 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 Associate Dean of Student Services for courses eligible for articulated High School/ROP classes.

SUPPLEMENTAL MODES OF STUDY

DEPARTMENTAL SEMINARS

Departmental seminars, designated as Course Number 48 A, B, C (1, 2, & 3 units respectively) may be conducted by any department. 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, 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 seminar units are accepted for the A.A. or A.S. Degree.

INDEPENDENT STUDY PROJECTS

(1-3 units)

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

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

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

Division members should be given the application for the project prior to the Associate Dean of Instruction's approval before the student may register for the course. It is recommended that Independent Study Projects for 3 units begin prior to the fourth week of the semester; for 2 units, prior to the seventh week; and for 1 unit, prior to the tenth week.

CERTIFICATE, DEGREE, GRADUATION AND TRANSFER REQUIREMENTS

TRANSCRIPTS

An official transcript of a student's record may be obtained from the Office of Student Services 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 confidential. A fee will be charged in excess of two 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 University of California must be requested by the student at the time transcripts are requested to be sent to the university.

TRANSFERRED COURSEWORK

Board Policy 6520.1

All transcripts from other colleges must be on file at the Office of Student Services prior to filing a "Request for Evaluation." **All lower division work 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.

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 the Copper Mountain College, can obtain information about foreign transcript evaluation and application forms for foreign transcript/credential evaluation services from the Office of the Student Services.

UNIT CREDIT FOR MILITARY SERVICE

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

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

VOCATIONAL CERTIFICATE OF ACHIEVEMENT

A Vocational 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 Certificate" 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 course work determined by the department advisor. See *Degree and Certificate Programs* section in this catalog for specific certificate requirements.

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 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.

tion 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.

If students maintain continuous enrollment if they attend at least two semester s 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 years.

EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

The Associate in Arts Degree and Associate in Science Degree are 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 their intended graduation. All transcripts from other colleges must be on file before an evaluation request can be filed. At least 30 units must have been completed before an evaluation can be initiated.

GRADUATION REQUIREMENTS

Board Policy 6540.1

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. Specific requirements are listed on the following pages.

EARNING AN ADDITIONAL ASSOCIATE DEGREE

An additional Associate Degree may be earned if the student completes a minimum of 12 units in residence at Copper Mountain College beyond the prior degree, makes a complete change in major, and fulfills all requirements for the new major field including any additional General Education requirements that are appropriate.

GRADUATION

Once it has been determined that a student is eligible for graduation, an "Intent to Graduate" form must be completed and submitted to the Office of 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.

TWO TYPES OF ASSOCIATE DEGREES AT COPPER MOUNTAIN COLLEGE

The Associate Degree 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 45-46.

Students must complete the course requirements as specified in the program of study for the declared major, 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

The Associate Degree 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.

Option 1: Students preparing to transfer to the CSU may follow the general education requirements outlined in the CSU Certification pattern (pages 47-49) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern on pages 49-51. See your faculty advisor or counselor for exceptions.

Option 2: Students preparing to transfer to the UC system follow the IGETC on pages 49-51. See your faculty advisor or counselor for exceptions.

Option 3 (specified high-unit majors only): Students in these majors must see an advisor for general education requirements and recommended electives.

The **transfer preparation degree** is identified in this catalog as:

ASSOCIATE DEGREE
WITH EMPHASIS ON TRANSFER PREPARATION

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.

All students are strongly advised to consult with an advisor or counselor early in their first semester of enrollment at Copper Mountain College to help ensure an understanding of course requirements.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

WITH EMPHASIS ON OCCUPATIONAL/VOCATIONAL PREPARATION

Students may graduate from Copper Mountain College with an Associate of Arts or Science degree upon meeting the following requirements:

- A. Completion of 60 units of lower division semester units with a cumulative grade point average (GPA) of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at CMC as well as in the selected major. At least 12 units must be earned at CMC.
- B. Major requirements (Minimum of 18 units): Complete one of the Occupational/Vocational degree programs listed in the Degree and Certificate Programs section of this catalog.
- C. Completion of the following general education requirements (18 units minimum):

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

C1. Natural Sciences (3 units minimum) selected from the following courses:

A	1	Descriptive Astronomy	(3)
A	1L	Descriptive Astronomy Lab	(1)
AGPS	2	Entomology General and Applied	(4)
AGPS	5	Plant Science	(3)
AGPS	5L	Plant Science Lab	(1)
ANTH	1	Introduction to Physical Anthropology	(3)
BI	1A	General Biology, Principles	(5)
BI	1B	General Biology, Zoology	(5)
BI	1C	General Biology, Botany	(5)
BI	4	Elements of Biology	(3)
BI	4L	Elements of Biology Lab	(1)
BI	10	Women's Health	(3)
BI	15	General Microbiology	(5)
BI	21	Elementary Human Anatomy/Phys.	(3)
BI	21L	Elementary Human Anatomy/Phys. Lab	(1)
BI	22	Human Anatomy	(4)
BI	23	Human Physiology	(5)
CH	1A, 1B	General Chemistry	(5) (5)
CH	3	Introductory General Chemistry	(4)
CH	4	Fundamentals of Chemistry	(4)
G	1	Physical Geology	(4)
G	2	Historical Geology	(4)
G	4	Geology Lab	(1)
G	5	Environmental Geology	(4)
G	6	Geology of California	(3)
G	7	Introduction to Geology	(3)
G	8	Geology of National Parks&Monuments	(3)
G	10	The Earth Sciences	(4)
GEOG	1	Physical Geography	(3)
GEOG	1L	Physical Geography Lab	(1)
NR	1	Conservation of Natural Resources	(3)
NR	1L	Conservation Natural Resources Lab	(1)
PH	1	How Things Work	(4)

PH	2A,2B	College Physics	(4)(4)
PH	4A,4B	Engineering Physics	(5)(5)

C2. Social and Behavioral Sciences - (3 units minimum) selected from the following courses:

AJ	1	Introduction to Administration of Justice	(3)
ANTH	2	Cultural Anthropology	(3)
ANTH	3	Archaeology, An Introduction to Prehistory	(3)
ECON	1	Principles of Macroeconomics	(3)
ECON	2	Principles of Microeconomics	(3)
ECON	11	International Economic Relations	(3)
GEOG	2	Cultural Geography	(3)
GEOG	7	Regional Geography	(3)
GEOG	10	Geography of California	(3)
HE	1	Personal and Community Health	(3)
HEC	13	General Nutrition	(3)
HIST	3	History of World Civilization I	(3)
HIST	4	History of World Civilization II	(3)
HIST	17	U.S. History through Reconstruction	(3)
HIST	18	U.S. History from Reconstruction through Present	(3)
MC	1	Mass Media/American Culture	(3)
PHIL	13	Perspectives on Death and Dying	(3)
PS	1	Introduction to Government	(3)
PS	2	Introduction to Comparative Governments	(3)
PS	4	Introduction to International Relations	(3)
PSY	1	General Psychology	(3)
PSY	3	Developmental Psychology	(3)
PSY	10	Psychological Aspects of Marriage & Family	(3)
PSY	20	Adolescent Psychology	(3)
PSY	23	Psychology of Women	(3)
PSY	33	Personal & Social Adjustment	(3)
SOC	1	Introductory Sociology	(3)
SOC	2	Social Problems	(3)
SOC	10	Marriage & Family: A Sociological Approach	(3)
SOC	14	Minority Groups in The Americas	(3)

C3. Humanities - (3 units minimum) selected from the following courses:

ART	2A,B	History of Art	(3)(3)
ART	2C	History of Modern Art	(3)
ART	2D	History Postmodern Art	(3)
ART	3A	Basic Design & Color	(3)
ART	10	Introduction to Art	(3)
ART	18A	Papermaking	(3)
ART	33	History of Photography	(3)
ASL	1A,B	Elementary American Sign Language	(3)(3)
ASL	2A,B	Intermediate American Sign Lang.	(3)(3)
ENG	1B	Composition & Literature	(3)
ENG	10A	American Literature I	(3)
ENG	10B	American Literature II	(3)
ENG	11A,B	Survey of English Literature	(3)(3)
ENG	12A	World Literature I	(3)
ENG	12B	World Literature II	(3)
ENG	14	Shakespeare	(3)
ENG	15	The Short Story	(3)
ENG	16	Literature of the Desert	(3)
ENG	17	Women in Literature	(3)
ENG	18	Introduction to Poetry	(3)
ENG	21	Intro. to Latin Amer./Chicano Literature	(3)
ENG	22	Introduction to African-American Literature	(3)
ENG	25	Introduction to the Novel	(3)
ENG	31	Bible as Literature Old Testament	(3)

HE	1	Personal and Community Health	(3)
HIST	3	History of World Civilization I	(3)
HIST	4	History of World Civilization II	(3)
MC	1	Mass Media/American Culture	(3)
MUS	5	History of Rock 'N' Roll	(3)
PHIL	6, 7	Introduction to Philosophy	(3)(3)
PHIL	12	Religions of the World	(3)
PHIL	13	Perspectives on Death & Dying	(3)
PHIL	14	Introduction to Ethics	(3)
PS	4	Introduction to International Relations	(3)
PSY	1	General Psychology	(3)
PSY	10	Psychological Aspects of Marriage & 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	Marriage & Family: Sociological Approach	(3)
SOC	14	Minority Groups in America	(3)
SP	1	Introduction to Human Communication	(3)
SP	2	Oral Interpretation of Literature	(3)
SP	15	Intercultural Communication	(3)
and all Foreign Language courses			

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

Consult Degree and Certificate programs for specific degree requirements including major requirements and General Education courses. Please check with your advisor or counselor for possible changes in AA/AS Degree Requirements.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Students may graduate from Copper Mountain College with an Associate of Arts or Science degree with emphasis on transfer preparation by completion of a minimum of 60 units of lower division, transferable semester units with a cumulative GPA of at least 2.0 for all grades earned in lower division courses at all colleges and universities attended. Also, a cumulative GPA of at least 2.0 must have been earned at CMC as well as in the selected major. **At least 12 units must be earned at CMC.**

Students must complete *either* the CSU General Education Certification Course Pattern (this page) *or* the IGETC (page 49), *and* the major requirements as specified in the program of study for the declared major. Specified high-unit majors do not complete the transfer general education certification and must meet with their Faculty Advisor or counselor for General Education requirements for graduation. Degrees are listed by major on pages 54-55.

Students planning to transfer to a California public university, independent, or out-of-state college or any other college or university should consult with their Faculty Advisor or counselor early in their first semester of enrollment. Faculty Advisors/counselors will assist students with program planning and course options.

Students seeking the transfer degree must meet the competency requirements in Reading, English, and Math and complete two units of either Physical Education activity courses or the Health Education course.

Review all requirements that pertain to you on pages 42-43, including *requesting a degree evaluation and filing an Intent to Graduate.*

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

GOVERNMENT/HISTORY CERTIFICATION

Copper Mountain College, pursuant to Section 40404 of Title 5 of the California Administrative Code and in accordance with Executive Order 405 from the Office of the Chancellor, California State University (effective date 11/15/82), certifies the following course/examination combinations as meeting the baccalaureate requirements in U.S. History, Constitution and American Ideals at CSU, except that no student may meet the requirement by examinations alone. It is important to note that certification may take place if and only if an entire history/government combination has been completed. (Requirements at CSU institutions may vary; consult your Faculty Advisor or counselor.)

A student may fulfill the history/government requirement by completing Political Science I (PS 1) *and either* History 17 (HIST 17) *or* History 18 (HIST 18).

Consult Degree and Certificate Programs for specific degree requirements including major and General Education courses. Please also check with your faculty advisor or counselor for possible changes in AA/AS degree requirements.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION CERTIFICATION COURSE PATTERN

Students who plan to transfer to a CSU campus must complete a minimum of 48 semester units of general education to graduate with bachelor's degree. Copper Mountain College may certify 39 lower division (freshman-sophomore) units. The additional 9 required units must be upper division and completed after transfer to the university. Students may follow the CSU General Education Certification pattern listed on the following two pages, which is accepted by all CSU campuses in most majors to fulfill these requirements.

To be fully certified, students must complete a minimum of 9 units each in Areas A,B,C, and D, and three units in Area E. At least 30 of these units must be completed with a grade of "C" or better, including the nine units in Area A: Communication in the English Language; and 3 units in Area B4: Mathematics. These requirements became effective Fall 2000.

General Education Certification is not automatic and must be requested by the student at the same time transcripts are requested to be sent to the California State University following the posting of final grades.

APPLICABLE COPPER MOUNTAIN COLLEGE COURSES

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

A. COMMUNICATION in the ENGLISH LANGUAGE and CRITICAL THINKING

Nine (9) units minimum; select 1 course from each of the 3 groups. A grade of "C" or better is required in all courses.

A1 Oral Communication (C or better requirement)

SP	1	Introduction to Human Communication	(3)
SP	4	Public Speaking	(3)
SP	5	Group Discussion and Leadership	(3)
SP	15	Intercultural Communication	(3)

A2 Written Communication (C or better requirement)

ENG	1C	Critical Thinking and Composition	(3)
ENG	3A	Freshman Composition I	(3)

A3 Critical Thinking (C or better requirement)

PHIL	10	General Logic	(3)
SOC	4	Sociological Analysis/Critical Thinking	(3)
SP	7	Decision Making/Advocacy	(3)

B Physical Universe & Its Life Forms

Nine (9) units minimum; select one course from each group. One course must include laboratory. (**Please note:** a 4or more unit course includes a laboratory.)

B1 Physical Science

A	1	Descriptive Astronomy	(3)
A	1L	Descriptive Astronomy Lab	(1)
CH	1A, 1B	General Chemistry	(5)(5)
CH	3	Introductory General Chemistry	(4)
CH	4	Fundamentals of Chemistry	(4)
CH	5	Bio-Organic Chemistry	(4)

G	1	Physical Geology	(4)
G	2	Historical Geology	(4)
G	4	Geology Lab	(1)
G	5	Environmental Geology	(4)
G	6	Geology of California	(3)
G	7	Introduction to Geology	(4)
G	8	Geology of National Parks/Monuments	(3)
G	10	The Earth Sciences	(4)
GEOG	1	Physical Geography	(3)
GEOG	1L	Physical Geography Lab	(1)
PH	1	How Things Work (The Physics of Everyday Life)	(4)

PH	2A,2B	College Physics	(4)(4)
PH	4A,4B	Engineering Physics	(5)(5)

B2 Life Sciences

AGPS	2	Entomology-General and Applied	(4)
AGPS	5	Plant Science	(3)
AGPS	5L	Plant Science Lab	(1)
ANTH	1	Introduction to Physical Anthropology	(3)
BI	1A	General Biology, Principles	(5)
BI	1B	General Biology, Zoology	(5)
BI	1C	General Biology, Botany	(5)
BI	4	Elements of Biology	(3)
BI	4L	Elements of Biology Lab	(1)
BI	15	General Microbiology	(5)
BI	21	Elementary Human Anatomy/Physiology	(3)
BI	21L	Elementary Human Anatomy/Phys. Lab	(1)
BI	22	Human Anatomy	(4)
BI	23	Human Physiology	(5)
NR	1	Conservation of Natural Resources	(3)
NR	1L	Conservation of Natural Resources Lab	(1)

B3 Laboratory Activity (See B1or B2)

B4 Mathematics (C or better requirement)

MATH	1A,1B	Calculus	(5)(5)
MATH	5	Trigonometry	(3)
MATH	10	College Algebra	(4)
MATH	12	Pre-calculus	(5)
MATH	13	Liberal Arts Mathematics	(4)
MATH	14	Statistical Methods	(4)
SOC	3	Fundamentals of Statistics	(3)

C. Arts and Humanities:

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

C1 Arts (Art, Dance, Music, Theatre)

ART	2A,B	History of Art	(3)(3)
ART	2C	History of Modern Art	(3)
ART	2D	History Postmodern Art	(3)
ART	3A	Basic Design and Color	(3)
ART	10	Introduction to Art	(3)
ART	33	History of Photography	(3)
MUS	5	History of Rock 'N' Roll	(3)
MUS	10	Introduction to Music	(3)
MUS	12	Fundamentals of Music	(3)
TA	1	Introduction to Theatre	(3)
TA	2A,B	Acting I	(3)(3)

C2 Humanities (Literature, Philosophy, Foreign Language)

ASL	1A,B	Elementary American Sign Language	(3)(3)
ASL	2A,B	Intermediate American Sign Language	(3)(3)
ENG	1B	Composition and Literature	(3)

ENG	10A,B	American Literature I & II	(3)(3)
ENG	11A,B	Survey of English Literature	(3)(3)
ENG	12A	World Literature I	(3)
ENG	12B	World Literature II	(3)
ENG	14	Shakespeare	(3)
ENG	15	The Short Story	(3)
ENG	16	Literature of the Desert	(3)
ENG	17	Women in Literature	(3)
ENG	18	Introduction to Poetry	(3)
ENG	21	Intro. to Latin Amer/Chicano Literature	(3)
ENG	22	Introduction to African-American Literature	(3)
ENG	25	Introduction to the Novel	(3)
ENG	31	The Bible as Literature: The Old Testament	(3)
ENG	32	The Bible as Literature: The New Testament	(3)
ENG	35	Myth and Legend	(3)
FR	1, 2	Elementary French	(5)(5)
FR	1A,1B	Elementary French	(3)(3)
FR	2A,2B	Elementary French	(3)(3)
FR	3,4	Intermediate French	(4)(4)
FR	8 A,B	French Conversation	(3)(3)
FR	40A,B	French Civilization	(3)(3)
MUS	10	Introduction to Music	(3)
PHIL	6	Introduction to Philosophy	(3)
PHIL	7	Introduction to Philosophy	(3)
PHIL	8	Philosophy Ancient-Renaissance	(3)
PHIL	9	Philosophy Renaissance-Present	(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	1A,B	Elementary Spanish	(3)(3)
SPAN	2A,B	Elementary Spanish	(3)(3)
SPAN	3, 4	Intermediate Spanish	(4)(4)
SPAN	5, 6	Advanced Spanish	(3)(3)
SPAN	8A,B	Spanish Conversation	(3)(3)
SPAN	10,11	Spanish for the Bilingual Student	(3)(3)
SPAN	40A,B	Spanish Civilization	(3)(3)

D. Social, Political and Economic Institutions And Behavior, Historical Background

Nine (9) units minimum, with courses taken in at least two disciplines.

Note: The "American Institutions" requirement may be satisfied by taking either HIST 17 or 18, plus PS 1 (Intro Government).

D0 Sociology & Criminology

AJ	1	Introduction to the Administration of Justice	(3)
SOC	1	Introductory Sociology	(3)
SOC	2	Social Problems	(3)
SOC	14	Minority Groups in the Americas	(3)

D1 Anthropology and Archeology

ANTH	2	Cultural Anthropology	(3)
ANTH	3	Archeology, an Introduction to Prehistory	(3)

D2 Economics

ECON	1	Principles of Macroeconomics	(3)
ECON	2	Principles of Microeconomics	(3)
ECON	11	International Economic Relations	(3)

D3 Ethnic Studies

SOC 14 Minority Groups in The Americas (3)

D4 Gender Studies

PSY 10 Psychological Aspects of Marriage & Family (3)

PSY 23 Psychology of Women (3)

SOC 10 Marriage/Family: A Sociological Approach (3)

D5 Geography

GEOG 2 Cultural Geography (3)

GEOG 7 Regional Geography (3)

GEOG 10 Geography of California (3)

D6 History

HIST 3 History of World Civilization I (3)

HIST 4 History of World Civilization II (3)

HIST 17 U.S. History Through Reconstruction (3)

HIST 18 U.S. History From Reconstruction through Present (3)

D7 Interdisciplinary Social or Behavioral Science

MC 1 Mass Media in American Culture (3)

SP 15 Intercultural Communication (3)

D8 Political Science, Government and Legal Institutions

PS 1 Introduction to Government (3)

PS 2 Introduction to Comparative Governments (3)

PS 4 Introduction to International Relations (3)

D9 Psychology

PSY 1 General Psychology (3)

PSY 3 Developmental Psychology (3)

PSY 20 Adolescent Psychology (3)

PSY 23 Psychology of Women (3)

PSY 33 Personal and Social Adjustment (3)

E. Lifelong Understanding and Self-Development
Three (3) units minimum; select one:

BI 10 Women's Health (3)

HE 1 Personal and Community Health (3)

HEC 13 General Nutrition (3)

PHIL 13 Perspectives on Death and Dying (3)

PSY 3 Developmental Psychology (3)

PSY 10 Psychological Aspects of Marriage & Family (3)

PSY 12 Human Sexuality (3)

PSY 20 Adolescent Psychology (3)

PSY 23 Psychology of Women (3)

PSY 33 Personal and Social Adjustment (3)

SOC 10 Marriage/Family: A Sociological Approach (3)

Physical Education: Although not required to complete the CSU General Education Pattern, two units from physicaleducation (PE) or health education (HE) are required to earn a degree from CMC. **Note:** if HE 1 is used to fulfill section E, it may not be used to fulfill this requirement.

Reading, Writing and Mathematics Competencies:

Reading Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent.

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

Mathematics Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a mathematics proficiency at the collegiate level by passing with a grade of "C" or better, any of the college mathematics courses on the CSU General Education list (Area B-3), or the equivalent.

**IGETC - INTERSEGMENTAL GENERAL
EDUCATION TRANSFER CURRICULUM
FOR UC AND CSU**

Completion of all the requirements in the 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 are at the end of the list in the Supplementary Notes.** Completion of IGETC is not a requirement for admission but does fulfill a requirement for graduation at a CSU or UC campus.

The course requirements for all areas must be completed before IGETC can be certified. After final grades are posted, you must request IGETC Certification at the time you request final transcripts to be sent to your chosen transfer campus(es). **The IGETC must be certified prior to transfer. All courses must be completed with grades of "C" or better. For more information, see a counselor.**

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

Note: An "*" indicates that transfer credit may be limited by either UC or CSU or both. See a counselor to review the University of California Transfer Course Agreement.

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

AREA 1

English Communication

One course from each group:

1A English Composition

ENG 3A Freshman Composition I (3)

1B Critical Thinking - English Composition

SOC 4 Sociological Analysis and Critical Thinking (3)

**1C Oral Communication
(required by CSU only)**

SP 4 Public Speaking (3)

SP 15 Intercultural Communication (3)

AREA 2

Mathematical Concepts And Quantitative Reasoning**One course:****2A Mathematics**

MATH1A*	Calculus	(5)
MATH1B*	Calculus	(5)
MATH10*	College Algebra	(4)
MATH12*	Pre-calculus	(5)
MATH14*	Statistical Methods	(4)
SOC 3*	Fundamentals of Statistics	(3)

AREA 3

Arts and Humanities

At least three courses; minimum of one from the Arts and one from the Humanities (See "Language Other Than English" page 46.)

3A Arts (Art,Music)

ART 2A,B	History of Art	(3)(3)
ART 2C	History of Modern Art	(3)
ART 2D	History of Postmodern Art	(3)
ART 10	Introduction to Art	(3)
ART 33	History of Photography	(3)
MUS 5	History of Rock 'N' Roll	(3)
MUS 10	Introduction to Music	(3)
MUS 12	Fundamentals of Music	(3)

3B Humanities (Literature, History, Philosophy, Foreign Language, Theatre)

ENG 1B	Composition & Literature	(3)
ENG 10A,B	American Literature I,II	(3)(3)
ENG 11A,B	Survey of English Literature	(3)(3)
ENG 12A	World Literature I	(3)
ENG 12B	World Literature II	(3)
ENG 14	Shakespeare	(3)
ENG 15	The Short Story	(3)
ENG 16	Literature of the Desert	(3)
ENG 17	Women In Literature	(3)
ENG 18	Introduction to Poetry	(3)
ENG 21	Introduction Latin Amer./Chicano Literature	(3)
ENG 22	Introduction to African-American Literature	(3)
ENG 25	Introduction to the Novel	(3)
ENG 31	The Bible as Literature: The Old Testament	(3)
ENG 32	The Bible as Literature: The New Testament	(3)
ENG 35	Myth and Legend	(3)
HIST 3	History of World Civilization I	(3)
HIST 4	History of World Civilization II	(3)
HIST 17*(7)	U.S. History Through Reconstruction	(3)
HIST 18*(7)	U.S. History From Reconstruction to Present	(3)
PHIL 6	Introduction to Philosophy	(3)
PHIL 7	Introduction to Philosophy	(3)
PHIL 8	Philosophy From Ancient to Renaissance	(3)
PHIL 9	Philosophy From Renaissance to Present	(3)
PHIL 12	Religions of the World	(3)
PHIL 13	Perspectives on Death and Dying	(3)
PHIL 14	Introduction to Ethics	(3)

FR 2	Elementary French	(5)
FR 2A*,B*	Elementary French	(3)(3)
FR 3,4	Intermediate French	(4)(4)
FR 40A,B	French Civilization	(3)(3)
SPAN 2	Elementary Spanish	(5)
SPAN 2A*,B*	Elementary Spanish	(3)(3)
SPAN 3, 4	Intermediate Spanish	(4)(4)
SPAN 5, 6	Advanced Spanish	(3)(3)
SPAN 40A,B	Spanish Civilization	(3)(3)
TA 1	Introduction to Theatre	(3)

AREA 4

Social And Behavioral Sciences

At least 3 courses, from at least two disciplines or an interdisciplinary sequence:

4A Anthropology And Archeology

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

4B Economics

ECON 1	Principles of Macroeconomics	(3)
ECON 2	Principles of Microeconomics	(3)
ECON 11	International Economic Relations	(3)

4E Geography

GEOG 2	Cultural Geography	(3)
GEOG 7	Regional Geography	(3)
GEOG 10	Geography of California	(3)

4F History

HIST 3	History of World Civilization I	(3)
HIST 4	History of World Civilization II	(3)
HIST 17*(7)	U.S. History through Reconstruction	(3)
HIST 18*(7)	U.S. History from Reconstruction to Present	(3)

4G Interdisciplinary, Social Or Behavioral Sciences

MC 1	Mass Media in American Culture	(3)
PHIL 12	Religions of the World	(3)

4H Political Science, Government & Legal Institutions

PS 1*(7)	Introduction to Government	(3)
PS 2	Introduction to Comparative Governments	(3)
PS 4	Introduction to International Relations	(3)

4I Psychology

PSY 1	General Psychology	(3)
PSY 3	Developmental Psychology	(3)
PSY 23	Psychology of Women	(3)

4J Sociology

SOC 1	Introductory Sociology	(3)
SOC 2	Social Problems	(3)
SOC 14	Minority Groups in The Americas	(3)

AREA 5**Physical And Biological Science**

At least 2 courses, one physical science and one biological science course; at least one must include a laboratory.

Note: a four or more unit course includes a lab.

5A Physical Sciences

A	1	Descriptive Astronomy	(3)
A	1L	Descriptive Astronomy Lab	(1)
CH	1A*,1B*	General Chemistry	(5)(5)
CH	3*	Introductory General Chemistry	(4)
G	1	Physical Geology	(4)
G	4	Geology Lab	(1)
G	5	Environmental Geology	(4)
G	6	Geology of California	(3)
G	7	Intro to Geology	(4)
G	10	The Earth Sciences	(4)
GEOG	1	Physical Geography	(3)
GEOG	1L	Physical Geography Lab	(1)
PH	1*	How Things Work	(4)
PH	2A*,2B*	College Physics	(4)(4)
PH	4A*,4B*	Engineering Physics	(5)(5)

5B Biological Science

AGPS	2	Entomology-General and Applied	(4)
AGPS	5	Plant Science	(3)
AGPS	5L	Plant Science Lab	(1)
ANTH	1	Introduction to Physical Anthropology	(3)
BI	1A	General Biology, Principles	(5)
BI	1B	General Biology, Zoology	(5)
BI	1C	General Biology, Botany	(5)
BI	4*	Elements of Biology	(3)
BI	4L*	Elements of Biology Lab	(1)
BI	22*	Human Anatomy	(4)
NR	1	Conservation of Natural Resources	(3)
NR	1L	Conservation of Natural Resources Lab	(1)

*Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

AREA 6**(UC REQUIREMENT ONLY)****6A Language Other Than English**

Students must complete two years of the same foreign language of high school work with a grade of "C" or better; or earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language;

or complete 4-5 units from the following college courses which meet the proficiency level (courses above proficiency level may also be used to meet this requirement):

ASL	1A*,B*	Elementary American Sign Language	(3)(3)
FR	1	Elementary French	(5)
FR	1A*,B*	Elementary French	(3)(3)
FR	2	Elementary French	(5)

FR	2A*,B*	Elementary French	(3)(3)
FR	3,4	Intermediate French	(4)(4)
SPAN	1	Elementary Spanish	(5)
SPAN	1A*,B*	Elementary Spanish	(3)(3)
SPAN	2	Elementary Spanish	(5)
SPAN	2A*,B*	Elementary Spanish	(3)(3)
SPAN	3,4	Intermediate Spanish	(4)(4)
SPAN	5,6	Advanced Spanish	(3)(3)

AREA 7**CSU Graduation Requirement in U.S. History, Constitution and American Ideals**

(Not part of IGETC; may be completed prior to transfer.)
6 Units, one course from Political Science and one course from History / Economics (Unless otherwise noted below).

7A Political Science

PS	1	Introduction to Government	(3)
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7B History/Economics

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

AREA 8**Physical Education**

Although not required for the IGETC curriculum, two units from physical education (PE) or health education (HE), are required to earn a degree from CMC.

AREA 9**Reading, Writing and Mathematics Competencies
Are also required for a degree from CMC:**

Reading Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a reading proficiency at the collegiate level by passing RDG 51, Analytical Reading, with a grade of "C" or better, or the equivalent

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

Mathematics Competency: All students earning an Associate in Arts Degree or an Associate in Science Degree must demonstrate a mathematics proficiency at the collegiate level by passing with a grade of "C" or better, any of the college mathematics course on the IGETC list (Area 2), or the equivalent.

SUPPLEMENTARY NOTES

1. A single course, even though listed in more than one place, can only be used to satisfy one subject area of the IGETC.
2. IGETC is not advisable for high-unit majors, e.g. sciences, engineering.
3. Eleanor Roosevelt and Revelle Colleges at UC San Diego do not accept the IGETC.
4. IGETC may not be appropriate for students who have completed courses at a CSU or UC campus.
5. "Double counting" of courses toward the major is not limited by the IGETC, but is limited by other directives. The UC will also allow IGETC courses to count toward major requirements. CSU campus limitations on double-counting of general education courses toward major preparation are not changed by the IGETC.
6. If you are transferring to a UC campus, the UC Transfer Course Agreement lists unit limitations that might apply to the courses you have selected.
7. Courses used to meet IGETC requirements may not also be used to satisfy the American History and Institutions Requirement at CSU. See a counselor for more details.

COURSE ABBREVIATIONS (CATALOG, SCHEDULES & TRANSCRIPTS)

A	Astronomy	FR	French
AGPS	Agriculture/Plant Science	G	Geology
AJ	Administration of Justice	GEOG	Geography
ANTH	Anthropology	HE	Health
ART	Art	HEC	Home Economics-Nutrition
ASC	Academic Skills Center	HIST	History
ASL	American Sign Language	HS	Health Sciences
AUTO	Automotive Technology	J	Journalism
BI	Biology	MATH	Mathematics
BUAC	Business/Accounting	MC	Mass Communication
BUFI	Business/Finance	MUS	Music
BUHM	Business/Hotel and Restaurant Management	NR	Natural Resources
BUMA	Business/Management	OH	Ornamental Horticulture
BURE	Business/Real Estate	OIS	Office Information Systems
BUSM	Business/Supervision and Management	PE	Physical Education
CART	Culinary Arts	PH	Physics
CH	Chemistry	PHIL	Philosophy
CIS	Computer Information Systems	PS	Political Science
CS	Computer Science	PSY	Psychology
DE	Developmental Education	RDG	Reading
DDP	Digital Design and Production	SOC	Sociology
DSPS	Disabled Students Programs and Services	SP	Speech
ECE	Early Childhood Education	SPAN	Spanish
ECON	Economics	STDV	Student Development
EMT	Emergency Medical Technology	TA	Theatre Arts
ENG	English/Composition	VN	Vocational Nursing
FIRE	Fire Technology	WEG	Work Experience, General
FL	Foreign Language	WEV	Work Experience, Occupational

CALIFORNIA ARTICULATION NUMBER SYSTEM

The CALIFORNIA ARTICULATION NUMBER (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus is a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campuses.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with their campus' counselors to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at www.assist.org for specific information on course agreements. The college counselors will help students interpret this information.

The California Articulation Number System office is in the process of reevaluating CAN courses. Therefore, some of the courses may or may not retain their CAN status.

CAN COURSES

CAN AJ 2
CAN ANTH 2
CAN ANTH 4
CAN ANTH 6
CAN CHEM SEQ.A
CAN ECON 2
CAN ECON 4
CAN FCS 2
CAN FREN SEQ A
CAN GEOG 2
CAN GEOG 4
CAN GEOL 2
CAN GOVT 2
CAN HIST SEQ B
CAN HIST SEQ C
CAN MATH 8
CAN MATH 10
CAN MATH 16
CAN MATH 18
CAN MATH 20
CAN MATH 22
CAN MATH SEQ B
CAN PHIL 2
CAN PHIL 4
CAN PHYS SEQ A
CAN PSY 2
CAN SOC 2
CAN SOC 4
CAN SPAN SEQ B
CAN SPCH 4
CAN STAT 2

CMC COURSES

AJ 1, Introduction to the Administration of Justice
ANTH 1, Introduction to Physical Anthropology
ANTH 2, Cultural Anthropology
ANTH 3, Archeology, An Introduction to Prehistory
CH 1A+ CH 1B, General Chemistry
ECON 1, Principles of Macroeconomics
ECON 2, Principles of Microeconomics
HEC 13, General Nutrition
FR 1 or 1AB+2 or 2AB, Elementary + Elementary French
GEOG 1, Physical Geography
GEOG 2, Cultural Geography
G1, Physical Geology and Geology Lab
PS 1, Introduction to Government
HIST 17 + HIST 18, U. S. History
HIST 3 + HIST 4, History of World Civilization I & II
MATH 5, Trigonometry
MATH 10, College Algebra
MATH 12, Pre-Calculus
MATH 1A, Calculus
MATH 1B, Calculus
MATH 2A, Multivariate Calculus
MATH 1A + 1B Calculus + Calculus
PHIL 6, Introduction to Philosophy
PHIL 14, Introduction to Ethics
PH 2A + PH 2B, College Physics
PSY 1, General Psychology
SOC 1, Introductory Sociology
SOC 2, Social Problems
SPAN 3 & 4, Intermediate Spanish
SP 4, Public Speaking
MATH 14, Statistical Methods

DEGREE and CERTIFICATE PROGRAMS

MAJOR/DEPARTMENT	CERT	NON TRANSFER	TRANSFER DEGREE	PAGE
Administration of Justice	C	A.S.	A.S.	57
Agriculture				57-58
Natural Resources		A.S.	A.S.	57-58
Natural Resources/Park Technician Option		A.S.		58
Art			A.A.	58-59
Automotive Technology		A.A.		59-60
Automatic Transmissions	C			59
Automotive Air Conditioning	C			59
Automotive Electrical Systems	C			59
Brake Technology	C			59
Engine Performance/Emission Control	C			60
Engine Rebuilding	C			60
Gaseous Fuels	C			60
Standard Transmissions	C			60
Suspension and Alignment	C			60
Business and Hospitality Industries				60-63
Accounting	C			61
Business Administration			A.A.	61
Computer Information Systems	C	A.A.		61-62
Computer Science	C	A.A.	A.A.	62-63
Economics			A.A.	63
General Business		A.A.		63
Communication				63-64
Communication			A.A.	63
Composition			A.A.	64
Literature			A.A.	64
Speech			A.A.	64
Culinary Arts				64-65
Basic Culinary Arts	C			64
Intermediate Culinary Arts	C			65
Culinary Management	C	A.A.		65

DEGREE and CERTIFICATE PROGRAMS

MAJOR/DEPARTMENT	CERT	NON TRANSFER	TRANS DEGREE	PAGE
Digital Design and Production	C	A.A.		66
Fire Technology	C	A.S.		67
Foreign Language				67
French/Spanish			A.A.	67
Health Sciences				67-71
Emergency Medical Technician	C			70
Home Health Aide	C			70
Nursing Assistant	C			69
Vocational Nursing (VN)	C	A.S.		70-71
Human Services				71-72
Early Childhood Education		A.A.	A.A.	71
Early Childhood Ed-Title 22 AssociateTeacher ...	C			72
Early Childhood Ed-Licensed Family Child Care	C			72
Early Childhood Ed-Teacher Certificate	C			72
Early Childhood Ed-Master Teacher Certificate .	C			72
Liberal Arts			A.A.	72
Mathematics			A.S.	73
Sciences				73-74
Biology, PreProfessional			A.S.	73
Environmental Sciences			A.S.	73-74
Natural Resources			A.S.	57-58
Geology			A.S.	74
Physics			A.S.	74
Social Science				74-76
Anthropology			A.A.	74
Geography			A.A.	75
History			A.A.	75
Philosophy			A.A.	75
Political Science			A.A.	75
Psychology			A.A.	76
Social Science			A.A.	76
Sociology			A.A.	76

DEGREE AND CERTIFICATE PROGRAMS OF STUDY

PROGRAMS AND COURSE DESCRIPTIONS

ORGANIZATION OF PROGRAMS AND COURSES BY DEPARTMENT

The degree and certificate programs on the following pages are arranged alphabetically by department. The department names and the programs (majors) within each department are listed on pages 54-55.

ALPHABETICAL ORGANIZATION OF COURSES

The complete listing of degree and certificate programs is followed by the descriptions of the courses offered by the College. Courses are listed alphabetically by course code. For example, BUAC 1/Accounting I is listed with other course codes beginning with "B".

PREREQUISITES, COREQUISITES, AND ADVISORIES

Complete course prerequisites, corequisites, advisories and recommended preparations are listed in this catalog below each course description.

Prerequisite requirements must be met *before* enrollment is permitted; corequisite courses must be enrolled in *during* the same semester. These requirements are intended to ensure 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 33 for the definition of these terms and other limitations of enrollment. Questions regarding course eligibility should be discussed with your advisor or counselor.

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. The CSU or UC designates courses accepted for elective credit. See pages 47-52 in this catalog for courses that apply to the general education patterns. 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 check with a CMC counselor to make sure they have enough units, since we offer several UC transferable courses for which credit is decreased by one or more units by UC.

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

ADMINISTRATION OF JUSTICE

Students desiring careers in Administration of 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. Students planning to pursue a career in Administration of 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 Administration of Justice courses at Copper Mountain College, in addition to regular required courses to be eligible for graduation.

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

ADMINISTRATION OF JUSTICE CERTIFICATE

AND EMPLOYMENT PREPARATION

Required Courses:

Dept.	No.	Title	Units
AJ	1	Introduction to Administration of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles/Procedures of the Justice System ..	3
AJ	5A	Multicultural Issues/Public Safety	3
Required Subtotal			15
Elective Subtotal (with advisor approval)			11-13
CERTIFICATE TOTAL			26-28

Advisor: McGinness

ADMINISTRATION OF JUSTICE ASSOCIATE OF SCIENCE DEGREE

AND EMPLOYMENT PREPARATION

Required Courses:

Dept.	No.	Title	Units
AJ	1	Intro to Admin. of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles/Procedures of the Justice System ..	3
AJ	5A	Multicultural Issues/Public Safety	3
Required Subtotal			15
Elective Subtotal (with advisor approval)			25
General Education Subtotal			18
Physical Education Activities			2
DEGREE TOTAL			60

Advisor: McGinness

ADMINISTRATION OF JUSTICE ASSOCIATE OF SCIENCE DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept.	No.	Title	Units
AJ	1	Intro to Administration of Justice	3
AJ	2	Criminal Law	3
AJ	3	Legal Aspects of Evidence	3
AJ	4	Principles/Procedures of the Justice System ..	3
AJ	5A	Multicultural Issues/Public Safety	3
Required Subtotal			15
Elective Subtotal (with advisor approval)			6
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-66

Advisor: McGinness

AGRICULTURE

The programs in Agriculture at Copper Mountain College are designed to serve both occupational and transfer students. Many courses primarily serve students who wish to enter an occupation after graduation. Courses are designed to provide practical experience, as well as academic background.

Students who wish to prepare for four-year colleges will find not only the necessary required transfer courses in English, Science, Mathematics, and related subjects available to them, but also departmental courses related to their majors. Please see your major advisor for additional information and program planning.

NATURAL RESOURCES ASSOCIATE OF SCIENCE DEGREE

AND EMPLOYMENT PREPARATION

Required Courses - With advisor approval, choose 30 units from the following:

Dept.	No.	Title	Units
NR	1	Conservation of Natural Resources	3
NR	1L	Conservation Natural Resources Lab	1
NR	3	Introduction to Wildlife Management	3
NR	21	Introduction to GIS	3
NR	41A,B	Native Plants Mountain/Desert	1-2
NR	50	Winter Birds	1
NR	51A	Migrant Birds - Fall	1
NR	51B	Migrant Birds - Spring	1
NR	95A-C	Field/Work Experience	1-3
BUAC	66	Introduction to Accounting	3
AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology-General and Applied	4
CIS	70A	Computer Business Applic. for Windows	3
Required Subtotal			30
Elective Subtotal (with advisor approval)			10
General Education Requirements*			18
*To include: AGPS 5 Plant Science			3
Physical Education Activities			2
DEGREE TOTAL			60

Advisor: Bridenbecker

**NATURAL RESOURCES
PARK TECHNICIAN OPTION
ASSOCIATE OF SCIENCE DEGREE
AND EMPLOYMENT PREPARATION**

Courses Required - With advisor approval, choose 24 units from the following:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
NR	1	Conservation of Natural Resources	3
NR	1L	Conservation Natural Resources Lab	1
NR	3	Introduction to Wildlife Mgmt	3
NR	21	Introduction to GIS	3
NR	41A,B	Native Plants Mountain/Desert	1-3
NR	50	Winter Birds	1
NR	51A	Migrant Birds - Fall	1
NR	51B	Migrant Birds - Spring	1
AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology-General and Applied	4
BI	4	Elements of Biology	3
BI	4L	Elements of Biology Lab	1
CIS	70A	Computer Business Applic. for Windows	3
G	5	Environmental Geology	4
G	10	The Earth Sciences	4
Required Subtotal			24
Required Electives (with advisor approval)			16
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			60
Advisor: Bridenbecker			

**NATURAL RESOURCES
ASSOCIATE OF SCIENCE DEGREE
WITH EMPHASIS ON TRANSFER PREPARATION**

Courses Required:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
NR	1	Conservation of Natural Resources	3
NR	1L	Conservation Natural Resources Lab	1
BI	1A	General Biology	5
BI	1B	General Zoology	5
or BI 1C General Botany (5)			
CH	1A	General Chemistry	5
or CH 3 Introductory General Chemistry (4)			
G	1	Physical Geology	4
or G 5 Environmental Geology (4)			
MATH	10	College Algebra	4
Required Subtotal			26-27
Electives: 18 units to be chosen from the following:			
AGPS	1	Soils and Plant Nutrition	4
AGPS	2	Entomology-General & Applied	4
AJ	17	Wildlife Law Enforcement	3
BUAC	66	Introduction to Accounting	3
CIS	70A	Computer Business Appl for Windows	3
NR	2	Introduction to Forestry	3
NR	3	Introduction to Wildlife Management	3
NR	21	Introduction to GIS	3
Elective Subtotal (with advisor approval)			16
General Education (confer with advisor)			18
Physical Education Activities			2
DEGREE TOTAL			62-63
Advisor: Bridenbecker			

ART

The Art Department of Copper Mountain College offers a variety of courses to allow for individual interest. Students wishing to major in Art should first confer with an advisor to discuss career and possible transfer plans in order that specific requirements can be met. The course offerings at Copper Mountain College coincide with lower division courses offered at four-year institutions. If students intend to transfer to a specific four-year college after attending Copper Mountain College, they should take into account future requirements of that transfer institution when planning a program. Students planning to transfer to a four-year program are advised to include Three-Dimensional Design in their program of study.

Copper Mountain College offers an Associate of Arts Degree in Art not only for the Art Major who wishes to pursue a General Art study, but also for students who wish to pursue a specialized Art Program. The following is a list of Art curricula showing the many Art Major Programs offered by the Department of Art.

**ART
ASSOCIATE OF ARTS DEGREE**

WITH EMPHASIS ON TRANSFER PREPARATION

Required Art Core Curriculum:

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
ART	1A	Drawing/Composition	3
ART	3A	Basic Design/Color	3
ART	2A	History of Art	3
or ART 2B History of Art (3)			
ART	2C	History of Modern Art	3
Total Art Core Curriculum			12

General Art Major:

Core Curriculum			12
ART	4	Three-Dimensional Design	3
Additional Required Art Electives			6
Art Total			21

Art Major with Emphasis in Three-Dimensional Design:

Core Curriculum			12
ART	4	Three-Dimensional Design	3

6 units from the following:

Ceramics, Ceramic Sculpture			
Sculpture, and Papermaking			6
Art Total			21

Art Major with Emphasis in Painting:

Core Curriculum			12
ART	5	Life Drawing	3
ART	21,23,25	Painting	6
Art Total			21

Art Major with Emphasis in Art History:

Core Curriculum		12
ART 2A or B	Art History (in addition to Core Curriculum)	3
ART 33	History of Photography	3
ART	Art Electives	3
Art Total		21

Art Major with Emphasis in Drawing:

Core Curriculum	12
ART 9,13,14 Printmaking	2
ART 5AB Life Drawing	6
ART Total	20

Art Major with Emphasis in Printmaking:

Core Curriculum	12
ART 21,23,25 Painting	2
ART 9,13,14 Printmaking	6
ART Total	20

Art Major with Emphasis in Graphic Design:

Core Curriculum	12
ART 40 Graphic Design I	3
DDP 1 Computer Graphics I	3
ART 41 Graphic Design II	3
ART Total	21

FOR ALL ART MAJORS:

ART Subtotal	20-21
General Education (Option 1* or 2)	34-43
*Transferable Electives (as needed)	4
Physical Education Activities	2
DEGREE TOTAL	60-66
Advisor: Downer	

AUTOMOTIVE TECHNOLOGY

The automotive curriculum is designed to be as flexible as possible to best serve student needs. Courses required in the occupational areas are so listed because of accommodations of the General Technical Advisory Committee and other individuals' experiences in the specific occupational areas. A student's own background experience may dictate variances in total requirements.

Courses listed for transfer should be checked relative to the requirements of the institution to which the student intends to transfer.

Advisor: Byrd

**AUTOMOTIVE TECHNOLOGY
ASSOCIATE OF ARTS DEGREE**

AND EMPLOYMENT PREPARATION

Required Courses:

Dept. No.	Title	Units
AUTO4	Automotive Principles	4
CIS 70A	Computer Business Applications/Windows ..	3
Units from certificate programs as agreed upon by student and Automotive Advisor		35
Required Subtotal		42
General Education Subtotal		18
Physical Education Activities		2
DEGREE TOTAL		62

Note: Preparation for transfer will require additional General Education courses. Consult Advisor or Counselor

AUTOMOTIVE CERTIFICATE PROGRAMS

The Automotive certificate programs are in the areas of certification as outlined by the Automotive Standard of Excellence (ASE). Upon completion of a certificate program, the student should be ready for employment in that specialty area and also be prepared to take the ASE Mechanic's certification test in the same area.

**AUTOMATIC TRANSMISSIONS
CERTIFICATE**

AND PREPARATION FOR EMPLOYMENT AS AN
AUTOMATIC TRANSMISSION AND
TRANSAXLE SPECIALIST

Required Courses:

Dept. No.	Title	Units
AUTO 4	Automotive Principles	4
AUTO 45	Automatic Transmissions	5
CERTIFICATE TOTAL		9
Advisor: Byrd		

**AUTOMATIC AIR CONDITIONING
CERTIFICATE**

AND PREPARATION FOR EMPLOYMENT AS AN AUTOMOTIVE AIR
CONDITIONING SPECIALIST

Required Courses:

Dept. No.	Title	Units
AUTO 4	Automotive Principles	4
AUTO 60	Automotive Heating and Air Conditioning ..	5
CERTIFICATE TOTAL		9
Advisor: Byrd		

**AUTOMOTIVE ELECTRICAL SYSTEMS
CERTIFICATE**

AND PREPARATION FOR EMPLOYMENT AS AN AUTOMOTIVE
ELECTRICAL TECHNICIAN

Required Courses:

Dept. No.	Title	Units
AUTO 20	Auto Electric I	3
AUTO 21	Auto Electric II	3
AUTO 22A	Auto Electric III	1
AUTO 81	Air Bags	1
CERTIFICATE TOTAL		8
Advisor: Byrd		

**BRAKE TECHNOLOGY
CERTIFICATE**

AND EMPLOYMENT PREPARATION

Required Courses:

Dept. No.	Title	Units
AUTO 1	Auto Principles I (or equivalent)	2
AUTO 30	Auto Brake Systems	2
AUTO 31	Brake License Prep	1
AUTO 32	Anti-skid Brake Systems	1
CERTIFICATE TOTAL		6
Advisor: Byrd		

ENGINE PERFORMANCE AND EMISSION CONTROL CERTIFICATE

AND PREPARATION FOR EMPLOYMENT AS AN AUTOMOTIVE
TUNE-UP AND EMISSION CONTROL SYSTEMS TECHNICIAN;
PREPARATION FOR STATE SMOG LICENSE TEST.

Required Courses:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
AUTO 20	Auto Electric I	3
AUTO 18	Engine Performance I	5
AUTO 29	Engine Performance II	5
AUTO 27A	B.A.R. Clear Air I	2.5
AUTO 28A	B.A.R. Clean Air II	2.5
CERTIFICATE TOTAL		18
Advisor: Byrd		

ENGINE REBUILDING CERTIFICATE

AND PREPARATION FOR EMPLOYMENT AS AN AUTOMOTIVE
ENGINE REBUILDING SPECIALIST

Required Courses:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
AUTO 4	Automotive Principles	4
AUTO 44	Automotive Engine Rebuild	5
CERTIFICATE TOTAL		9
Advisor: Byrd		

GASEOUS FUELS CERTIFICATE

AND PREPARATION FOR EMPLOYMENT AS A SPECIALIST IN THE
INSTALLATION, REPAIR, AND SERVICING OF LIGHT AND
MEDIUM-DUTY COMPRESSED NATURAL GAS AND PROPANE
POWERED VEHICLES.

Required Courses:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
AUTO 20	Auto Electric I	3
AUTO 23	Engine Performance I	2
AUTO 24	Engine Performance II	2
AUTO 25	Engine Performance III	2
AND the CNG option of:		
AUTO 90A	CNG Maint. & Conversion	2
AUTO 90B	CNG Diagnosis & Repair	2
OR the LPG option of:		
AUTO 91A	LPG Maint. & Conversion	2
AUTO 91B	LPG Diagnosis & Repair	2
CERTIFICATE TOTAL		13
Advisor: Byrd		

STANDARD TRANSMISSIONS CERTIFICATE

AND PREPARATION FOR EMPLOYMENT AS AN AUTOMOTIVE
STANDARD TRANSMISSION AND DRIVETRAIN SPECIALIST

Required Courses:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
AUTO 4	Automotive Principles	4
AUTO 65	Manual Transmissions and Transaxles	5
CERTIFICATE TOTAL		9
Advisor: Byrd		

SUSPENSION & ALIGNMENT CERTIFICATE

AND PREPARATION FOR EMPLOYMENT AS AN AUTOMOTIVE
ALIGNMENT AND SUSPENSION TECHNICIAN

Required Courses:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
AUTO 4	Automotive Principles	4
AUTO 35	Automotive Steering, Suspension and Alignment	5
CERTIFICATE TOTAL		9
Advisors: Byrd		

BUSINESS AND HOSPITALITY INDUSTRIES

Business and Hospitality Industry courses have been developed for students who wish to:

1. Meet occupational qualifications of business and industry, or;
2. Meet lower division requirements for transfer to a four-year college or university to obtain a Bachelor's and/or advanced degree in business, or;
3. Survey the business field to determine personal aptitudes for, and interests in, a business career or as general preparation for dealing with the business community.

Occupational curricula are designed to prepare students, in two years or less, to enter a vocational field and successfully pursue an occupation. Students having such occupational goals should follow suggested curricula listed in this section. Included in the suggested curricula are the core business courses basic to each occupational program. Students should consult their advisors to determine additional courses, within and outside Business and Hospitality Industries, which are most appropriate to individual objectives.

ACCOUNTING CERTIFICATE

AND EMPLOYMENT PREPARATION

Required Courses:

Dept. No.	Title	Units
BUAC1	Accounting I	3
BUAC2	Accounting II	3
BUAC4	Tax Accounting I-Individuals.	3
BUAC5	Tax Accounting II-Small Business/Corp	3
BUAC10	Computer Accounting	2
BUAC11	Automated Accounting Practice Set	1
CIS 70A	Cmptr Applications Windows	3
OR CIS 72D Excel I (3)		

Required Subtotal 18

Note: BUAC 66 is a prerequisite for BUAC 1

Recommended Electives (Choose 4 courses):

BUAC3	Governmental Accounting	3
BUAC6	Intro to Management Accounting	3
BUAC7	Hospital and Medical Accounting	3
BUAC8	Real Estate & Construction Accounting	3
BUAC9	Hospitality Management Accounting.	3
BUFI 1	Principles of Financial Analysis & Planning ..	3
BUFI 12	Money Management & Planning for Future	3
BUFI 13	Investment Opportunities	3
BUMA1	Principles of Management	3
BUMA10	Introduction to Business	3
OR BUMA 20A Business Law (3)		

ECON1 Principles of Macroeconomics 3

MATH 14 Statistical Methods 4

OR SOC 3, Fundamentals of Statistics (3)

Elective Subtotal 12-13

CERTIFICATE TOTAL 30-31

Advisor: Morrison

BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses :

Dept. No.	Title	Units
BUAC1	Accounting I	3
BUAC2	Accounting II	3
BUAC6	Introduction to Management Accounting	3
BUMA 20A	Business Law	3
BUMA 20B	Business Law	3
CIS 70A	Computer Appl-Windows	3
ECON1	Principles of Macroeconomics	3
ECON2	Principles of Microeconomics	3

Required Subtotal 24

General Education (Opt. 1 or 2) 34-43

Physical Education Activities 2

DEGREE TOTAL 60-69

Advisor: McDonnell, Morrison

COMPUTER INFORMATION SYSTEMS

The computer Information Systems program encompasses a broad area of study which includes basic computer concepts and microcomputer business applications. This program prepares students for entry-level positions, or for transfer to a four-year educational institution. 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 AA degree require 30 and 62 units respectively, with an emphasis on microcomputer application courses which prepare students for immediate entry into the job market. The AA degree also requires 18 units of general education.

For students who intend to transfer to a four-year institution, the major and/or general education requirements may differ. If you plan to transfer, you should (1) refer to the transfer degree requirements in this catalog; (2) consult the catalog of your prospective transfer institution; and (3) schedule an appointment with a counselor to develop a plan of study before you begin your program.

COMPUTER INFORMATION SYSTEMS CERTIFICATE

AND EMPLOYMENT PREPARATION

Required Courses (12 units):

CIS 70A	Computer Applications for Windows	3
CIS 70B	Windows and Internet	3
CIS 76B	Word I	3
CS 73	Introduction to Computer Science	3

BUSINESS APPLICATIONS EMPHASIS (15 Units):

CIS 72D	Excel I	3
CIS 73C	Access I	3
CIS 78B	Word II	3
CIS 82C	Web Publishing I	3
CS 71D	Excel II	3

INTERNET TECHNOLOGIES EMPHASIS (15 Units):

CIS 82C	Web Publishing I	3
CIS 83C	Web Publishing II/JavaScript	3
CIS 84C	Web Publishing III/Perl	3
CIS 82D	Computer Graphics I	3
CIS 83D	Computer Graphics II	3

COMPUTER PROGRAMMING EMPHASIS (15-16 Units):

CIS 83C	Web Publishing II/JavaScript	3
CIS 84C	Web Publishing III/Perl	3
CS 86	Visual Basic Programming I	3
CS 86A	Visual Basic Programming II	3
CS 87	Assembler Language Programming	4
CS 89	C++ Programming I	3
CS 89A	C++ Programming II	3

NETWORK TECHNOLOGIES (15 Units)

CIS 70C	Inside Your Computer	3
CIS 72D	Excel I	3
CS 72E	Networking II	3
CS 72F	Networking III	3
CS 86	Visual Basic Programming I	3

ELECTIVES (3 Units):

Select from any other Computer Science (CS), Computer Information Systems (CIS), Management (BUMA), or Accounting (BUAC) courses:

Required Courses	12
Emphasis Courses	15-16
Electives	3
CERTIFICATE TOTAL	30-31

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.

**COMPUTER INFORMATION SYSTEMS
ASSOCIATE OF ARTS DEGREE
AND EMPLOYMENT PREPARATION**

Required Courses (12 Units):

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
CIS	70A	Computer Applications for Windows	3
CIS	70B	Windows and Internet	3
CIS	76B	Word I	3
CS	73	Introduction to Computer Science	3

BUSINESS APPLICATIONS EMPHASIS (15 Units):

CIS	72D	Excel I	3
CIS	73C	Access I	3
CIS	78B	Word II	3
CIS	82C	Web Publishing I	3
CS	71D	Excel II	3

INTERNET TECHNOLOGIES EMPHASIS (15 Units):

CIS	82C	Web Publishing I	3
CIS	83C	Web Publishing II/JavaScript	3
CIS	84C	Web Publishing III/Perl	3
CIS	82D	Computer Graphics I	3
CIS	83D	Computer Graphics II	3

COMPUTER PROGRAMMING EMPHASIS (15-16 Units):

CIS	83C	Web Publishing II/JavaScript	3
CIS	84C	Web Publishing III/Perl	3
CS	86	Visual Basic Programming I	3
CS	86A	Visual Basic Programming II	3
CS	87	Assembler Language Programming	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3

NETWORK TECHNOLOGIES (15 Units)

CIS	70C	Inside Your Computer	3
CIS	72D	Excel I	3
CS	72E	Networking II	3
CS	72F	Networking III	3
CS	86	Visual Basic Programming I	3

ELECTIVES (15 Units): 15

Select from any other Computer Science (CS), Computer Information Systems (CIS), Management (BUMA), or Accounting (BUAC) courses:

Required Core Courses	12
Emphasis Courses	15-16
Electives	15
General Education Requirement	18
Physical Education Activities	2
DEGREE TOTAL	62-63

Advisor: Dutkiewicz

COMPUTER SCIENCE

The Computer Science program prepares students for entry-level positions in computer programming or network administration, or for transfer to a four year educational institution. There are courses in the most popular of today's programming languages, including C++, Visual Basic, Java and assembly language, as well as Windows NT and Windows 98 networking. Courses are designed to emphasize structured programming concepts that can be applied to any work or educational environment.

The certificate and non-transfer AA degree require 30 and

60 units respectively, with the emphasis on programming and computer application classes which prepare the student for immediate entry into the job market. The AA degree also requires 18 units of general education.

The transfer AA degree requires a total of 60 units, and the emphasis is on attaining the technical skills which are required for success in a computer science program at a four year institution. This includes three calculus classes and engineering physics, as well as 39-43 units of general education.

**COMPUTER SCIENCE
CERTIFICATE**

AND EMPLOYMENT PREPARATION**Required Courses (9 units):**

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
CIS	70A	Computer Applications/Windows	3
CIS	70B	Windows and Internet	3
CS	73	Introduction to Computer Science	3

Programming (16 units):

CS	86	Visual Basic Programming I	3
CS	86A	Visual Basic Programming II	3
CS	87	Assembler Language Programming	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3

Electives 6

Select from any other Computer Science (CS), Computer Information Systems (CIS), Management (BUMA), or Accounting (BUAC) courses

Required Courses	9
Programming	16
Electives	6
CERTIFICATE TOTAL	31

**COMPUTER SCIENCE
ASSOCIATE OF ARTS DEGREE**

AND EMPLOYMENT PREPARATION**Required Courses (9 units):**

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
CIS	70A	Computer Applications/Windows	3
CIS	70B	Windows and Internet	3
CS	73	Intro to Computer Science	3

Programming (16 units):

CS	86	Visual Basic Programming I	3
CS	86A	Visual Basic Programming II	3
CS	87	Assembler Language Programming	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3

Elective Courses: 15

Select from any other Computer Science (CS), Computer Information Systems (CIS), Management (BUMA), or Accounting (BUAC) courses.

Required Courses	9
Programming	16
Electives	15
General Education Requirements	18
Physical Education Requirements	2
DEGREE TOTAL	60

COMPUTER SCIENCE ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Transfer Courses:

Dept.	No.	Title	Units
CS	73	Intro to Computer Science	3
CS	86	Visual Basic Programming I	3
CS	87	Assembler Lang Program	4
CS	89	C++ Programming I	3
CS	89A	C++ Programming II	3
MATH2A		Multivariate Calculus	5
PH	2A	College Physics	5
and PH2B College Physics (5)			
or PH 4A Engineering Physics (5)			
and PH 4B Engineering Physics (5)			

Required Transfer Subtotal	31
General Education (Op. 1or 2)	34-43
Physical Education Activities	2
DEGREE TOTAL	67-76

Note: Physics requirements vary between institutions; consult with a faculty advisor before selecting Physics courses.

Advisor: Penafior

ECONOMICS ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Courses Required:

Dept.	No.	Title	Units
BUAC1		Accounting I	3
BUAC2		Accounting II	3
CIS	70A	Computer Business Applications/Windows ..	3
BUMA	20A	Business Law	3
ECON1		Principles of Macroeconomics	3
ECON2		Principles of Microeconomics	3
SOC	3	Fundamentals of Statistics	4
or MATH14 Statistical Methods (4)			

Required Subtotal	21-22
General Education (Opt. 1* or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-67

Advisor: McDonnell

GENERAL BUSINESS ASSOCIATE OF ARTS DEGREE

AND EMPLOYMENT PREPARATION

Required Core Courses:

Dept.	No.	Title	Units
BUAC1		Accounting I	3
BUAC2		Accounting II	3
BUAC10		Computer Accounting	2
BUAC11		Automated Accounting Practice Set	1
BUMA	1	Principles of Management	3
BUMA	10	Introduction to Business	3
CIS	70A	Computer Business Appl/Windows	3
ECON1		Principles of Macroeconomics	3
ECON2		Principles of Microeconomics	3
or ECON 11 International Economic Relations (3)			

Electives (18 units) to be selected from the following areas with consent of an advisor:

- Accounting
- Agri/Business

- Business Law
- Computer Information Systems
- Economics
- Real Estate Management
- Computer Science
- Marketing
- Finance
- Hotel/Restaurant Management

Required Core Courses Subtotal	24
Recommended Electives	18
General Education Requirements	18
Physical Education Activities	2
DEGREE TOTAL	62

Advisor: McDonnell, Morrison

COMMUNICATION

Programs within the Communication Department include Communication, English As A Second Language, Journalism, Mass Communication, Reading, and Speech.

The Communication department 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 are offered to help students reach their objectives. Courses are arranged in complementary programs of English Composition and Literature, Communication, Journalism, Mass Communication, Reading, and Speech.

Foreign Language (French and Spanish) and *Humanities* are Departments 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 Communication Department.

COMMUNICATION ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required core courses:

Dept.	No.	Title	Units
ENG	3A	Freshman Composition I	3
ENG	1B	Composition and Literature	3
SP	1	Introduction to Human Communication	3
SP	7	Decision Making/Advocacy	3
MC	1	Mass Media in American Culture	3
SP	4	Public Speaking	3
OR SP5 Group Discussion/Leadership (3)			
OR MC 3 Telecommunications (3)			
AND One of the following:			
ENG 5A/5B Creative Writing (3)			
ENG 1C Critical Thinking & Composition (3)			
ENG 41 Technical and Professional Writing (3)			
J 3A News Reporting & Writing (3)			

Required Subtotal	21-22
General Education (Option 1 * or 2)	34-43
*Transferable Electives (as needed)	3
Physical Education Activities	2
DEGREE TOTAL	60-67

Advisors: Hopkins, Gilbert

COMPOSITION ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept.	No.	Title	Units
ENG	3A	Freshman Composition I	3
ENG	1B	Composition and Literature	3
Plus two courses from the following:			
ENG	5A	Creative Writing	3
J	3A	News Reporting	3
At least three courses from the following:			
ENG	10A	American Literature I	3
ENG	10B	American Literature II	3
ENG	11A	Survey of English Literature	3
ENG	11B	Survey of English Literature	3
ENG	12A	World Literature I	3
ENG	12B	World Literature II	3
ENG	14	Shakespeare	3
ENG	15	The Short Story	3
ENG	16	Literature of the Desert	3
ENG	17	Women in Literature	3
ENG	18	Introduction to Poetry	3
ENG	21	Intro to Latin American/Chicano Literature .	3
ENG	22	Intro to African-American Literature	3
ENG	25	Introduction to the Novel	3
ENG	31	The Bible as Literature: The Old Testament ...	3
ENG	32	The Bible as Literature: The New Testament .	3
ENG	35	Myth and Legend	3
SP	4	Public Speaking	3
SP	7	Decision Making/ Advocacy	3
MC	1	Mass Media in American Culture	3
Required Subtotal			21-22
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-67

Advisors: Gilbert/Hopkins

LITERATURE ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept.	No.	Title	Units
ENG	3A	Freshman Composition I	3
ENG	1B	Composition and Literature	3
ENG	10A	American Literature I	3
OR ENG	10B	American Literature II (3)	3
OR ENG	11A	Survey of English Literature (3)	3
OR ENG	11B	Survey of English Literature (3)	3
Plus four courses from the following:			
ENG	5A	Creative Writing	3
ENG	10A	American Literature I	3
ENG	10B	American Literature II	3
ENG	12A,B	World Literature I and II	3,3
ENG	14	Shakespeare	3
ENG	15	The Short Story	3
ENG	16	Literature of the Desert	3
ENG	17	Women in Literature	3
ENG	18	Introduction to Poetry	3
ENG	21	Intro to Latin American/Chicano Literature .	3

ENG	22	Intro to African-American Literature	3
ENG	25	Introduction to the Novel	3
ENG	31	The Bible as Literature: The Old Testament ...	3
ENG	32	The Bible as Literature: The New Testament .	3
ENG	35	Myth and Legend	3
SP	4	Public Speaking	3
Required Subtotal			21-22
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-67

Advisors: Hopkins/Gilbert

SPEECH ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept.	No.	Title	Units
SP	1	Introduction to Human Communication .	3
SP	5	Group Discussion and Leadership	3
Electives (A minimum of nine (9) units selected from the following):			
SP	2	Oral Interpretation of Literature.	3
SP	4	Public Speaking	3
SP	7	Decision Making/ Advocacy	3
SP	15	Intercultural Communication	3
A minimum of six (6) units from cognate areas of Communication and/or Social Sciences confer with Speech advisor. 6			
Required Subtotal			21
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-66

Advisor: Hopkins

CULINARY ARTS

The Culinary Arts Program at Copper Mountain College provides training for careers in the Food Service and Lodging Industries, one of the fastest growing sectors in today's job market. The Program includes training at three levels: entry, intermediate and advanced.

The Program is designed to prepare future working cooks and chef apprentices, provide courses for the student desiring personal enrichment, and enhance the skills and professional qualifications of cooks and chefs employed in the local industry.

BASIC CULINARY ARTS CERTIFICATE

AND EMPLOYMENT PREPARATION

Required Courses:

Dept.	No.	Title	Units
BUHM50		Introduction to Hospitality Industry	3
CART 1		Sanitation & Safety	3
CART 3		Principles of Cooking	5
CART 4		Pantry	5
CART 33		Introduction to Baking	4
CERTIFICATE TOTAL			20

INTERMEDIATE CULINARY ARTS CERTIFICATE

AND EMPLOYMENT PREPARATION

Required Courses:

Dept. No.	Title	Units
BUHM50	Introduction to Hospitality Industry.....	3
BUMA1	Principles of Management	3
CART 1	Sanitation & Safety	3
CART 3	Principles of Cooking	5
CART 4	Pantry	5
CART 6	Garde Manger	5
CART 33	Introduction to Baking	4
CART 34	Intermediate Baking	4
CART 35	Operations Mgmt (Production Cooking)	4
Required Business Electives		3
CERTIFICATE TOTAL		39

Advisor: McGinness

CULINARY MANAGEMENT ASSOCIATE OF ARTS DEGREE

AND EMPLOYMENT PREPARATION AND (INCLUDES CERTIFICATE PROGRAM)

Required Courses:

Dept. No.	Title	Units
CART 1	Sanitation & Safety	3
CART 3	Principles of Cooking	5
CART 4	Pantry	5
CART 6	Garde Manger	5
CART 10	Food Procurement & Cost Control	3
CART 11	Menu Planning	3
CART 33	Introduction to Baking	4
CART 34	Intermediate Baking	4
BUHM 50	Intro. to Hospitality Industry	3
BUHM 63	Hotel and Restaurant Operations	3
BUMA 1	Principles of Management	3
CIS 70A	Computer Bus. Applications/Windows	3
CERTIFICATE TOTAL		44
General Education Subtotal		18
DEGREE TOTAL		62

Advisor: McGinness

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 students to complete courses in several fundamental skill areas.

The program is open-entry, open-exit, thereby allowing students to register at any time during the school year. Classes are held day and evening on campus.

The courses in Adult Basic Education are centered around the learning skills normally acquired in grades 1-8 with

the emphasis on developing reading, writing, mathematics, communication, and life skills.

Credit may also be earned for those interested in acquiring their high school diploma. Anyone 18 years of age or older is welcome to begin studies leading to high school graduation. Adults who enter the high school completion program are able to transfer credit received at previous high schools they have attended, as well as to obtain credit for military service, technical school education, and work experience.

The Department also offers a program to prepare students for the GED Test. Many businesses and governmental agencies accept the GED certificate in lieu of the high school diploma. The current class schedule lists testing dates, hours and fees.

Developmental Education offers the Non-Credit ESL program, an intensive series of multi-skill courses which meet the needs of students not fluent in English. Persons from the literacy level to the highly advanced level of English proficiency acquire the skills required for daily living and preparation to enter high school completion, vocational or academic programs.

The following courses are available for high school credit:

Title

*English A - Grammar Fundamentals
 *English B - Grammar and Usage
 *English I - Composition
 *English III - Writing Skills
 *Advanced English Vocabulary Develop.
 *English 2200, 2600, 3200
 *Improving Spelling Skills
 *Math Skills
 *Math I - Practical Basic Mathematics
 *Math II - Advanced Mathematics
 *Math III - Algebra
 Accounting I & II
 American Short Stories A & B
 Drama I & II
 Health
 Life Science
 Physical Science
 Astronomy
 Biology
 It's the Law
 U.S. History
 U.S. Government
 World History
 GED Preparation
 * Refresher courses

DIGITAL DESIGN & PRODUCTION**DIGITAL DESIGN & PRODUCTION
CERTIFICATE****AND EMPLOYMENT PREPARATION****Required Courses:**

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
DDP	001	Computer Graphics I	3
DDP	002	Computer Graphics II	3
DDP	010	Graphic Design I	3
DDP	011	Graphic Design II	3
DDP	020	New Media I	3

Required Subtotal: 15

Electives - 9 units to be chosen with Advisor approval:

ART	1A	Drawing and Composition	3
ART	3A	Basic Design & Color	3
CIS	70A	Computer Business Applic. for Windows	3
CIS	70B	Windows and the Internet	3
CIS	82C	Web Publishing I	3
CIS	83C	Web Publishing II/Java Script	3
DDP	31	Digital Photography	3
MUS	78A	Intro to Computers and Music	3

CERTIFICATE TOTAL 24

Advisor: McGinness

DIGITAL DESIGN AND PRODUCTION**ASSOCIATE OF ARTS DEGREE****AND EMPLOYMENT PREPARATION****Required Courses:**

<u>Dept.</u>	<u>No.</u>	<u>Title</u>	<u>Units</u>
DDP	001	Computer Graphics I	3
DDP	002	Computer Graphics II	3
DDP	010	Graphic Design I	3
DDP	011	Graphic Design II	3
DDP	020	New Media I	3

Required Subtotal 15

Electives: 25 units to be chosen with advisor approval:

ART	1A	Drawing and Composition	3
ART	3A	Basic Design & Color	3
ART	10	Introduction to Art	3
CIS	70A	Computer Business Applic. for Windows	3
CIS	70B	Windows and the Internet	3
CIS	82C	Web Publishing I	3
CIS	83C	Web Publishing II/Java Script	3
CS	73	Introduction to Computer Science	3
DDP	31	Digital Photography	3
MUS	78A	Intro to Computers and Music	3

Elective Subtotal (with advisor approval) 25

Required Subtotal 15

General Education (confer with advisor) 18

Physical Education Activities 2

DEGREE TOTAL 60

Advisor: McGinness

**DISABLED STUDENTS PROGRAMS
AND SERVICES**

Students with disabilities at Copper Mountain College participate in the same activities and courses as any student. Special services are offered to provide a more equitable classroom experience and to help successfully integrate the student into college life. Such services provided include: priority registration, tutoring, interpreters, notetakers, specialized counseling, and special equipment to those who qualify.

Special instruction is available to qualified students. Participation is voluntary, and interested students must apply for special instruction programs. Special instructional programs include: Learning Disabled; Acquired Brain Injured; the Computer Access/High Tech programs, Work Ability III, and the individualized Instructional Support Lab. A varied program of Physical Activities is offered as well.

All interested individuals are urged to contact the DSPS Office at (760) 365-0614. TDD 366-3241.

**ENGLISH AS A SECOND LANGUAGE
(Non-Credit)**

The English as a Second Language Program, which operates on an open-entry basis, offers instruction at all levels of proficiency for persons who are learning English as a second language. All persons 18 years of age and older, regardless of their educational background are welcome to participate in this program.

<u>Dept.</u>	<u>No.</u>	<u>Title</u>
DE	309 A	ESL Literacy
DE	310 A-F	ESL Comprehensive I-VI
DE	382 A-F	ESL Grammar I-VI
DE	384 A-F	ESL Reading/Writing I-VI
DE	386 A-F	ESL Oral Comm I-VI
DE	388 A-F	ESL Conversation I-VI
DE	399	ESL Language Laboratory

EL INGLÉS COMO SEGUNDO IDIOMA

Inglés Como Segundo Idioma: el departamento de "Developmental Education", ofrece programas de instrucción para todos los niveles de habilidad para las personas que están estudiando el inglés como lengua extranjera o segundo idioma. Se encuentra en el segundo piso de lo que antes era la biblioteca y ahora es el centro estudiantil, localizado frente a la fuente de agua del Colegio del Desierto. Las clases que se ofrecen en este departamento reciben nuevos estudiantes todos los días.

Cada persona de 18 años o más, sin tener en cuenta su educación previa, es bienvenida a este programa.

FIRE TECHNOLOGY

Copper Mountain College offers courses in the Fire Technology field that will count toward a certificate or Associate in Science Degree. These courses are designed for students that plan to transfer to a four-year institution, gain employment in the Fire Technology field, or as a refresher for those currently employed in some area of Fire Technology. The approved list of courses include those accredited by the California Fire Service Training and Educational System for State Board of Fire Technology certification.

FIRE TECHNOLOGY CERTIFICATE

AND EMPLOYMENT PREPARATION

Required Courses:

Dept.	No.	Title	Units
FIRE	1	Fire Protection Organizations	3
FIRE	2	Fire Prevention	3
FIRE	3	Fire Protection Equipment & Systems	3
FIRE	4	Building Construction for Fire Protection	3
FIRE	5	Fire Behavior & Combustion	3
FIRE	6	Hazardous Materials/ICS	3
EMT	84	Emergency Medical Tech I	6
Required Subtotal			24
Electives (with advisor approval)			4
CERTIFICATE TOTAL			28
Advisor: McGinness			

FIRE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

AND EMPLOYMENT PREPARATION

Required Courses:

Dept.	No.	Title	Units
FIRE	1	Fire Protection Organizations	3
FIRE	2	Fire Prevention	3
FIRE	3	Fire Protection Equipment & Systems	3
FIRE	4	Building Construction for Fire Protection	3
FIRE	5	Fire Behavior & Combustion	3
FIRE	6	Hazardous Materials/ICS	3
EMT	84	Emergency Medical Tech I	6
Required Subtotal			24
Fire Electives (with advisor approval)			10
Other Electives			6
General Education Requirements			18
Physical Education Activities			2
DEGREE TOTAL			60
Advisor: McGinness			

FOREIGN LANGUAGES

Students enrolled in Foreign Language courses 1, 1A, 1B, 2, 2A, 2B or 3 which might duplicate courses completed in high school or another institution of collegiate level may be allowed unit credit in repeating the course depending upon previous level of proficiency. Upper division institutions may accept only one of the courses in transfer; either the original or the repeated course.

For language majors and transfers to University of California (UC), all Foreign Language 1A and 1B courses combined will transfer as the equivalent of a first-semester elementary course. All Foreign Language 2A and 2B courses combined will transfer as the equivalent of a second-semester elementary course.

Any student who feels qualified to take a more advanced course than indicated in prior work is encouraged to consult with the instructor.

Many colleges and universities consider it essential that any student receiving the Bachelor of Arts Degree have at least some knowledge of a language and civilization of other cultures. Students who are planning to transfer to a four-year institution should consult their respective catalogs for more specific information.

FRENCH OR SPANISH ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept.	No.	Title	Units
FL	1, 2	Elementary	10
OR FL 1AB, 2ABElementary (12)			
FL	3, 4	Intermediate	8
FL		Another language	3-5
Required Subtotal			21-25
General Education (Option 1* or 2)			34-43
*Transferable Electives (as needed)			3
Physical Education Activities			2
DEGREE TOTAL			60-70
Advisor: Llort			

HEALTH SCIENCES

The Health Sciences Department offers one degree program and two certificate programs that prepare men and women for careers in health occupations. Educational pathways include both theoretical instruction on campus and clinical experience in local hospitals and clinics.

Students enrolled in the clinical program 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 reserves 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 member of the Health Sciences faculty, and the Associate Dean of Instruction.

In compliance with the Americans with Disabilities Act, students must be, with reasonable accommodation, 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 stopped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- physically apply up to ten pounds pressure to bleeding sites or to chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;
- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature.

Senses - Must be able to:

- visually read calibrated scales in increments of one-hundredth of an inch in not more than a three-inch space;
- perform close and distinct visual activities involving persons and paper work;
- 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 Science Department demand a grade of "C" or better (2.0) in any course fulfilling program requirements.

VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program prepares men and women for first level 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) 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.

● Philosophy of Teaching and Learning

We believe that learning results in a change in behavior that can be measured and which persists. Teaching and learning involve an interactive process between instructor and student. Optimum learning for a diverse student body occurs in a nonthreatening, supportive environment in which frequent feedback is an essential element. Learning is maximized when the student feels a need to learn and accepts a share of the responsibility of planning and implementing the learning experience. Learning is facilitated when a variety of instructional modalities are coordinated

with students' specific learning needs, goals, and individual support systems. Learning progresses from simple to complex, and involves active participation of both the student and the instructor. Ideally, learning is a lifelong process.

OUTCOME BEHAVIORS

Using the nursing process, the graduate demonstrates the following competencies:

- Assesses basic physical, emotional, spiritual and sociocultural needs of clients using a variety of resources;
- Contributes to the development of nursing care plans, establishing priorities and revising as necessary;
- Provides safe, competent nursing care using accepted standard of practice and making appropriate referrals;
- Evaluates care to determine priorities, goals, and effectiveness of care;
- Uses effective communication skills in nursing role, in therapeutic relationships with clients and families and in collaboration with members of the health team;
- Assumes responsibility and accountability for managing own actions and care delegated to those with lesser preparation;
- Practices within the scope of practice of the licensed nurse;
- Adheres to nursing code of ethics;
- Seeks opportunity for continued professional growth and performance;
- Advocates for the health care consumers through political, economic and societal activities.

NURSING ASSISTANT

The Nursing Assistant (NA) program prepares men and women to assist with the routine care and treatment of patients in health care facilities. Working under the direction of the nursing and medical staff, activities of the certified nursing assistant include providing personal care, maintaining safety, and assisting with activities of daily living. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a nursing assistant.

The course of study includes 72 hours of classroom instruction and at least 100 hours of clinical practice in long-term care facilities. Students wishing to enter the program should have completed the College assessment tests demonstrating eligibility for English 51. Students seeking admission to the course will need to complete information disclosing any past criminal record. If a history exists that has not been cleared with the Department of Health Services, the student will not be able to continue in the class. Specific information regarding the program may be obtained by calling or writing to the Division of Science and Technology.

HOME HEALTH AIDE (HHA)

The Home Health Aide program prepares men and women to assist with the routine care and treatments of clients in their homes. These services include personal health care as well as food purchasing, meal planning, laundry, and light housekeeping. Successful completion of the program results in eligibility to take the state approved tests that lead to certification as a Home Health Aide.

The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience. Students wishing to enter the program must be certified as a nursing assistant and have completed the College assessment tests demonstrating eligibility for English 51. Specific information regarding the program may be obtained by calling or writing to the Division of Science and Technology.

EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician Program prepares individuals to recognize illnesses and injury symptoms and to provide legal permissible emergency treatment set forth by the standards of the State of California, and the San Bernardino County Health Department (SBCHD).

The curriculum consists of 72 hours of theory instruction (lecture), participation in 36 hours of skill demonstration (lab), and 72 hours of field and clinical experience in various high desert agencies.

On completion of this 6-unit course, the student is eligible to apply to the local EMS Authority for the county-issued certification as an Emergency Medical Technician-I which is valid for 2 years. An EMT Refresher course is offered for certificate renewal. On completion of this 2-unit course, the student is eligible to apply to the local EMS Authority for the county-issued certification as an EMT-I, which is valid for 4 years.

This program meets all criteria of the State of California and SBCHD for the Emergency Medical Technician-I training.

This will serve to advise you that, pursuant to California Health and Safety code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the College in the event you sustain an injury.

The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined, in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

VOCATIONAL NURSING**VOCATIONAL NURSING
CERTIFICATE**

AND EMPLOYMENT PREPARATION

(Graduates eligible for Vocational Nurse Licensing Examination in California)

See Brochure for Admission Requirements

Dept.	No.	Title	Units
BI	22	Human Anatomy	4
BI	23	Human Physiology	5
HS	65	Basic Pharmacology	3
PSY	3	Developmental Psychology	3
VN	1	Vocational Nursing I	5
VN	1L	Vocational Nursing I Lab	4
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab	7
CERTIFICATE TOTAL			56
Advisor: Kendall			

**VOCATIONAL NURSING
ASSOCIATE OF SCIENCE DEGREE**

AND EMPLOYMENT PREPARATION

Recommended: HS 70, Introduction to Health Sciences

Dept.	No.	Title	Units
BI	22	Human Anatomy	4
BI	23	Human Physiology	5
HS	65	Basic Pharmacology	3
PSY	3	Developmental Psychology	3
VN	1	Vocational Nursing I	5
VN	1L	Vocational Nursing I Lab	4
VN	2	Vocational Nursing II	9
VN	2L	Vocational Nursing II Lab	7
VN	3	Vocational Nursing III	9
VN	3L	Vocational Nursing III Lab	7
Required Subtotal			56
General Education Requirements			18
Physical Education Requirement			2
DEGREE TOTAL			76
Advisor: Kendall			

**VOCATIONAL NURSING
Course Sequence**

Most students admitted to the Associate Degree Vocational Nursing program have completed all course work except the nursing courses prior to admission. A few, however, may be taking courses concurrently. Listed below is a pattern of sequencing that should be followed. Although many non-nursing courses can be completed anytime prior to this schedule, when taken with nursing courses they must be completed no later than the semester indicated in this plan.

Prerequisite	Units
BI 22 Human Anatomy	4
BI 23 Physiology	5

First Semester

HS 65 Basic Pharmacology	3
VN 1 Vocational Nursing I	5
VN 1L Vocational Nursing I Lab	4

Second Semester

VN 2 Vocational Nursing II	9
VN 2L Vocational Nursing Lab II	7
PSY 3 Developmental Psychology	3

Third Semester

VN 3 Vocational Nursing III	9
VN 3L Vocational Nursing III Lab	7

HUMAN SERVICES**EARLY CHILDHOOD EDUCATION**

This Program is developing certificate and degree programs to serve the needs of our growing college community. Program areas that deal with serving the public at large are under our purview.

Students pursuing a Certificate or Degree in Early Childhood Education should confer with their Faculty Advisor regarding elective choices and State Credential requirements and procedures.

**EARLY CHILDHOOD EDUCATION
ASSOCIATE OF ARTS DEGREE**

AND EMPLOYMENT PREPARATION
AND STATE OF CALIFORNIA SITE SUPERVISOR
CREDENTIAL PREPARATION

Required Courses:

ECE 1	Introduction to Early Childhood Programs	3
ECE 10A	Child Growth & Development	3
ECE 12	Child, Family & Community	3
ECE 14	Early Childhood Principles & Practices	3
ECE 15	Early Childhood Laboratory	2
ECE 20	Infant/Toddler Growth & Development	3
ECE 24	Administration of Programs for Young Children	3
ECE 25	Adv. Admin. of Programs for Young Children	3
ECE 32	Child Abuse and Neglect	1
ECE 40A	Creativity in Young Children	2
ECE 40C	Music for Young Children	2
ECE 42	Play, Socialization & Discipline	3
ECE 44	Child Health, Safety, and Nutrition	3
Required Core Subtotal		33

***Required General Education Courses:**

ENG 3A	Freshman Composition I	3
NR 1	Conservation of Natural Resources	3
NR 1L	Conservation of Natural Resources Lab	1

or BI 4 Elements of Biology (3)

and BI 4L Elements of Biology Lab (1)

HUM	Humanities course from catalog	3
PSY 1	General Psychology	3
HIST 17 or 18	U.S. History	3
MATH40	Intermediate Algebra	4
General Education Subtotal		21
Core Requirement		33
General Education Requirements*		21
Electives (ECE or General Education)		4
Physical Education Activities		2
DEGREE TOTAL		60

*General Education courses required by the State of

California for the Site Supervisor Credential.

Note: State of California also requires 350 days of experience working in a child care program to apply for a Site Supervisor Credential.

**EARLY CHILDHOOD EDUCATION
ASSOCIATE OF ARTS DEGREE**

WITH EMPHASIS ON TRANSFER PREPARATION

(DOES NOT SATISFY SITE SUPERVISOR
CREDENTIAL REQUIREMENTS)

Required Courses:

Dept.	No.	Title	Units
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family & Community	3
ECE	14	Early Childhood Principles & Practices	3
ECE	15	Early Childhood Laboratory	2
ECE	20	Infant/Toddler Growth & Development	3
ECE	32	Child Abuse and Neglect	1
ECE	42	Play, Socialization & Discipline	3
Required Courses Subtotal			18

***Required General Education Courses:**

BI 4	Elements of Biology	3
BI 4L	Elements of Biology Lab	1
ENG 3A	Freshman Composition I	3
HIST 17 or 18	U.S. History	3
PS 1	Intro to Government	3
PSY 1	General Psychology	3
PSY 3	Developmental Psychology	3
SOC 1	Introductory Sociology	3
SOC 3	Fundamentals of Statistics	3

Or MATH 14 Statistical Methods (4)

Required General Education Subtotal

****Additional General Education Courses:**

Oral Communication	3
Critical Thinking	3
Physical Science	3
Humanities	9

Required Additional General Education

Required Courses Subtotal

Required General Education Courses Subtotal

Additional General Ed. Courses... ..

Physical Education Activities

DEGREE TOTAL:

Advisor: McGinness

* Requirements based on ECE Major transferring to CSUSB. Consult advisor on course selection.

** Admission and General Education Requirements vary depending on transfer institution. Consult advisor and transfer institution catalog for appropriate selection.

The following courses fulfill the California State requirement of 12 semester units for fully qualified associate teachers in private nursery schools and child care centers.

The State of California also requires 50 days of experience working in a child care program to apply for an Associate Teacher Credential.

TITLE 22 ASSOCIATE TEACHER CERTIFICATE

Required Courses:

Dept.	No.	Title	Units
ECE	1	Intro to Early Childhood Programs	3
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family, & Community	3
ECE	19	Children's Language & Literature	3
ECE	30	Curriculum Design & Implementation	3
CERTIFICATE TOTAL			15
Advisor: McGinness			

EARLY CHILDHOOD EDUCATION CERTIFICATE LICENSED FAMILY CHILD CARE

Required Courses:

Dept.	No.	Title	Units
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family and Community	3
ECE	20	Infant/Toddler Growth & Development	3
ECE	32	Child Abuse and Neglect	1
ECE	45A	Licensed Family Child Care I	1
ECE	45B	Licensed Family Child Care II	1
CERTIFICATE TOTAL			12
Advisor: McGinness			

EARLY CHILDHOOD EDUCATION TEACHER CERTIFICATE AND PREPARATION FOR STATE CREDENTIAL

Core Courses Required:

Dept.	No.	Title	Units
ECE	1	Intro to Early Childhood Programs	3
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family & Community	3
ECE	14	Early Childhood Principles & Practices	3
ECE	15	Early Childhood Laboratory	2
ECE	20	Infant/Toddler Growth & Development	3
ECE	40A	Creativity in Young Children	2
ECE	40C	Music for Young Children	2
ECE	42	Play, Socialization, Discipline	3
ECE	44	Child Health, Safety, and Nutrition	3
Required Core Subtotal			27

Recommended General Education Courses:

ENG	3A	Freshman Composition I	3
NR	1	Conservation of Natural Resources	3
NR	1L	Conservation of Natural Resources Lab	1
OR BI 4 Elements of Biology (3)			
AND BI 4L Elements of Biology Lab (1)			
SPAN	1	Elementary Spanish	5
PS	1	Introduction to Government	3
PSY	1	General Psychology	3
General Education Subtotal			19
Required Core Subtotal			27
CERTIFICATE TOTAL			46

Note: State of California also requires 175 days of experience working in a child care program to apply for a Teacher Credential.

Advisor: McGinness

EARLY CHILDHOOD EDUCATION MASTER TEACHER CERTIFICATE

AND PREPARATION FOR STATE CREDENTIAL

Core Courses Required:

Dept.	No.	Title	Units
ECE	1	Introduction to Early Childhood Programs	3
ECE	10A	Child Growth & Development	3
ECE	12	Child, Family & Community	3
ECE	14	Early Childhood Principles & Practices	3
ECE	15	Early Childhood Laboratory	2
ECE	20	Infant/Toddler Growth & Development	3
ECE	23	The Mentor Teacher	2
ECE	40A	Creativity in Young Children	2
ECE	40C	Music for Young Children	2
ECE	42	Play, Socialization, Discipline	3
ECE	44	Child Health, Safety, & Nutrition	3

And Selected ECE specialization courses

Special Education:

ECE	33	Survey of Special Education	3
ECE	35	Issues in Special Education	3

Or Curriculum

ECE	19	Children's Language & Literature	3
ECE	30	Early Childhood Curriculum Design	3

Required Core Subtotal

Recommended General Education Courses:

ENG	3A	Freshman Composition I	3
NR	1	Conservation of Natural Resources	3
NR	1L	Conservation of Natural Resources Lab	1

OR BI 4 Elements of Biology (3)**AND** BI 4L Elements of Biology Lab (1)

SPAN	1	Elementary Spanish	5
PS	1	Introduction to Government	3
PSY	1	General Psychology	3

General Education Subtotal

Required Core Subtotal

CERTIFICATE TOTAL

Note: State of California also requires 350 days of experience working in a child care program to apply for a Master Teacher Credential.

Advisor: McGinness

LIBERAL ARTS

The Associate Degree in Liberal Arts is earned by completing 60 transferable units, including the CSU General Education course pattern or the IGETC. Students must meet competency requirements in reading, English and math, as well as the PE activity requirement for graduation. Liberal Arts majors should schedule an appointment with a Counselor for academic advisement.

MATHEMATICS

The Mathematics Department 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 division offers courses to prepare the student to take mathematics at the college level.

MATHEMATICS ASSOCIATE OF SCIENCE DEGREE WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept.	No.	Title	Units
MATH	1A	Calculus	5
MATH	1B	Calculus	5
MATH	2A	Multivariate Calculus	5
MATH	2B	Linear Algebra	4
And/or MATH 2C Ordinary Differential Equations 4			
PH	4A	Engineering Physics	5
PH	4B	Engineering Physics	5
PH	5	Computer Programming I: C++ for Sciences and Engineering	3
OR CS89 C++ Programming I (3)			
Required Subtotal			32
General Education Requirements (confer with advisor)			26
DEGREE TOTAL			65
Advisor: Chlebik			

SCIENCES

BIOLOGICAL AND PHYSICAL

The Division of Fine Arts and Humanities has available a broad offering of courses in the Biological and Physical Disciplines. The aim of the department is to provide instruction to the general student population as well as those with a goal of majoring in science. To this end, courses for the non-science major are transferable to other institutions to meet General Education requirements. Courses designed for science majors parallel content, level of instruction and units found in University Programs. The department also offers a complete sequence of science courses leading to a nursing program and related paramedical qualifications.

BIOLOGY, PRE-PROFESSIONAL ASSOCIATE OF SCIENCE DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

(INCLUDES BIOLOGY, ZOOLOGY,
BOTANY, PREMEDICINE, PREDENTISTRY,
PREPHARMACY, PREVETERINARY MEDICINE,
MICROBIOLOGY, ENTOMOLOGY,
PARASITOLOGY, BIOLOGICAL
OCEANOGRAPHY)

Required Courses: (Based on minimum prior preparation)*

Dept.	No.	Title	Units
CH	1A	General Chemistry	5
CH	1B	General Chemistry	5
PH	2A	College Physics	4
PH	2B	College Physics	4
MATH	1A	Calculus	5
MATH	1B	Calculus	5
BI	1A	General Biology - Principles	5
BI	1B	General Zoology	5
BI	1C	General Botany	5
Required Subtotal			39
General Education Requirements (confer with advisor)			25
DEGREE TOTAL			62

Consult catalog of transfer institution for specific requirements. Consult course descriptions for prerequisites.

***IMPORTANT NOTE:** The student must see an advisor depending on proposed career, as some courses listed above are not required. Thus, the total units will vary depending on the individual student's career objective and prior preparation. Students majoring in Biological Science, Medicine, Pharmacy, Dentistry, or allied fields should complete Biology 1A and 1B and Chemistry 1A and 1B to establish a strong foundation prior to transfer. Majors in Biological Science and Pharmacy should also complete Biology 1C.

Advisor: Bridenbecker

ENVIRONMENTAL SCIENCES OR NATURAL RESOURCES

ASSOCIATE OF SCIENCE DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept.	No.	Title	Units
BI	1A	General Biology - Principles	5
BI	1B	General Zoology	5
OR BI 1C General Botany (5)			
CH	1A	General Chemistry	5
OR CH 3 Introductory General Chemistry (4)			
G	1	Physical Geology	4
OR G 5 Environmental Geology (4)			
NR	1	Conservation of Natural Resources	3
NR	1L	Conservation of Natural Resources Lab	1
MATH	10	College Algebra	4
Required Subtotal			*26-27

ENVIRONMENTAL SCIENCES OPTION

20 to 25 additional units to be chosen from the following
(confer with Advisor):

Dept. No.	Title	Units
AGPS 1	Soil and Plant Nutrition	4
AGPS 2	Entomology-General and Applied	3
BI 1B	General Zoology	5
BI 1C	General Botany	5
ECON1	Principles of Macroeconomics	3
G 1	Physical Geology	4
G 5	Environmental Geology	4
G 10	The Earth Sciences	4
GEOG1	Physical Geography	3
MATH 14	Statistical Methods	4
MATH 1A	Calculus	5
MATH 1B	Calculus	5
NR 2	Intro to Forestry	3
NR 3	Intro to Wildlife Management	3
PH 2A	College Physics	4
PH 2B	College Physics	4
OR PH 4A Engineering Physics (5)		
AND PH 4B Engineering Physics (5)		
Computer courses		3-6
For other course selections confer with advisor		
Required Subtotal		*26-27
Elective Subtotal		20-25
General Education Requirements (confer with advisor)		14-18
DEGREE TOTAL		60-70
Advisor: Bridenbecker		

NATURAL RESOURCES OPTION

(See additional courses for Natural Resources option under *Agriculture Courses*)

GEOLOGY**ASSOCIATE OF SCIENCE DEGREE**

WITH EMPHASIS ON TRANSFER PREPARATION

(INCLUDES EARTH SCIENCE,
PALEONTOLOGY,
PHYSICAL OCEANOGRAPHY)

Dept. No.	Title	Units
CH 1A	General Chemistry	5
CH 1B	General Chemistry	5
PH 2A	College Physics	4
PH 2B	College Physics	4
OR PH 4A Engineering Physics (5)		
AND PH 4B Engineering Physics (5)		
(Physics requirement depends on transfer institution)		
BI 1A	General Biology	5
BI 1B	General Zoology	5
BI 1C	General Botany (recommended)	5
G 1	Physical Geology	4
MATH 1A	Calculus	5
MATH 1B	Calculus	5
Consult course descriptions for prerequisites.		
Required Subtotal		46
General Education Requirements (confer with advisor)		20-25
DEGREE TOTAL		66-71
Advisor: Bridenbecker		
(Consult with an advisor before embarking on program.)		

PHYSICS**ASSOCIATE OF SCIENCE DEGREE**

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept. No.	Title	Units
CH 1A	General Chemistry	5
CH 1B	General Chemistry	5
MATH1A	Calculus	5
MATH 1B	Calculus	5
MATH 2A	Multivariate Calculus	5
MATH 2C	Differential Equations	4
PH 4A	Engineering Physics	5
PH 4B	Engineering Physics	5
PH 5	Computer Programming I (recommended)	3
Consult course descriptions for prerequisites		
Required Subtotal		39-42
General Education Requirements (confer with advisor)		25
DEGREE TOTAL		64-67
Advisor: Chlebek		

SOCIAL SCIENCES

Instruction in the Social Sciences at Copper Mountain College includes the following subject areas: Anthropology, Geography, History, Philosophy, Political Science, Psychology, Sociology, and Social Science (General). Students majoring in these fields are usually preparing to transfer to a four-year college to complete their major. Those not desiring a Bachelor's Degree, may, upon receiving an Associate in Arts Degree in a Social Science, work as a paraprofessional in their chosen field.

Once a student has decided upon a major, the student should confer with the appropriate advisor in planning a course of study. It is also advisable that the college from which the student plans to get a Bachelor's Degree be selected early in order to coordinate graduation requirements for the A.A. Degree and the B.S. Degree.

ANTHROPOLOGY**ASSOCIATE OF ARTS DEGREE**

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept. No.	Title	Units
ANTH 1	Introduction to Physical Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3	Archaeology, An Introduction to Prehistory ..	3
Required Subtotal		9
Elective Subtotal (with advisor approval)		12
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66
Advisor: McGinness		

GEOGRAPHY ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
GEOG 1	Physical Geography	3
GEOG 2	Cultural Geography	3
GEOG 7	Regional Geography	3
GEOG 10	Geography of California	3
Required Subtotal		12
Elective Subtotal		9
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: Bridenbecker

HISTORY ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
ANTH 1	Introduction to Physical Anthropology	3
HIST 3	History of World Civilization I	3
HIST 4	History of World Civilization II	3
HIST 17	United States History	3
HIST 18	United States History	3
PHIL 10	General Logic	3
PS 1	Introduction to Government	3
Required Subtotal		21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: Itnyre

PHILOSOPHY ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Choose at least one from the following:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
PHIL 6	Introduction to Philosophy	3
PHIL 7	Introduction to Philosophy	3
PHIL 8	Philosophy from Ancient Times to Renaissance	3
PHIL 9	Philosophy from Renaissance to Present	3
Choose <u>one</u> from the following:		
PHIL 10	General Logic	3
Required of all philosophy pre-majors:		
CS 70A	Computer Bus. Apps/Windows	3
Required Subtotal		9
Elective Subtotal		12
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

*Recommended electives/general education courses:

ANTH 2	Cultural Anthropology	3
HIST 3	History of World Civ. I	3
HIST 4	History of World Civ. II	3

PHIL 12	Religions of the World	3
PHIL 13	Perspectives on Death and Dying	3
PHIL 14	Introduction to Ethics	3
PSY 1	General Psychology	3

Advisor: Itnyre

POLITICAL SCIENCE ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses :

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
PS 1	Introduction to Government	3
PS 2	Introduction to Comparative Governments ...	3
<u>OR</u> PS 4 Introduction to International Relations (3)		
Social Science Courses (confer with advisor)		14-15
Required Subtotal		20-21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		4
Physical Education Activities		2
DEGREE TOTAL		60-65

Advisor: Cook

PSYCHOLOGY ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

<u>Dept. No.</u>	<u>Title</u>	<u>Units</u>
PSY 1	General Psychology	3
PSY 3	Developmental Psychology	3
SOC 1	Introductory Sociology	3
SOC 3	Fundamentals of Statistics	3
<u>OR</u> MATH 14 Statistical Methods (4)		
Core Requirements Subtotal		12-13
Choose <u>11</u> additional units from the following:		
(in consultation with a counselor):		
BI 1A	General Biology	5
CIS 70A	Computer Business Apps/Windows	3
PSY 10	Psychological Aspects/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
Required Elective Subtotal		11
Required Subtotal		23-24
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		1
Physical Education Activities		2
DEGREE TOTAL		60-69

Advisor: Case

SOCIAL SCIENCE ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept. No.	Title	Units
ECON 1	Principles of Macroeconomics	3
HIST 3	History of World Civilization I	3
HIST 18	United States History	3
PHIL 6	Introduction to Philosophy	3
PS 1	Introduction to Government	3
PS 2	Introduction to Comparative Governments ...	3
PSY 1	General Psychology	3
Required Subtotal		21
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-66

Advisor: Cook, Case

SOCIOLOGY ASSOCIATE OF ARTS DEGREE

WITH EMPHASIS ON TRANSFER PREPARATION

Required Courses:

Dept. No.	Title	Units
ANTH 2	Cultural Anthropology	3
PHIL 10	General Logic	3
SOC 1	Introductory Sociology	3
SOC 2	Social Problems	3
SOC 3	Fundamentals of Statistics	3
OR MATH 14 Statistical Methods (4)		
SOC 14	Minority Groups in the Americas	3
PSY 1	General Psychology	3
Required Subtotal		21-22
General Education (Option 1* or 2)		34-43
*Transferable Electives (as needed)		3
Physical Education Activities		2
DEGREE TOTAL		60-67

Advisor: Itnyre

STUDENT DEVELOPMENT

Student Development programs and courses are designed to prepare students for college experiences, academic achievement, and success in educational and occupational pursuits. Each course is designed to assist groups of students who share either common goals or common difficulties in reaching their goals.

New and re-entering students who might benefit from guidance in time management, study techniques, educational planning, setting realistic goals, changing careers, etc., are able to earn credit and reap personal benefits through Student Development courses.

WORK EXPERIENCE EDUCATION

Work Experience Education is an important component of the education and training that students receive at Copper Mountain College. The purpose of the Work Experience Education program is to familiarize students with the real world of work and enable them to integrate their classroom learning to a real work environment. The linkage effectively prepares and develops the participants for the world of work and helps to make them experienced em-

ployees. Students have the opportunity to earn college credit for participation in a paid or unpaid work or job training activity.

WORK EXPERIENCE EDUCATION

General Work Experience Education is supervised employment of students with the intent to assist them in acquiring desirable work habits, attitudes and career awareness. Students' jobs need not be directly related to their educational goals.

For the satisfactory completion of Work Experience Education, students may earn a maximum of three credit hours per semester and earn up to a total of six credit hours.

Students may utilize their present work sites for improving skills or choose job placement assistance in another area through the Workforce Development Center. Certain volunteer training activities may also qualify for college credit through Work Experience, provided that meaningful objectives are set and accomplished.

Through participation in the Work Experience Program, students can benefit from:

- Practical work experience
- Practical training opportunity to apply classroom learning on the job
- Valuable contacts for employment
- Valuable opportunity to enhance interpersonal, intrapersonal and communication skills
- College credit and compensation while working
- Opportunity to discover individual interests and capabilities
- Opportunity to familiarize with the state of the art technology, equipment and current practices
- Orientation to a dynamic world of work
- By earning college credit, progress toward graduation
- All CSU campuses accept Work Experience units for transfer credit. (There are CSU campus limits on the maximum number of Work Experience transfer units accepted.)

Participants are required to complete 75 hours of a paid activity or 60 hours of unpaid volunteer work, plus completion of the objectives, in order to receive one unit of college credit.

WORK EXPERIENCE ELIGIBILITY

In order to be eligible for Work Experience Education, students must:

- 1) Be enrolled as a Copper Mountain College student in 7 or more units of credit including work experience.
- 2) Spend at least five (5) hours a week at a training site.
- 3) Pursue a planned program of Cooperative Education which includes new or expanded responsibilities or learning opportunities beyond those of previous employment and training.

More information is available through the CMC Workforce Development Center Office, (760) 366-3791. The office is open Monday through Thursday from 8:00AM. to 8:30PM, Saturday 8:00AM to 12:00P.

ASTRONOMY (A) Course Descriptions

A 1 DESCRIPTIVE ASTRONOMY

3 Units
Lecture: 3 hours

This course is an introductory survey of planetary, stellar, and galactic astronomy designed for students not majoring in science. It reviews research techniques, current knowledge, and theory about the planets, stars, galaxies, and the age and origin of the universe.

Advisory: ENG 50 and MATH 57.
CSU, UC, Associate Degree Applicable

A 1L DESCRIPTIVE ASTRONOMY LAB

1 Unit
Laboratory: 3 hours

This is an introductory laboratory course featuring the practical use of the telescope, an introduction to the geography of the sky, and applications of astronomical methods involving projects performed by the student.

Corequisite: A1 or prior completion.
Advisory: ENG 50 and MATH 57.
CSU, UC, Associate Degree Applicable

AGRICULTURE/PLANT SCIENCE (AGPS) Course Descriptions

AGPS 1 SOILS AND PLANT NUTRITION

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This lecture and laboratory course covers: soil, derivation, classification, texture, structure, water movement and measurement, organic matter, microorganisms, sampling techniques, pH, salinity, reclamation and tillage. Also included are: soil survey reports and maps, basic soil chemistry, essential plant nutrients, soil analysis, and fertilizers.

Advisory: ENG 50 and MATH 57.
CSU, UC, Associate Degree Applicable

AGPS 2 ENTOMOLOGY-GENERAL & APPLIED

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is a study of insects including classification, structure, major life systems, growth and development, ecology, economic importance, and control. Suggested for Biological Science General Education Requirements.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

AGPS 5 PLANT SCIENCE

3 Units
Lecture: 3 hours

This course offers an opportunity to learn the basic structure and function of plants, their place in the world of human activity, and the methods used to manipulate the botanical world to human advantage. Students can expect to be exposed to plant anatomy, morphology, and physiology as well as such practical matters as plant propagation, pruning, and fertilization.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

AGPS 5L PLANT SCIENCE LAB

1 Unit
Laboratory: 3 hours

This laboratory is the companion of AGPS 5. It provides an introduction to biological science procedures as well as direct experience with horticultural operations. Included are plant propagation, pruning, anatomy, morphology, taxonomic keys, transplanting and plant use, and pesticides.

Corequisite: AGPS 5 or prior completion.
Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

ADMINISTRATION OF JUSTICE (AJ) Course Descriptions

AJ 1 INTRODUCTION TO THE ADMINISTRATION OF JUSTICE (CAN AJ 2)

3 Units
Lecture: 3 hours

This is a study of the History and Philosophy of Administration of Justice in America. It includes a recapitulation of the system, identification of the various subsystems, role expectations, and their interrelationships. It covers theories of crime, punishment, rehabilitation, ethics, education and training for professionals in the system.

Prerequisite: ENG 51.
CSU, UC, Associate Degree Applicable

AJ 2 CRIMINAL LAW

3 Units
Lecture: 3 hours

This is a study of the historical development, philosophy of law and constitutional provisions, definitions, classification of crimes, and their application to the system of administration of justice. It includes legal research, study of case law, methodology, and concepts of law as a social force.

Advisory: AJ 1.
Prerequisite: ENG 51.
CSU, UC, Associate Degree Applicable

AJ 3**LEGAL ASPECTS OF EVIDENCE**

3 Units

Lecture: 3 hours

This course includes a study of the origin, development, philosophy, and constitutional basis for the Rules of Evidence. It includes constitutional and procedural considerations affecting search and seizure, the kinds of degrees of evidence and the rules governing admissibility at trial and judicial decisions interpreting individual rights, and case studies.

*Advisory: AJ 1.**Prerequisite: ENG 51.*

CSU, Associate Degree Applicable

AJ 4**PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM**

3 Units

Lecture: 3 hours

This is an in-depth study of the role and responsibilities of each segment within the Administration of Justice System, Law Enforcement, Judicial and Corrections. It includes exposure to past, present and future subsystem procedures from initial entry to final disposition, and the relationship each segment maintains with its system members and the community.

*Advisory: AJ 1.**Prerequisite: ENG 51.*

CSU, Associate Degree Applicable

AJ 5A**MULTICULTURAL ISSUES WITHIN PUBLIC SAFETY**

3 Units

Lecture: 3 hours

The purpose of this course is to present students with a perspective of major cultural groups in California that transcends the views commonly found in society. The course explores how differences in culture, ethnicity, race, prejudice, and ethnocentrism are addressed in the Justice System.

Prerequisite: ENG 51.

CSU, UC, Associate Degree Applicable

AJ 6**PRINCIPLES OF INVESTIGATIONS**

3 Units

Lecture: 3 hours

This course includes the study of basic principles of all types of investigations utilized in the Justice System. Coverage includes human aspects in dealing with the public, specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

*Advisory: AJ 1.**Prerequisite: ENG 51.*

CSU, Associate Degree Applicable

AJ 7**CRIMINAL SUBSTANTIVE LAW**

3 Units

Lecture: 3 hours

This is an in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer, investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes, provides an understanding of California Codified Law, and an overview of case decisions.

*Advisory: AJ 2.**Prerequisite: ENG 51.*

CSU, Associate Degree Applicable

AJ 8**CONCEPTS OF ENFORCEMENT SERVICES**

3 Units

Lecture: 3 hours

Topics discussed in this course include: exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer which include patrol, traffic, and public service responsibilities.

*Advisory: AJ 1.**Prerequisite: ENG 51.*

CSU, Associate Degree Applicable

AJ 9**TRAFFIC CONTROL**

3 Units

Lecture: 3 hours

Students study basic accident investigation; the use of the State Accident Report Form; the principles of "selective" enforcement; parking and intersection control; basic provisions of the California Vehicle Code governing the operation of motor vehicles; and the responsibilities of the community in traffic control.

*Advisory: AJ 1.**Prerequisite: ENG 51.*

CSU, Associate Degree Applicable

AJ 10**JUVENILE LAW AND PROCEDURE**

3 Units

Lecture: 3 hours

This course introduces major types of criminal behavior, role careers of offenders and factors which contribute to criminality or delinquency. It covers methods used in dealing with offenders in the justice system; the changing role of law enforcement and judicial, probation, parole, and institutions; changes of the law in crime control and treatment processes, and techniques of handling juveniles.

*Advisory: AJ 1.**Prerequisite: ENG 51.*

CSU, Associate Degree Applicable

AJ 14 CRIME SCENE AND LABORATORY TECHNIQUES

3 Units

Lecture: 3 hours

This course provides an introduction to the field of criminalistic. The role of the laboratory, limits of scientific conclusions, technical equipment, examining physical evidence, common types of cameras, darkroom techniques, and fingerprints are included.

Prerequisite: ENG 51.*Advisory:* AJ 1.

Associate Degree Applicable

AJ 16 NARCOTICS CONTROL

3 Units

Lecture: 3 hours

This is a study of the laws relating to narcotics and dangerous drugs as well as the procedures and problems in investigations and the control of violations of narcotic laws. Students learn how to identify narcotics and dangerous drugs; how to assess their effect on users; and how to prepare a case for court presentation.

Advisory: AJ 1.*Prerequisite:* ENG 51.

CSU, Associate Degree Applicable

AJ 17 WILDLIFE LAW ENFORCEMENT

3 Units

Lecture: 3 hours

This course provides information relating to wildlife law enforcement in the United States and California. Topics studied include: the relationships between Federal and State wildlife laws and regulations, laws as a wildlife management tool, perpetuating wildlife resources, qualifications of wildlife law enforcement officers, duties and responsibilities, enforcement procedures, court systems, fines and forfeitures, hunter safety program, public responsibilities, preservation of the environment, and conserving wildlife.

Prerequisite: ENG 51.

Associate Degree Applicable

AJ 18 CONSTITUTIONAL LAW FOR POLICE

3 Units

Lecture: 3 hours

This course covers the analysis of Constitutional provisions and appellate court decisions. Specific topics studied include history of the United States Constitution, freedom of speech, press and assembly, authority to detain and arrest, search and seizure, wiretapping, eavesdropping and visual surveillance, interrogations and confessions, self incrimination, assistance of counsel, multiple prosecutions, right to a fair trial, and civil rights.

Prerequisite: ENG 51.*Advisory:* AJ 1.

Associate Degree Applicable

AJ 19 PEACE OFFICER ARREST/FIREARMS

4 Units

Lecture: 4 hours

This course provides training required by Penal Code Section 832, for peace officers, including ethics, discretionary decision making, arrest, search and seizure, law evidence, investigations, communications and firearms.

As of January 1, 1999, the State of California (PC13511.5) requires all students, not sponsored by a law enforcement agency, that are enrolled in the arrest and firearms course be cleared by the California Department of Justice (DOJ) in order to attend the firearms portion of the course. Specifically, each student who attends the firearms portion of the course will be required to submit fingerprints to the California DOJ. A letter of clearance is then mailed to the student who must present the original to Copper Mountain College prior to attending the firearms portion of the course. The appropriate form and directions for submitting fingerprints shall be obtained from the Division Office, Copper Mountain College.

Prerequisite: ENG 51.

Associate Degree Applicable

AJ 22 POLICE SUPERVISION

3 Units

Lecture: 3 hours

This course covers the duties and responsibilities of the Police Supervisor. It is directed to the supervisor's relationship to management, leadership, morale, discipline, communications, principles, and performance evaluation. It also covers the practical aspects of the supervisory training function.

Prerequisite: ENG 51.*Advisory:* AJ 1.

CSU, Associate Degree Applicable

AJ 24 REPORT WRITING

3 Units

Lecture: 3 hours

This course emphasizes the procedures and practices commonly used to gather data and information and prepare a variety of written reports and records. Students learn to write criminal justice reports that meet statistical, legal, and prosecution requirements of the criminal justice system. The course provides students with an abundant practice in writing effective reports, bulletins, memos, letters, and other short papers.

Advisory: AJ 1.*Prerequisite:* ENG 51.

CSU, Associate Degree Applicable

AJ 30 CORRECTIONAL SYSTEMS

3 Units

Lecture: 3 hours

Criminals and institutional personnel involved in corrections at all levels are reviewed in depth. History, politics, and contemporary correction issues such as punishment, theories, sentencing alternatives, prison experience, and prisoner rights, female and juvenile incarceration problems, over crowding, and twenty-first century corrections are examined.

Advisory: AJ 1.*Prerequisite:* ENG 51.

CSU, Associate Degree Applicable

ANTHROPOLOGY (ANTH) Course Descriptions

ANTH 1 INTRODUCTION TO PHYSICAL ANTHROPOLOGY (CAN ANTH 2)

3 Units

Lecture: 3 hours

This course is a study of the origins of humans and their place in nature. Topics emphasized include the mechanisms of biological evolution, the physical form and behavior of the nonhuman primates, the fossil record of early humans and our current racial variability.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

ANTH 2 CULTURAL ANTHROPOLOGY (CAN ANTH 4)

3 Units

Lecture: 3 hours

This course is a topical introduction to the cross-cultural study of human societies. Among the topics discussed are food-getting practices, marriage customs, kinship systems, social organization, and supernatural beliefs. Also emphasized are theories of culture and the nature of cultural change.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

ANTH 3 ARCHAEOLOGY, AN INTRODUCTION TO PREHISTORY (CAN ANTH 6)

3 Units

Lecture: 3 hours

This course is an introduction to human prehistory spanning the period from the earliest toolmakers to the recent past. It describes and explains human cultural developments from data collected on all continents. The tools, techniques, and methodologies of archaeological investigations are examined and evaluated.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

ART (ART) Course Descriptions

ART 1A DRAWING AND COMPOSITION

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is a basic course in the principles, theories, and techniques of drawing and composition. Perspective drawing, organization, and rendering techniques are investigated. CSU, UC, Associate Degree Applicable

ART 1B DRAWING AND COMPOSITION

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an intermediate course in the principles, theories, and techniques of drawing and composition. Students work with pencil, charcoal, pen and ink, and ink washes.

Prerequisite: ART 1A.

CSU, UC, Associate Degree Applicable

ART 1C DRAWING AND COMPOSITION

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course offers advanced study of drawing problems with an emphasis on color media.

Prerequisite: ART 1B.

CSU, UC, Associate Degree Applicable

ART 1D DRAWING AND COMPOSITION

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course offers special studies of advanced drawing problems. Student assignments encourage creativity through individual expression and portfolio development.

Prerequisite: ART 1C.

CSU, UC, Associate Degree Applicable

ART 2A HISTORY OF ART

3 Units

Lecture: 3 hours

This survey course examines the art of the ancient world. Slide illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting, and other visual art forms of Prehistoric and Primitive peoples, as well as the art of the Ancient Near East, Egyptian, Aegean, Greek, Etruscan, Roman, Early Christian, and Byzantine cultures.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

**ART 2B
HISTORY OF ART**

3 Units
Lecture: 3 hours

This survey course examines the art of the Western World from the Early Middle Ages through the Baroque era. Illustrated lectures and videotapes are used in the study of the architecture, sculpture, painting and other visual art forms of the Early Medieval, Romanesque, Gothic, Late Gothic, Early and High Renaissance, Northern Renaissance, Mannerist, Baroque, and Rococo periods.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

**ART 2C
HISTORY OF MODERN ART**

3 Units
Lecture: 3 hours

The art of Europe and America from the nineteenth century to the present is examined in this course. Illustrated lectures on significant movements in painting, sculpture, and architecture of this period include: Romanticism, Realism, Impressionism, Expressionism, Cubism, Dada, Surrealism, Abstract Expressionism, Pop Art, and contemporary directions.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

**ART 2D
HISTORY OF POSTMODERN ART
(ART SINCE 1960)**

3 Units
Lecture: 3 hours

This course examines the art of Europe and America from 1960 to the present. Illustrated lectures and on-sight viewing of art works focus on significant movements in painting, sculpture, and architecture of this period which include: Pop Art, Op Art, Earth Works, Performance Art, Graffiti Art, Installation Art, Conceptual Art, Environmental Art, New Realism, ethnicity and gender issues.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

**ART 3A
BASIC DESIGN AND COLOR**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is a beginning course in the study of visual elements and organizational principles. Through a study of shape, texture, line, space, and color, students gain experience in organizing their thoughts and in solving design problems.

CSU, UC, Associate Degree Applicable

**ART 4
THREE-DIMENSIONAL DESIGN
(Formerly ART 3B)**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course investigates the factors determining the designs of both the utilitarian and non-utilitarian objects. Through a study of mass, volume, space and shape, students experience solving three dimensional design problems. Materials are studied through projects in construction, modeling and casting.

CSU, UC, Associate Degree Applicable

**ART 5A
LIFE DRAWING**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is a basic course in the study of the human figure from a model. Composition and expressive aspects of gesture, weight, and line are investigated through pencil and charcoal exercises.

Advisory: ART 1A and/or ART 3A.

CSU, UC, Associate Degree Applicable

**ART 5B
ADVANCED LIFE DRAWING**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an intermediate to advanced course in the study of the human figure from a model. Students explore a variety of drawing materials and techniques leading toward personal growth and style. May be taken for a total of three times.

Prerequisite: ART 5A.

CSU, UC, Associate Degree Applicable

**ART 7A
CERAMICS**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand built ceramics as well as wheel-thrown techniques. The processes of pottery glazing, kiln loading, and firing are explored.

CSU, UC, Associate Degree Applicable

**ART 7B
CERAMICS**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced techniques of pottery forming, glaze formulation, decoration, and kiln firing.

Prerequisite: Art 7A.

CSU, UC, Associate Degree Applicable

**ART 7C
CERAMICS**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an opportunity for advanced students to work in a specific area of ceramics. Students may choose from the following: pottery forming techniques, glaze making, kiln firing, and decoration techniques.

Prerequisite: ART 7B.

CSU, UC, Associate Degree Applicable

**ART 7D
CERAMICS**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers advanced students an opportunity to continue specialized studies. Emphasis is given to glaze formulation, kiln construction, and firing techniques.

Prerequisite: ART 7C.

CSU, UC, Associate Degree Applicable

**ART 7E
CLAY FOR TEACHERS**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers a basic knowledge of ceramics to students who plan to teach or are currently teaching. Its emphasis is on methods and processes suited to elementary schools, recreation centers, and youth programs. Laboratory work includes aspects of clay forming, decorating, and firing.

CSU, Associate Degree Applicable

**ART 8
ADVERTISING ART**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides experience in problems relating to print media advertising, package design, graphic design and production methods.

Advisory: ART 40.

CSU, Associate Degree Applicable

**ART 9A
PRINTMAKING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course introduces basic hand processes in the making of prints by exploring different technical methods. These methods include relief, intaglio, stencil and monoprint. The class includes an exploration of photo printmaking and an introduction to computer applications for image development.

CSU, UC, Associate Degree Applicable

**ART 9B
PRINTMAKING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course is a further exploration of basic methods of producing prints and of developing further competence in plate development and printing. Class work focuses on attaining competence in the technique of aquatint as well as improving other basic etching and drypoint skills.

Prerequisite: ART 9A.

CSU, UC, Associate Degree Applicable

**ART 9C
PRINTMAKING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course continues intermediate level technical approaches and focuses on a specific technical area within the printmaking field. Students concentrate on developing their own personal style.

Prerequisite: ART 9B.

CSU, UC, Associate Degree Applicable

**ART 9D
PRINTMAKING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course offers students an opportunity to work on special problems and projects in printmaking.

Prerequisite: ART 9C.

CSU, UC, Associate Degree Applicable

**ART 10
INTRODUCTION TO ART**

3 Units
Lecture: 3 hours

This course is an introduction to problems, 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 50.

CSU, UC, Associate Degree Applicable

**ART 11A
SCULPTURE**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is a basic course in the principles, theories and techniques of sculpture. Students explore three dimensional forms with a variety of materials and techniques. Additive, subtractive, and assemblage formats are explored.

Advisory: ART 4.

CSU, UC, Associate Degree Applicable

**ART 11B
SCULPTURE**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an intermediate course in the principles, theories, and techniques of sculpture. Students explore three-dimensional forms with an emphasis in the additive process and mold making.

Prerequisite: ART 11A.
CSU, UC, Associate Degree Applicable

**ART 11C
SCULPTURE**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This is an advanced course in the principles, theories, and techniques of sculpture. Students explore three dimensional forms with an emphasis in the subtractive process.

Prerequisite: ART 11B.
CSU, UC, Associate Degree Applicable

**ART 11D
SCULPTURE**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course offers special studies of advanced sculptural problems. Student assignments encourage creativity through individual expression and portfolio development.

Prerequisite: ART 11C.
CSU, UC, Associate Degree Applicable

**ART 13A
RELIEF PRINTING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of linoleum block printing. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

**ART 13B
RELIEF PRINTING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of wood block printing. Drawing skills are recommended.

Prerequisite: ART 13A.
CSU, Associate Degree Applicable

**ART 13C
RELIEF PRINTING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of relief prints. Class work focuses on attaining competence in the techniques of collagraph printing. Drawing skills are recommended.

Prerequisite: ART 13B.
CSU, UC, Associate Degree Applicable

**ART 13D
RELIEF PRINTING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of relief prints. Class work focuses on attaining competence in multicolor and multiplate relief prints. Drawing skills are recommended.

Prerequisite: ART 13C.
CSU, UC, Associate Degree Applicable

**ART 14A
SCREEN PRINTING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in direct processes of stencil making. Drawing skills are recommended.

CSU, UC, Associate Degree Applicable

**ART 14B
SCREEN PRINTING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study basic hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing hand generated stencils which are applied photographically. Drawing skills are recommended.

Prerequisite: ART 14A.
CSU, UC, Associate Degree Applicable

**ART 14C
SCREEN PRINTING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing cut film stencil methods. Drawing skills are recommended.

Prerequisite: ART 14B.
CSU, UC, Associate Degree Applicable

**ART 14D
SCREEN PRINTING**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Students in this course study advanced hand processes in the making of silkscreen prints. Class work focuses on attaining competence in producing prints utilizing photographic stencil methods. Drawing skills are recommended.

Prerequisite: ART 14C.

CSU, UC, Associate Degree Applicable

**ART 20A-D
CERAMIC SCULPTURE**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an introduction to the fundamental elements of the ceramic sculpture process in which students are taught to model ceramic sculpture and complete the finishing process with several methods of kiln firing.

Advisory: ART 11A.

CSU, UC, Associate Degree Applicable

**ART 21A
PAINTING/WATERCOLOR**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an introduction to fundamentals of transparent watercolor painting. Techniques covered include: washes, wet-in-wet, direct, and layering.

Advisory: ART 1A, ART 3A.

CSU, UC, Associate Degree Applicable

**ART 21B
PAINTING/WATERCOLOR**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This is an intermediate course in fundamental methods of watercolor painting. Class work includes basic principles of color and composition.

Prerequisite: ART 21A.

CSU, UC, Associate Degree Applicable

**ART 21C
PAINTING/WATERCOLOR**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

In this advanced course in watercolor painting, transparent and opaque techniques are applied to pictorial composition.

Prerequisite: ART 21B.

CSU, UC, Associate Degree Applicable

**ART 21D
PAINTING/WATERCOLOR**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides an opportunity for advanced work in watercolor, including mixed media and collage methods.

Prerequisite: ART 21C.

CSU, UC, Associate Degree Applicable

**ART 23A
PAINTING/OIL**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an introduction to fundamentals of oil painting with an emphasis on developing technical skills and composition.

Advisory: ART 1A, ART 3A.

CSU, UC, Associate Degree Applicable

**ART 23B
PAINTING/OIL**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an intermediate course in methods of oil painting. Classwork includes principles of color and composition with an emphasis on developing an awareness of the diversity possible with oil media.

Prerequisite: ART 23A.

CSU, UC, Associate Degree Applicable

**ART 23C
PAINTING/OIL**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

In this advanced course in oil painting, students use traditional, as well as experimental techniques to investigate personal interests in composition and style.

Prerequisite: ART 23B.

CSU, UC, Associate Degree Applicable

**ART 23D
PAINTING/OIL**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides an opportunity for advanced work in oil painting. Students continue to explore directions leading toward personal growth and style.

Prerequisite: ART 23C.

CSU, UC, Associate Degree Applicable

**ART 25A
PAINTING/ACRYLIC**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is an introduction to fundamentals of acrylic

painting. Methods include: opaque, transparent, under and over painting, and textural and collage techniques.

Advisory: ART 1A, ART 3A.

CSU, UC, Associate Degree Applicable

**ART 25B
PAINTING/ACRYLIC**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is an intermediate course in methods of acrylic painting. Class work includes basic principles of color and composition.

Prerequisite: ART 25A.

CSU, UC, Associate Degree Applicable

**ART 25C
PAINTING/ACRYLIC**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

In this advanced course in acrylic painting, fundamental and experimental techniques are applied to composition and construction.

Prerequisite: ART 25B.

CSU, UC, Associate Degree Applicable

**ART 25D
PAINTING/ACRYLIC**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides an opportunity for advanced work in acrylics, including mixed media and rhoplex.

Prerequisite: ART 25C.

CSU, UC, Associate Degree Applicable

**ART 31
DIGITAL PHOTOGRAPHY**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an introduction to the tools, materials, and techniques of digital photography. Students learn to capture images using a digital camera or camcorder. Topics include the use of digital interfaces, printers and file formats as well as the preparation of images for web use. A digital camera or digital video camcorder is required. Also listed as, and equivalent to DDP 31.

Associate Degree Applicable

**ART 33
HISTORY OF PHOTOGRAPHY**

3 Units
Lecture: 3 hours

This course is a 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 will include the significant movements which contributed to the estab-

lishment of photography as one of the major forms of art and communication in the twentieth century.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

**ART 40
GRAPHIC DESIGN I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to advertising design, digital prepress and press. Adobe Photoshop and Adobe Illustrator software are used to create final images.

Prerequisite: ART 3A.

Advisory: CIS 82D.

CSU, UC, Associate Degree Applicable

**ART 41
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 traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronics page design. (Also listed as, and equivalent to, DDP 11).

Prerequisite: ART 40

UC, Associate Degree Applicable

**ART 80A-D
PAINTING WORKSHOP**

1 Unit
Laboratory: 3 hours

This course offers a basic study in the fundamentals of composition and painting techniques. Emphasis is placed on the development of painting skills through painting experience, library research, demonstration, and lecture.

Advisory: ART 1A, ART 3A

CSU, UC, Associate Degree Applicable

**ART 81A-D
BASIC DRAWING I**

1 Unit
Laboratory: 3 hours

This basic course in drawing provides the student with an opportunity to explore the materials and techniques of drawing. Problems of line, space, and texture are studied.

Advisory: ART 3A.

CSU, UC, Associate Degree Applicable

**ART 83A-D
LANDSCAPE PAINTING**

1 Unit

Laboratory: 3 hours

This course provides the student with an opportunity to explore a subject from nature's landscape, using oil, watercolor, and mixed media.

Advisory: ART 1A, ART 3A.

CSU, UC, Associate Degree Applicable

**ART 84A-D
PAINTING THE DESERT LANDSCAPE AND ITS
FLORA**

1 Unit

Laboratory: 3 hours

This course provides the student with an opportunity to examine the specific problems associated with painting the local desert landscape and its flora, using watercolor, oil, acrylic, and mixed media. The student will be exposed to a variety of techniques and compositional approaches.

Advisory: ART 1A, ART 3A.

CSU, UC, Associate Degree Applicable

**ART 85A-D
STILL LIFE PAINTING**

1 Unit

Laboratory: 3 hours

This course is an introduction to the principles, theories, and techniques of painting still life. The student will investigate various painting media and techniques, with emphasis being placed on the problems of perspective and space, color, and composition associated with still life arrangements and photographs.

Advisory: ART 1A, ART 3A.

CSU, UC, Associate Degree Applicable

**ART 97
STUDIO LAB**

.5 Unit

Laboratory: 1.5 hours

**ART 98
STUDIO LAB**

1 Unit

Laboratory: 3 hours

Studio Lab is an open entry/open exit environment designed to develop studio application skills for students in all segments of the art area. Emphasis is on individual studio art applications with time devoted to completing art/lab projects assigned in specific studio art courses. Students receive a credit/no credit grade mark. May be taken for a total of four times.

Corequisite: Concurrent enrollment in any ART course.

**ACADEMIC SKILLS CENTER (ASC)
Course Descriptions**

**ASC 5
TUTOR TRAINING**

0.5 Unit

Lecture: 4 hours

Laboratory: 12 hours per semester

This course provides the training, practicum, and applied projects necessary for success in peer tutoring.

Prerequisite: Grade of "A" or "B" in course being tutored.

Associate Degree Applicable

**ASC 54
APPLIED STUDY SKILLS**

1 Unit

Lecture: 1 hour

This course is designed to enhance the student's learning ability in college by providing guided instruction in development of successful study habits. Content includes the following skills: information gathering; note taking; critical reading and retention; listening skills; analyzing instruction style; preparation for and taking quizzes, tests, and examinations; time management; self-motivation and resource tours.

**SUPPLEMENTAL LEARNING LAB
ASC 97A-D**

0.5 Unit

Laboratory: 1.5 hours

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

Corequisite: Enrollment in an academic course.

ASC 98A-D

1 Unit

Laboratory: 3 hours

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

Corequisite: Enrollment in an academic course.

**ASC 100
SUPERVISED TUTORING**

0.0 Unit

The Academic Skills Center 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 instruction. Registration for Supervised Tutoring is required. Students may register during registration or add it later in the semester.

AMERICAN SIGN LANGUAGE (ASL) Course Descriptions

For IGETC purpose, two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at CMC (Foreign Language 1 or 1A & 1B.)

ASL 1A ELEMENTARY AMERICAN SIGN LANGUAGE

3 Units
Lecture: 3 hours

This course is an introduction to American Deaf culture through the language of different sign systems of American Sign Language and includes basic sign vocabulary, grammar, the manual alphabet, and other topics.

CSU, UC, Associate Degree Applicable

ASL 1B ELEMENTARY AMERICAN SIGN LANGUAGE

3 Units
Lecture: 3 hours

This course further introduces the culture of the Deaf through the use of American Sign Language in a wide variety of social situations. Students learn to use appropriate communicative behaviors and show an awareness of and respect for Deaf values and norms.

Prerequisite: ASL 1A.

CSU, UC, Associate Degree Applicable

ASL 2A INTERMEDIATE AMERICAN SIGN LANGUAGE

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues to build upon topics, vocabulary, and grammar introduced in previous lessons in Level 1 (ASL 1A, 1B). Students are encouraged to apply communication skills to other environments. Students also learn to narrate events that occurred in the past, as opposed to telling what is happening currently.

Prerequisite: ASL 1B.

CSU, UC, Associate Degree Applicable

ASL 2B INTERMEDIATE AMERICAN SIGN LANGUAGE

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the material presented in ASL 2A and further develops conversational skills in confirming and correcting information and using correct response behaviors. Students also study specific language and cultural behaviors, how to control the pace of a conversation, and how to obtain help with the spelling of names.

Prerequisite: ASL 2A

CSU, UC, Associate Degree Applicable

AUTOMOTIVE TECHNOLOGY (AUTO) Course Descriptions

ASE - Automotive Standard of Excellence
B.A.R. - Bureau of Automotive Repair
N.A.T.E.F. - National Auto Technicians Education Foundation

AUTO 1 AUTOMOTIVE PRINCIPLES I

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers basic fundamentals and basic knowledge of the automotive repair trade. It includes shop safety, hand tools, fasteners, shop math, and an overview of basic automotive systems.

Advisory: ENG 50 or equivalent.

Associate Degree Applicable

AUTO 2 AUTOMOTIVE PRINCIPLES II

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course stresses automotive engine operation principles. Practical work in the operation, inspection, maintenance, and repair of engines is included. Drive train principles, steering mechanisms, brake systems, suspensions, and hydraulics systems are studied.

Prerequisite: AUTO 1 or equivalent.

CSU, Associate Degree Applicable

AUTO 4 (FORMERLY AUTO 1 & AUTO 2) AUTOMOTIVE PRINCIPLES

4 Units
Lecture: 2 hours
Laboratory: 6 hours

Automotive Principles covers fundamentals, basic knowledge of the automotive repair trade, and automotive engine operation principles. It includes shop safety, hand tools, fasteners, shop math, an overview of basic automotive systems, and automotive engine operation principles. Practical work in the operation, inspection, maintenance and repair of engines is included. Drive train principles, steering mechanisms, brake systems, suspensions, and hydraulic systems will be studied.

Advisory: ENG 50 or equivalent.

Associate Degree Applicable

AUTO 5 AT POWER TRAIN TECHNOLOGY

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is an introductory course for the Alternate Fuel Technician, Tech-Prep program. It covers basic theory, design, and operation of alternate fuel prime movers focusing on internal combustion engines and their sub-systems.

CSU, Associate Degree Applicable

**AUTO 6
AT CHASSIS PRINCIPLES**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course introduces the student to basic principles of vehicle chassis, suspension, and braking systems as applied to environmentally friendly modes of transportation.

Advisory: AUTO 5.
CSU, Associate Degree Applicable

**AUTO 7
AT VEHICLE ELECTRICAL SYSTEMS**

3.5 Units
Lecture: 3 hours
Laboratory: 1.5 hours

This course is an in-depth study of vehicle related electrical and electronics systems. Emphasis is placed on application of basic theory and the use of test equipment, normally found in the industry, in diagnosis and repair of vehicle electrical components and systems.

Prerequisite: AUTO 5.
CSU, Associate Degree Applicable

**AUTO 8
AT ADVANCED VEHICLE ELECTRICAL SYSTEMS**

3 Units
Laboratory: 3 hours

This course provides further study of the automotive electrical system. It covers basic lighting systems, gauges and warning devices, windshield wipers, and other body-related electrical components.

Prerequisite: AUTO 7.
CSU, Associate Degree Applicable

**AUTO 18 (FORMERLY AUTO 23 & AUTO 24)
ENGINE PERFORMANCE I**

5 Units
Lecture: 3 hours
Laboratory: 6 hours

This course provides operating theory and hands-experience in the operation, diagnosis, and repair of automotive fuel systems with carburetors, basic throttle body, port fuel injection systems and Kettering, electronic, and distributorless ignition systems (DIS). Students learn to use the 4 gas and 5 gas exhaust analyzers, basic oscilloscope operation, and the basis for engine computer and control systems.

Prerequisite: AUTO 4 or 2-years trade experience.
Associate Degree Applicable

**AUTO 19
HAZARDOUS MATERIAL-AUTO**

.5 Unit
Lecture: .5 hours

This course provides training in the basic laws and regulations regarding the use, storage, handling, emergency response, and disposal of hazardous materials found in the automotive repair industry.

Advisory: ENG 50 or 1-year trade experience.
Associate Degree Applicable

**AUTO 20
AUTO ELECTRIC I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides basic theory and direct experience in automotive electrical systems, operations, trouble shooting, and repair. It is the basis for auto tune-up, fuel systems, automotive computer systems, and the B.A.R.-certified clean air car course.

Prerequisite: AUTO 1 or 1-year trade experience.
Associate Degree Applicable

**AUTO 21
AUTO ELECTRIC II**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides further study of the automotive electrical system. It covers basic ignition systems, lighting systems, gauges and warning devices, windshield wipers, and other body related electrical components.

Prerequisite: AUTO 20, or passing ASE Electrical System Test, or completion of 600 hours advanced ROP auto technology course, or 1-year trade experience.
Associate Degree Applicable

**AUTO 22A-D
AUTO ELECTRIC III LAMP LICENSE PREP**

1 Unit
Lecture: .75 hour
Laboratory: .75 hour

This course is preparation for the State of California - Bureau of Automotive Repair's Lamp Inspection License Class "A" test.

Prerequisite: AUTO 20 and 21, or passing ASE Electrical System Test, or 1-year trade experience.
Associate Degree Applicable

**AUTO 23
ENGINE PERFORMANCE I**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and experience in the operation, diagnosis, and repair of Kettering, Electronic, and distributorless (DIS) ignition systems. Students learn basic oscilloscope operation and the basis for engine computer and emission control systems.

Prerequisite: AUTO 20, or passing ASE Electrical System Test, or 1-year trade experience in engine tune-up, or completion of 600 hours advanced ROP automotive technology course.
Associate Degree Applicable

**AUTO 24
ENGINE PERFORMANCE II**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and hands-on ex-

perience in the operation, diagnosis, and repair of automotive fuel systems with carburetors, basic throttle body, and port fuel injection systems. Students learn to use the 4 gas exhaust analyzers.

Prerequisite: AUTO 20 and AUTO 23, or passing ASE Electrical System Test, or 1-year trade experience in engine tune-up, or completion of 600 hours advanced ROP automotive technology course. Associate Degree Applicable

AUTO 25 ENGINE PERFORMANCE III

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is a basic engine computer course which includes the theory, operation, testing, diagnosis, and repair of current systems. This course helps students prepare for the state SMOG test.

Prerequisite: AUTO 20 and completion of or concurrent enrollment in AUTO 23 and 24; or passing ASE Electrical System Test (A-6); or Engine Performance Tests (A-8); or ASE Advanced Engine Performance Test (L-1); or 2-years trade experience in engine tuneup and electrical.

Associate Degree Applicable

AUTO 26 ENGINE PERFORMANCE IV

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is an advanced engine computer and drivability course. It emphasizes diagnostic procedures and techniques using basic and sophisticated test equipment. This course helps prepare students for the state SMOG and ASE Advanced Engine Performance tests.

Prerequisite: AUTO 20; completion of, or concurrent enrollment in AUTO 23, 24, and 25; or passing ASE Electrical System Test or Engine Performance Tests; or 2-years trade experience in engine tune-up and electrical.

Associate Degree Applicable

AUTO 27A-D B.A.R. CLEAN AIR COURSE PART I

2.5 Units
Lecture: 2 hours
Laboratory: 1.5 hours

This course covers SMOG inspection rules and regulations, a review of engine performance theory, and the inspection and testing of 1979 and older vehicles. AUTO 27 and AUTO 28 of the B.A.R. Clean Air Course must be taken and passed with a grade of "C" or better to be eligible for a Bureau of Automotive Repair Certificate of Completion. This course is approved by the State of California, Bureau of Automotive Repair.

Prerequisite: AUTO 14, AUTO 61, and AUTO 62; or 180 hours of Engine Performance and Electrical courses, or passing ASE Eng Performance & Electrical Systems test, or 1-year trade experience in engine tune-up.

Associate Degree Applicable

AUTO 28A-D B.A.R. CLEAN AIR COURSE PART II

2.5 Units
Lecture: 2 hours
Laboratory: 1.5 hours

Part II of the clean air course inspection procedures, diagnosis and repair of 1980 and newer vehicles along with a detailed review of system identification and computer system theory. This course is approved by the State of California, Bureau of Automotive Repair.

Prerequisite: AUTO 27; or AUTO 14, AUTO 61, AUTO 62, and AUTO 50; or 180 hours of Engine Performance and Electrical courses, or passing ASE Engine Performance and Electrical Systems, or 1-year trade experience in engine tune-up.

Associate Degree Applicable

AUTO 29 (FORMERLY KNOWN AS AUTO 25 AND AUTO 26) ENGINE PERFORMANCE II

5 Units
Lecture: 3 hours
Laboratory: 6 hours

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

Prerequisite: AUTO 19 or 2-years trade experience.

Associate Degree Applicable

AUTO 30 AUTO BRAKE SYSTEMS

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides basic theory and direct experience in automotive brake system operation, trouble shooting, and repair. This is the basis for the State Brake Inspection License course (AUTO 31A-D).

Prerequisite: AUTO 1 or 1-year trade experience.

Associate Degree Applicable

AUTO 31A-D BRAKE LICENSE PREPARATION

1 Unit
Lecture: .75 hour
Laboratory: .75 hour

This course is preparation for the State of California - Bureau of Automotive Repair's Brake Inspection Class "A" license Test.

Prerequisite: AUTO 30, or AUTO 20, or 1-year trade experience, or passing ASE Brake Test.

Associate Degree Applicable

**AUTO 32
ANTI-SKID BRAKE SYSTEMS**

1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

This course provides the theory, operation, testing, diagnosis, and repair of Anti-skid Brake Systems used in today's vehicles. The course will help the student prepare for the California State Brake Inspector and ASE Brake system test.

Prerequisite: AUTO 20, 25, and 30; or passing of ASE Electrical System, Engine Performance, and Brake Systems Tests, or two years appropriate trade experience.

Associate Degree Applicable

**AUTO 33
SUSPENSION & ALIGNMENT**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic theory and direct experience in automotive suspension systems and wheel alignment.

Prerequisite: AUTO 1 or 1-year trade experience.

Associate Degree Applicable

**AUTO 34
AUTOMOTIVE STEERING**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic theory and direct experience in the service and repair of automotive steering systems including four-wheel steering, electronic, computer controlled, and variable assist steering systems.

Prerequisite: AUTO 1.

Associate Degree Applicable

**AUTO 35
(FORMERLY AUTO33, AUTO34, AUTO 80 and
AUTO 81)
AUTOMOTIVE STEERING, SUSPENSION AND
ALIGNMENT**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course provides basic theory and direct experience in the service and repair of automotive steering systems, suspension systems and wheel alignment. The course includes four-wheel steering; manual and electronic computer-controlled systems; variable assist steering systems; short and long arm-type suspension systems; and strut suspension systems.

Prerequisite: AUTO 4 or two (2) years trade experience.

Advisory: ENG 3A.

Associate Degree Applicable

**AUTO 44 (FORMERLY AUTO 63A and AUTO 64B)
AUTOMOTIVE ENGINE REBUILD**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course provides basic theory and practical experience in the disassembly, inspection, reassembly, machine work, reassembly and adjustment of the valve heads, cylinder heads, cylinder block, and related components.

Prerequisite: AUTO 4 or two (2) years trade experience.

Associate Degree Applicable

**AUTO 45 (FORMERLY AUTO64A and AUTO64B)
AUTOMATIC TRANSMISSIONS**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course provides basic theory, knowledge, and hands-on experience in the operation, diagnostics, servicing, and repair of automatic transmissions and transaxles. It covers the operation and diagnosis of computer controlled automatic transmissions and transaxles.

Advisory: ENG 3A.

Prerequisite: AUTO 4, or two (2) years trade experience.

Associate Degree Applicable

**AUTO 46
AUTOMOTIVE DIAGNOSTIC EQUIPMENT**

2 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours

This course provides instruction in the proper operation and use of tune-up related automotive diagnostic equipment. Included are oscilloscopes, exhaust gas analyzers, auto-motive computer diagnostic testers, and other tune-up related test equipment.

CSU, Associate Degree Applicable

**AUTO 51
AT BASIC ENGINE PERFORMANCE**

3.5 Units

Lecture: 3 hours

Laboratory: 1.5 hours

This is an introductory engine performance course. It covers the ignition and fuel systems to the basic engine computer level. Emphasis is on vehicle tail pipe emissions and their control.

Prerequisite: AUTO 7.

CSU, Associate Degree Applicable

**AUTO 52
AT ENGINE PERFORMANCE II**

3 Units

Lecture: 2 hours

Laboratory: 3

This is a second level Engine Performance II course introducing the theory, operation, testing, diagnosis, and repair of current automotive computer systems. This course prepares students for the State SMOG test and ASE A-8 Test.

Prerequisite: AUTO 51.

CSU, Associate Degree Applicable

AUTO 53**AT ENGINE PERFORMANCE III**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an advanced drivability and diagnostics course. This course uses the chassis dynamometer and other tools to diagnose vehicle drivability problems and emission test failure. This course will prepare students for the State SMOG Test and ASE-1 Test.

Prerequisite: AUTO 52.

CSU, Associate Degree Applicable

AUTO 54**AT CLEAN AIR CAR COURSE**

4.5 Units

Lecture: 4 hours

Laboratory: 1.5 hours

This course provides the student with the basic training to meet the requirements of the Bureau of Automotive Repair for a SMOG Technician. The course includes the Basic Clean Air Course material in addition to the 8 Hour Dynamometer Transition and 20 Hour Update (Nox failure diagnosis materials).

Prerequisite: AUTO 53.

CSU, Associate Degree Applicable

AUTO 56**AT COMPRESSED NATURAL GAS/LIQUEFIED PETROLEUM GAS**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course provides theory and hands-on experience in the operation, service, inspection, and maintenance of Compressed Natural Gas (CNG)/Liquefied Petroleum Gas (LPG) systems. This course prepares students for the ASE Alternate Fuels Test (F-1).

Prerequisite: AUTO 53.

CSU, Associate Degree Applicable

AUTO 57**AT LEAN BURN PRINCIPLES**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides theory, hands-on experience in the operation, service, inspection, and maintenance of engines running ultra lean combustion system. The course covers gasoline, Compressed Natural Gas (CNG)/Liquefied Petroleum Gas (LPG) systems.

Prerequisite: AUTO 56.

CSU, Associate Degree Applicable

AUTO 58**AT ADVANCED POWER TRAINS**

3 Units:

Lecture: 3 Hours

This course is an indepth study of vehicle power trains that are in development or beta testing. This course covers

system efficiencies, power and fuel conversion methods and their application to various form of transportation. Environmental affects versus cost effectiveness is a prime consideration throughout the course.

Prerequisite: AUTO 57.

CSU, Associate Degree Applicable

AUTO 60 (FORMERLY AUTO60A and AUTO60B)**AUTOMOTIVE HEATING AND AIR CONDITIONING**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course provides theory, training, and hands-on experience in automotive air conditioning, heating, and climate control systems operation, troubleshooting, and repair. The electronic aspects of the system will be employed. This course is based on National Automotive Technician Education Foundation (NATEF) guidelines.

Prerequisite: AUTO 4, or 1-year verifiable trade experience.*Advisory:* ENG 3A.

Associate Degree Applicable

AUTO 60A**AUTO AIR CONDITIONING I**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic theory and hands-on experience in automotive air conditioning and heating system operation, trouble shooting, and repair. This course is based on NATEF guidelines.

Prerequisite: AUTO 1, or 1-year trade experience.

Associate Degree Applicable

AUTO 60B**AUTO AIR CONDITIONING II**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides advanced training and hands-on experience in automotive air conditioning, heating, and climate control systems theory, operation, trouble shooting, and repair. The electronic aspects of the system will be employed. This course is based on NATEF guidelines.

Prerequisite: AUTO 60A, or 1-year trade experience in air conditioning.

Associate Degree Applicable

AUTO 63A**ENGINE REBUILD I - TOP END**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic theory and practical experience in the disassembly, inspection, machine work, reassembly and adjustment of the cylinder heads and valve train of an internal combustion engine.

Prerequisite: AUTO 1, or 1-year trade experience.

Associate Degree Applicable

**AUTO 63B
ENGINE REBUILD II - LOWER END**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic theory and practical experience in the disassembly, inspection, reassembly and adjustment of the cylinder block and related components.

Prerequisite: AUTO 1 or 1-year trade experience
Associate Degree Applicable

**AUTO 64A
AUTOMATIC TRANSMISSIONS I**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides an introduction to basic theory and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transmissions for rear wheel drive vehicles.

Prerequisite: AUTO 1, or 1-year trade experience
Associate Degree Applicable

**AUTO 64B
AUTOMATIC TRANSMISSIONS II**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides basic knowledge and hands-on experience in the operation, diagnosis, servicing, and repair of automatic transaxles. It covers the operation and diagnosis of computer controlled automatic transmissions and transaxles.

Prerequisite: AUTO 1, or 1-year trade experience in automatic transmissions.
Associate Degree Applicable

**AUTO 65 (FORMERLY AUTO65A and AUTO 65B)
MANUAL TRANSMISSIONS AND TRANSAXLES**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transmissions and transaxles, drive lines and rear axles for rear wheel drive vehicles, and drive trains for front wheel drive vehicles. This course is based on National Automotive Technicians Education Foundations (NATEF).

Prerequisite: AUTO 4 or 2 years verifiable trade experience.
Advisory: ENG 3A.
Associate Degree Applicable

**AUTO 65A
STANDARD TRANSMISSIONS I**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transmissions, and drive lines and rear axles for rear wheel drive vehicles.

Prerequisite: AUTO 1, or 1-year trade experience.
Associate Degree Applicable

**AUTO 65B
STANDARD TRANSMISSIONS II**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course covers the principles of operation and repair of clutches, three, four, and five-speed manual transaxles and drive trains for front wheel drive vehicles.

Prerequisite: AUTO 65A, or 1-year trade experience.
Associate Degree Applicable

**AUTO 68
NIASE TEST PREPARATION**

.5 Unit

Lecture: .5 hour

This course prepares the student for National Institute for Automotive Service Excellence (NIASE) test: "Automotive Certificate Exam". Topics covered include: brakes, front end, engine repair, engine performance, automatic transmission/transaxle, manual drive train and axles, electrical and heating/air conditioning. Test-taking techniques are also covered.

Prerequisite: Minimum one year experience and/or completion of at least three automotive courses.
Associate Degree Applicable

**AUTO 69
SMALL ENGINES**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is the study of the theory and operating principles of small two-cycle and four-cycle engines. Practical work in ignition service, carburetor service, engine disassembly and assembly, valve refacing, reboring, engine block testing and proper adjustments is covered.

Associate Degree Applicable

**AUTO 78A,B
ALTERNATIVE FUELS**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course includes a study of alternative types of fuel that can be used in today's vehicles, such as: electric, solar, ethanol, fuel cells, etc. Students will be provided with some basic knowledge regarding service and maintenance of alternative fuel systems that will be on the market in the near future. The course investigates the process of converting vehicles for the use of alternative fuels and propulsion.

Prerequisite: AUTO 1 or equivalent.
Associate Degree Applicable

AUTO 80 ACTIVE SUSPENSION SYSTEMS

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides theory and hands-on experience in the theory, operation, testing, diagnosis, and repair of the computer controlled active suspension systems used in today's vehicles.

Prerequisite: AUTO 20, or passing of ASE Electrical System, and Suspension and Steering Tests; or 2-years trade experience in engine performance, electrical, and suspension systems.

Associate Degree Applicable

AUTO 81 AIR BAG OPERATION

1 Unit
Lecture: 1 hour

This is an advanced level course on the theory, operation, testing, diagnosis, and repair of supplemental restraint systems, "air bags", used in today's vehicles.

Prerequisite: AUTO 20 and AUTO 21, or passing of ASE Electrical System Test.

Associate Degree Applicable

AUTO 87A-C B.A.R. CITATION 1

.5 Unit
Lecture: .5 hour

This course meets the requirements for a Bureau of Automotive Repair (BAR) licensed SMOG mechanic who has received a first citation for violation of California State Vehicle Emission Control System inspection and repair laws and regulations.

Prerequisite: AUTO 27-28 or trade experience; possess a SMOG check mechanic's license.

AUTO 88A-C B.A.R. CITATION 2

1 Unit
Lecture: 1 hour

This course meets the requirements for a Bureau of Automotive Repair (BAR) licensed SMOG mechanic who has received a second citation for violations of California State Vehicle Emission Control System inspection and repair laws and regulations.

Prerequisite: AUTO 27-28 or trade experience; possess a SMOG check mechanic's license.

AUTO 90A COMPRESSED NATURAL GAS MAINTENANCE AND CONVERSION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, maintenance and repair of compressed natural gas (CNG) fuel systems.

This course will help prepare the student for the ASE Alternate Fuels test (L-1).

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance Tests, or 2-years trade experience in engine performance and electrical systems.

Associate Degree Applicable

AUTO 90B COMPRESSED NATURAL GAS DIAGNOSIS AND REPAIR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides the diagnostic skills necessary to identify and repair of compressed natural gas (CNG) fuel systems used in both computer and non-computer controlled vehicles.

Prerequisite: AUTO 25, AUTO 90A, or passing of the ASE Electrical System, Engine Performance, and Alternate Fuel Tests, or 2-years trade experience in engine performance, electrical systems, and gaseous fuels.

Associate Degree Applicable

AUTO 90C LIQUEFIED NATURAL GAS OPERATION AND CONVERSION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, service, and repair of liquefied natural gas (LNG) fuel systems.

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance Tests, or 2-years trade experience in engine performance and electrical systems.

Associate Degree Applicable

AUTO 91A LIQUEFIED PETROLEUM GAS MAINTENANCE AND CONVERSION

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides operating theory and practical experience in the conversion, setup, operation, maintenance, and repair of liquefied petroleum gas (LPG) fuel systems.

Prerequisite: AUTO 25, or passing of the ASE Electrical System and Engine Performance Tests, or 2-years trade experience in engine performance and electrical systems.

Associate Degree Applicable

AUTO 91B LIQUEFIED PETROLEUM GAS DIAGNOSIS AND REPAIR

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course provides the advanced diagnostic skills necessary to identify and repair of liquefied petroleum gas

(LPG) fuel systems used in both computer and non-computer controlled vehicles.

Prerequisite: AUTO 25, AUTO 91A or passing of the ASE Electrical System, Engine Performance, and Alternate Fuels Tests, or 2-years trade experience in engine performance, electrical systems, and gaseous fuels.

Associate Degree Applicable

AUTO 92 AUTOMOTIVE COLLISION REPAIR, BEGINNING AUTO BODY

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course provides entry-level theory and practical experience in automotive collision repair and refinishing techniques. Students also learn to prepare accurate estimates of damage and repair for auto body work.

Prerequisite: Auto 4 or one (1) year industry experience.

AUTO 93 AUTOMOTIVE COLLISION REPAIR INTERMEDIATE

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course provides intermediate-level theory and practical experience in automotive collision repair and refinishing techniques. Students also learn to prepare accurate estimates of damage and repair for autobody work.

Prerequisite: AUTO 92.

Advisory: AUTO 1 or equivalent.

Associate Degree Applicable

BIOLOGY (BI) Course Descriptions

BI 1A GENERAL BIOLOGY - PRINCIPLES

5 Units

Lecture: 4 hours

Laboratory: 3 hours

This course is a survey of biological concepts and functions including biological chemistry, origin of life, cell structure and function, energy production and utilization, mitosis and embryology, basic tissues, organ systems, integrative mechanisms, reproduction and genetics, adaptation and population biology.

Note: This course is primarily designed for students pursuing careers in science, pre-professional and other allied health fields requiring a strong foundation in biology. BI 1A is typically followed by BI 1B (Zoology) or BI 1C (Botany) where one full year of biology is required.

Advisory: BI 4, CH 3 or CH 4, ENG 50 and MATH 40.

CSU, UC, Associate Degree Applicable

BI 1B GENERAL BIOLOGY - ZOOLOGY

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course covers identification, classification, phylogeny, comparative embryology, morphology, physiology, ecology, behavior, etc., at the animal organismic level. Laboratory experiments, dissections, and identification give practical study.

Note: This course meets requirements of science, pre-professional, and all other majors requiring a strong biology foundation, and partially meets the requirement of students needing one year of biology. It also meets the biological sciences general education requirement.

Prerequisite: BI 1A.

Advisory: BI 4, CH 3 or CH 4, ENG 50 and MATH 40.

CSU, UC, Associate Degree Applicable

BI 1C GENERAL BIOLOGY - BOTANY

5 Units

Lecture: 4 hours

Laboratory: 3 hours

This course is a survey of biological functions, and includes a broad study of diversity in plant structure, function, and classifications. Emphasis is placed on algae, fungi, flowering plants, and their ecological significance.

Note: The course is designed primarily for biology, science, and pre-professional and all other majors where a strong foundation in biology is required. Partially meets the requirements of students needing one year of biology.

Prerequisite: BI 1A

Advisory: *Advisory:* BI 4, CH 3 or CH 4, ENG 50 and MATH 40.

CSU, UC, Associate Degree Applicable

BI 4 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.

Note: BI 4 and BI 4L meet the Biological Science General Education requirement. This course does not meet the requirements for biological science majors. BI 4 is offered for those individuals with little or no background in the biological sciences.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

BI 4L ELEMENTS OF BIOLOGY LABORATORY

1 Unit
Laboratory: 3 hours

This course provides supplementary laboratory experience for those students enrolled in BI 4. Critical practical studies in biological principles are emphasized.

Note: BI 4 and BI 4L meet the Biological Science General Education requirement. This course does not meet the requirements for biological science majors. BI 4L is offered for those individuals with little or no background in the biological sciences.

Corequisite: BI 4 or prior completion.
CSU, UC, Associate Degree Applicable

BI 10 WOMEN'S HEALTH

3 Units
Lecture: 3 hours

A study of current issues and practices related to women's health. Emphasis is placed on female anatomy and physiology relative to changes which occur in a women's body from youth to old age and the specific aspects of health and disease related to these changes. This course is designed to provide information to make the student medically and scientifically knowledgeable about women's health issues and to be an "informed consumer" of medical information and practices concerning today's female.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

BI 15 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 appreciation and understanding of microorganisms and their relationship to humans and their environment. A knowledge of the principles of microbiology and their practical applications is stressed. Subject matter includes: medical microbiology, microbial physiology, microbial genetics, and industrial microbiology. The laboratory experience explores the development of current methods, techniques, and skills necessary to culture, propagate and identify microorganisms.

Advisory: CH 4, ENG 50; BI 22 & BI 23 are strongly recommended.
CSU, UC, Associate Degree Applicable

BI 21 ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY

3 Units
Lecture: 3 hours

This is a course in the structure and functions of human body systems, and fundamental principles of biology demonstrable in human beings.

Note: BI 21 and BI 21L meet the Biological Science General

Education requirement and are recommended to those wishing a 'human' approach to satisfying this requirement.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

BI 21L ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY LABORATORY

1 Unit
Laboratory: 3 hours

This course is the companion laboratory course to BI 21, offering a practical approach to the structure and functions of human body systems. Practical consideration will also be given to fundamental biological principles demonstrable in human beings. Dissections, experiments, and demonstrations will be employed.

Note: BI 21 and BI 21L meet the Biological Science General Education requirement and are recommended to those wishing a 'human' approach to satisfying this requirement.

Corequisite: BI 21 or prior completion.
CSU, UC, Associate Degree Applicable

BI 22 HUMAN ANATOMY

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course involves both the gross and microscopic anatomical study of tissues and organ systems of the human body. Laboratory study of histology slides, skeletons, cadavers and/or non-human mammals is undertaken. Directed dissections of laboratory specimens are required.

Note: This course is designed for Health Sciences students, and satisfies the Biological Science General Education requirements. It is not recommended for pre-medical or pre-dental students who must take BI 1A and BI 1B.

Advisory: ENG 50 and BI 4.
CSU, UC, Associate Degree Applicable

BI 23 HUMAN PHYSIOLOGY

5 Units
Lecture: 4 hours
Laboratory: 3 hours

This course surveys normal and many abnormal human functions involving integumental, skeletal, muscular, cardiovascular, respiratory, digestive, urogenital, sensory, nervous, and endocrine systems.

Note: This course is a required prerequisite for many Health Sciences majors or it may be used to satisfy a General Education Life Science requirement. Pre-medical, pre-dentistry, and pre-veterinary students are advised to take the BI 1A, 1B, and 1C series rather than BI 22 and BI 23.

Advisory: CH 4, BI 22, and ENG 50.
CSU, UC, Associate Degree Applicable

BUSINESS - ACCOUNTING (BUAC)

Course Descriptions

BUAC 1 ACCOUNTING I

3 Units

Lecture: 3 hours

This course expands upon basic fundamentals of the double entry accrual accounting system. It includes accounting for service and merchandising enterprises with special emphasis on receivables, payables, inventories, plant asset depreciation methods, internal controls, payroll and other sub-systems.

Prerequisite: BUAC 66.

CSU, UC, Associate Degree Applicable

BUAC 2 ACCOUNTING II

3 Units

Lecture: 3 hours

This course focuses on accounting concepts and principles relating to corporations, stock and bond transactions, departmental and branch systems. Also emphasized is management uses of accounting data that includes financial statement analysis, cash flow statements, and an introduction to cost accounting.

Prerequisite: BUAC 1.

CSU, UC, Associate Degree Applicable

BUAC 3 GOVERNMENTAL ACCOUNTING

3 Units

Lecture: 3 hours

This course focuses on principles of fund accounting for governmental units including problems of budgeting, appropriations, accounting for revenues, expenditures, and encumbrances.

Prerequisite: BUAC 66.

CSU, Associate Degree Applicable

BUAC 4 TAX ACCOUNTING I - INDIVIDUALS

3 Units

Lecture: 3 hours

This course is designed to provide students with tax information for both personal and career interests. Students learn tax information with the current laws and regulations available for preparation of personal tax returns and tax returns of others. Tax planning issues for the current and later years are considered.

Prerequisite: BUAC 66.

CSU, Associate Degree Applicable

BUAC 5 TAX ACCOUNTING II

3 Units

Lecture: 3 hours

This course is designed to provide students with tax information for both personal and professional use. Stu-

dents learn the latest tax regulations that will allow them to prepare tax returns for their own businesses as well as other businesses and corporations. Tax planning issues for current and later tax years are also considered.

Prerequisite: BUAC 66.

CSU, Associate Degree Applicable

BUAC 6 PRINCIPLES OF MANAGERIAL ACCOUNTING

3 Units

Lecture: 3 hours

This course examines economics models used by managers to use accounting information to plan, control activities, assess outcomes, and make decisions that are data defensible. Topics include budgeting, relevant cost for decision-making and capital investing.

Prerequisite: BUAC 1.

CSU, Associate Degree Applicable

BUAC 7 HOSPITAL AND MEDICAL ACCOUNTING

3 Units

Lecture: 3 hours

This course is designed to cover the comprehensive application of accounting principles to the medical and hospital industries. Included are accounting practices, financial statements, income and expense recognition principles, and special purpose journals and ledgers. Procedures unique to these industries are emphasized and studied in depth.

Prerequisite: BUAC 66.

CSU, Associate Degree Applicable

BUAC 8 REAL ESTATE AND CONSTRUCTION ACCOUNTING

3 Units

Lecture: 3 hours

This course is designed to cover the comprehensive application of accounting principles to the real estate and construction industries. Emphasis will be placed on budgeting and monitoring costs for construction projects, as well as rate of return analyses for investment projects. Management Accounting will receive more emphasis than Financial Reporting in this course.

Prerequisites: BUAC 1.

CSU, Associate Degree Applicable

BUAC 9 HOSPITALITY MANAGEMENT ACCOUNTING

3 Units

Lecture: 3 hours

This course is the study of the comprehensive application of accounting principles to the hospitality industry. The course includes an emphasis on accounting practices, financial statements, income/expense accounts and statements, special purpose journals and ledgers. Also included is the application of accounting information when making managerial decisions.

Prerequisite: BUAC 66.

CSU, Associate Degree Applicable

**BUAC 10
COMPUTER ACCOUNTING**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This course covers introductory material in the processing of accounting data on the microcomputer. Students learn to record and process transactions in the following major accounting systems: general ledger, accounts receivable, accounts payable, depreciation, and payroll. Course work prepares students for actual situations using up-to-date equipment.

Prerequisite: BUAC 66.

Advisory: Concurrent enrollment in BUAC 11.

CSU, Associate Degree Applicable

**BUAC 11
AUTOMATED ACCOUNTING PRACTICE SET**

1 Unit
Laboratory: 3 hours

The automated accounting practice set is a semester long accounting problem. Students are required to complete this problem using microcomputers.

Prerequisite: BUAC 66.

Advisory: Concurrent enrollment in BUAC 10.

CSU, Associate Degree Applicable

**BUAC 66
INTRODUCTION TO ACCOUNTING I**

3 Units
Lecture: 3 hours

This non-transfer course covers the essential elements of double-entry bookkeeping practice upon which more advanced work in other accounting courses is based. Topics include the basic accounting equation, uses of journals and ledgers, preparation of financial statements, adjusting and closing entries, bank account reconciliation, and payroll.

Prerequisite: ENG 51 and MATH 57.

Associate Degree Applicable

BUSINESS - FINANCE (BUFI)
Course Descriptions

**BUFI 3
PRINCIPLES OF MONEY, BANKING AND
FINANCIAL MARKETS**

3 Units
Lecture: 3 hours

This course provides an overview of the role of money, financial institutions, and the Federal Reserve System in the U.S. economy. It concentrates on the contemporary domestic and international banking and monetary issues, monetary theory, and the role of monetary policy in the economy. The information provided in this course is very helpful in understanding domestic and international financial events.

Prerequisite: ECON 1.

Associate Degree Applicable

**BUFI 12
MONEY MANAGEMENT AND
PLANNING FOR THE FUTURE**

3 Units
Lecture: 3 hours

This course provides students with an introductory understanding of economic and financial principles and the environment within which consumer and business decisions are made. It helps those interested in pursuing a career in financial services develop an appreciation for financial concerns of their clients. It also helps students make more informed decisions about setting their own career and financial goals, as well as managing their budget, taxes and investments, protecting their assets against risk, and preparing for retirement. Students may choose the credit/no credit grading option.

Advisory: ENG 50 and MATH 57.

CSU, Associate Degree Applicable

**BUFI 13
INVESTMENT OPPORTUNITIES**

3 Units
Lecture: 3 hours

The course provides students with an understanding of the importance of investment in their personal finances as well as various investment opportunities available to them. It presents the features of different types of stocks, corporate bonds, government securities, mutual funds, options, futures, and real estate investments. It also offers students a set of tools and criteria for evaluating these investment instruments in light of their own financial conditions and objectives. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

**BUSINESS - HOTEL AND RESTAURANT
MANAGEMENT (BUHM)**
Course Descriptions

**BUHM 50
INTRODUCTION TO THE HOSPITALITY INDUSTRY**

3 Units
Lecture: 3 hours

This course provides a basic understanding of the hospitality industry including lodging, food service, institutional, and resort operations. The history, growth and development, current trends, and organizational structure of the industry are explored with a focus on employment opportunities and future trends.

Advisory: ENG 50.

CSU, Associate Degree Applicable

**BUHM 63
HOTEL AND RESTAURANT OPERATIONS**

3 Units
Lecture: 3 hours

This course analyzes management's functions and responsibilities in such areas as administration, organization, communications, accounting, marketing, and human relations.

Advisory: ENG 50.
CSU, Associate Degree Applicable

**BUHM 64
HOTEL/MOTEL PERSONNEL MANAGEMENT**

3 Units
Lecture: 3 hours

This course prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.

Advisory: ENG 50.
Associate Degree Applicable

BUSINESS - MANAGEMENT (BUMA)
Course Descriptions

**BUMA 1
PRINCIPLES OF MANAGEMENT**

3 Units
Lecture: 3 hours

This course is the study of organization design, managerial processes, motivational theories, and current management problems. It is a study of the concepts of management in organizations and the role of manager in a technologically oriented society including planning, organizing, staffing, directing, and controlling. The student is provided an opportunity to gain a contemporary knowledge in management design to improve managerial skills and ability.

Advisory: ENG 50.
CSU, Associate Degree Applicable

**BUMA 10
INTRODUCTION TO BUSINESS**

3 Units
Lecture: 3 hours

This course is the study of the formation, structure, objectives, and ethics of contemporary American business enterprises. It emphasizes the significance of the small business organization, the role of large business organizations, and practices for the development of managerial personnel. This course is recommended for students who wish to explore a career in business.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

**BUMA 20A
BUSINESS LAW**

3 Units
Lecture: 3 hours

This course is a study of the social forces and the law, the law of contracts, agency and employment, personal property and bailments, business torts and crimes, sales law, labor law and government regulation of business.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

**BUMA 20B
BUSINESS LAW**

3 Units
Lecture: 3 hours

This course is a study of the law in its relation to business with special emphasis on the law of negotiable instruments (promissory notes, checks, bank drafts, and bills of exchange). It includes the study of suretyship and guaranty, insurance, partnerships, corporations, real property, wills, trusts and bankruptcy.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

**BUMA 27
MARKETING**

3 Units
Lecture: 3 hours

This course is the study of market structures, channels of distribution, pricing and price policy, and market research. It will emphasize human behavior and culture and their relationship to marketing activities. The student will participate in individual and class projects designed to reinforce the learning of basic marketing theory and concepts.

Advisory: ENG 50.
CSU, Associate Degree Applicable

**BUMA 28
SMALL BUSINESS: DEVELOPMENT
AND MANAGEMENT**

3 Units
Lecture: 3 hours

This course is designed for the prospective as well as the current small business owner/manager. The curriculum is centered on an array of structural, relationship and process elements such as financial and physical assets, leadership/management issues, human resource functions, planning, and marketing. These elements are developed in the course through a diagnosis and prescription process and culminate in the writing of a comprehensive business plan.

Advisory: ENG 50 and MATH 57
CSU, Associate Degree Applicable

BUSINESS - REAL ESTATE (BURE)

Course Descriptions

BURE 81 **PRINCIPLES OF REAL ESTATE**

3 Units
Lecture: 3 hours

This course is a study of principles of Real Estate as applied to the following areas: land economics; interests in the uses of land; land transfers; buying and selling of real estate; contracts, liens and encumbrances; real estate finance; and preparation of the student for the professional goal of salesperson.

CSU, Associate Degree Applicable

BURE 82 **REAL ESTATE ECONOMICS**

3 Units
Lecture: 3 hours

This course is a study of economic foundations of real estate with particular emphasis upon the patterns of land use, urban, and rural appreciation of values in the community and in the State of California.

Associate Degree Applicable

BURE 83A **REAL ESTATE PRACTICE**

3 Units
Lecture: 3 hours

This course is a study of real estate as a career, the practical application of the real estate cycle, and orientation into specialized selling. The course emphasizes the role and functions of the broker and salesperson in the real estate office; the application of advertising techniques, listings, and valuations; locating buyers; property management; and leasing. Students explore the importance of public relations, personnel policies, and professional ethics.

CSU, Associate Degree Applicable

BURE 84 **LEGAL ASPECTS OF REAL ESTATE**

3 Units
Lecture: 3 hours

This course considers how the laws of California relate to real estate property acquisitions, transfer, and ownership interest in real property. It investigates types of tenancy; estate and federal courts; land contracts; liens; restrictions; landlords and tenants; agency; probate; and taxes. Students will learn licensing requirements of salespeople and brokers, and laws relating to the real estate profession.

Associate Degree Applicable

BURE 85 **REAL ESTATE FINANCE**

3 Units
Lecture: 3 hours

This course studies the sources and supply of mortgage funds, construction loans and permanent financing for residential and income properties. It emphasizes procedures for FHA and VA loans, interest rates, terms, mortgages, and mechanics liens.

CSU, Associate Degree Applicable

BURE 86 **PRINCIPLES OF APPRAISING**

3 Units
Lecture: 3 hours

This course studies of principles, methods and techniques for the appraisal for single and multiple dwellings, commercial-business properties, and farm properties. The course emphasizes the determination of real estate values for loan and insurance purposes and the implications for brokers and salespeople.

Associate Degree Applicable

BUSINESS - SUPERVISION AND MANAGEMENT (BUSM)

Course Descriptions

BUSM 70 **AFFIRMATIVE ACTION FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This course is the study of techniques involved in conducting affirmative action programs in business and industry. It emphasizes the legal basis for affirmative action positions taken by employers and supervisors in terms of women and minority employment and advancement rights.

Associate Degree Applicable

BUSM 71 **SAFETY MANAGEMENT**

2 Units
Lecture: 2 hours

This course is the study of basic principles of accident prevention operating and implementing safety programs under Occupational Safety and Health Act (OSHA).

Associate Degree Applicable

BUSM 81 **QUALITY MANAGEMENT**

2 Units
Lecture: 2 hours

This course studies the meaning of quality control. It includes an analysis of the various techniques involved in the application of quality control to the many departments in modern industrial organizations.

Associate Degree Applicable

**BUSM 82
PURCHASING**

2 Units
Lecture: 2 hours

This course is the study of methods and techniques used in the selection and procurement of materials, products, and supplies in industry. It emphasizes the optimal amount, price, payment policy, and supplier. The student will learn the typical ordering, receiving and storage management procedures used in industry.

Associate Degree Applicable

**BUSM 83
DEVELOPING EMPLOYEES THROUGH TRAINING**

2 Units
Lecture: 2 hours

This course is the study of methods involved in the introduction of employees to training and in evaluating their progress through the training process. The student will learn the techniques of on-the-job instruction, as well as the concepts of apprenticeship, technical training, management development, and the use of consultants and advisory committees in the work place.

Associate Degree Applicable

**BUSM 84
JOB ANALYSIS FOR WAGE ADMINISTRATION**

2 Units
Lecture: 2 hours

This course analyzes job descriptions, specifications, evaluation, and classifications. It is a study of Local, State and Federal regulations concerning industrial wages.

Associate Degree Applicable

**BUSM 91
ELEMENTS OF SUPERVISION**

2 Units
Lecture: 2 hours

This is a basic course covering the responsibilities of the industrial supervisor. Major topics include organization, public relations, human relations, training, management-employee relations, production control, and promotion practices.

Associate Degree Applicable

**BUSM 92
PSYCHOLOGY FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This course is the study of the role of the supervisor in understanding the people with whom he/she works; with emphasis on psychological processes, perceptions, learning, emotions, attitudes, and personalities.

Associate Degree Applicable

**BUSM 93
HUMAN RELATIONS**

2 Units
Lecture: 2 hours

This course is the study of personnel relations as affected by the application of basic psychological techniques. Emphasis is placed on employer-employee relationships.

Associate Degree Applicable

**BUSM 94
COMMUNICATION I FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This is an introductory course involving the study of oral and written communication designed for supervisors and administrative personnel in industry. It emphasizes individual experiences in speaking and conference leading.

Associate Degree Applicable

**BUSM 96
LABOR/MANAGEMENT RELATIONS**

2 Units
Lecture: 2 hours

This course is the study of union contracts, grievances, and collective bargaining procedures. It includes a history of the labor movement with special emphasis placed on Federal and State labor legislation.

Associate Degree Applicable

**BUSM 97
ORGANIZATION PATTERNS AND MANAGEMENT**

2 Units
Lecture: 2 hours

This course is the study of the establishment of lines of authority, departmental functions, local policies, general procedures and regulations.

Associate Degree Applicable

**BUSM 98
WORK SIMPLIFICATION**

2 Units
Lecture: 2 hours

This course is the study and analysis of methods designed for improving job procedures and techniques.

Associate Degree Applicable

**BUSM 99
COST CONTROL FOR SUPERVISORS**

2 Units
Lecture: 2 hours

This course is a study of the factors involved in cost control. It emphasizes such topics as materials, salvage, waste, time, and quality requirements. Also included is a study of the supervisors role in controlling costs.

Associate Degree Applicable

CULINARY ARTS (CART) Course Descriptions

CART 1 SANITATION AND SAFETY

3 Units
Lecture: 3 hours

This course is a study of the principles of hygiene and sanitation and their application to food service operations. Emphasis will be placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

CSU, Associate Degree Applicable

CART 3 PRINCIPLES OF COOKING

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This course is a comprehensive study of the physical changes which take place when preparing foods and the safe and sanitary use of hand tools, knives, and kitchen equipment. It will focus on hands-on experience in the production of stocks, broths, glazes, leading and small sauces, gravies, emulsified sauces, soups, cooking methods using moist-heat, dry-heat using fat, and the art of seasoning and flavoring.

CSU, Associate Degree Applicable

CART 4 PANTRY

5 Units
Lecture: 3 hours
Laboratory: 6 hours

This course covers the principles and practices used in producing pantry items in a commercial environment. A variety of menu items will be prepared including salads, salad dressings, grill and breakfast items, and sandwiches.

Associate Degree Applicable

CART 5 PRINCIPLES OF BAKING

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This course provides an understanding of basic characteristics and function of major ingredients. Focus will be on the importance and accuracy of weights measure and hands-on experience in the production of mixing methods of cakes, yeast raised products, danish, breads, croissants, puff pastry, custards, puddings, and basic cake decorating.

Associate Degree Applicable

CART 6 GARDE MANGER

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This course is a comprehensive study of the skills necessary in the preparation and presentation of cold buffets. It focuses on hands-on experience in the production of aspic jellies, chaud froid sauces, forcemeats, pates, gelatins, sausages, mousses, brines, dry cures, marinades, smoked meats, poultry and fish, salt dough display pieces, vegetable flowers, buffet table and tray centerpieces using fruits and vegetables, and ice sculptures.

Associate Degree Applicable

CART 8 CLASSICAL BUFFET DESSERTS AND COMPETITION DISPLAYS

5 Units
Lecture: 2.8 hours
Laboratory: 6.6 hours

This is a comprehensive study of classical desserts for buffet display and classical competition show pieces. The focus will be hands-on experience in the production and display of pastillage, croquant, chocolate, marzipan, royal icing, spun, pulled and blown sugar.

Associate Degree Applicable

CART 10 FOOD PROCUREMENT AND COST CONTROL

3 Units
Lecture: 3 hours

This course studies the basic principles of purchasing food and beverages, as well as nonfood items, with particular attention to product identification and to the ordering, receiving, storing, and issuing sequence.

Associate Degree Applicable

CART 11 MENU PLANNING

3 Units
Lecture: 3 hours

This course studies the basic principles of menu making for a variety of types of food service operations, economic requirements, nutritional adequacy, skill of personnel, and equipment limitations.

Associate Degree Applicable

CART 15 RESTAURANT DESSERTS

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course provides students with the knowledge and skills necessary in the production of desserts in a restaurant setting. Emphasis will be placed on practicality, efficient production practices, visual appeal and profitability.

Associate Degree Applicable

**CART 28
RESORT FOOD AND BEVERAGE OPERATION**

3 Units

Lecture: 3 hours

This course studies the techniques and methods of operating and controlling a food and beverage operation in a club environment. It studies the management techniques necessary for the planning, monitoring, and controlling of a food service operation and of the control systems available to insure a profitable operation.

Associate Degree Applicable

**CART 33
INTRODUCTION TO BAKING**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course enables students to learn and practice the skills and methods of production of bread, desserts and other baked goods using quantity production techniques.

Associate Degree Applicable

**CART 34
INTERMEDIATE BAKING**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course provides students with the knowledge and skills necessary for the production of cakes, tortes, french pastries, and petit-fours utilizing commercial baking techniques.

Prerequisite: CART 33.

Associate Degree Applicable

**CART 35
OPERATIONS MANAGEMENT (PRODUCTION COOKING)**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course covers the principles and practices used in producing menu items in a commercial environment. A variety of menu items will be prepared using quantity food preparation equipment and techniques.

Prerequisite: CART 3.

Associate Degree Applicable

**CHEMISTRY (CH)
Course Descriptions****CH 1A
GENERAL CHEMISTRY
(CAN CHEM SEQ A)**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This is a two semester course that covers 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, thermodynamics, equilibria, and a more detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological, and radiation chemistry. The laboratory part of the course complements the lectures, and covers qualitative analysis.

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

Prerequisite: CH 3 or CH 4 or one-year high school chemistry and MATH 10.

CSU, UC, Associate Degree Applicable

**CH 1B
GENERAL CHEMISTRY
(CAN CHEM SEQ A)**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This is a two semester course that covers 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, thermodynamics, equilibria, and a more detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological, and radiation chemistry. The laboratory part of the course complements the lectures, and covers qualitative analysis.

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

Prerequisite: CH 1A with a grade of "C" or better.

CSU, UC, Associate Degree Applicable

**CH 3
INTRODUCTORY GENERAL CHEMISTRY**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is the study of the principles of inorganic chemistry. Instruction is given in calculations, atoms, compounds, nomenclature, reaction, composition, stoichiometry, modern atomic theory, bonding and acids & bases. Laboratory is a hands-on experience stressing manipulation, procedure, data and outcome calculations.

Advisory: ENG 51 and MATH 50.

CSU, UC, Associate Degree Applicable

**CH 4
FUNDAMENTALS OF CHEMISTRY**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a survey of basic principles of inorganic, organic, and bio-organic chemistry presented on a level for the general student.

Note: This course satisfies the chemistry requirement for RN students and is transferable as a physical science with laboratory.

Advisory: ENG 51 and MATH 50.

CSU, UC, Associate Degree Applicable

**CH 5
BIO-ORGANIC CHEMISTRY**

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a survey of organic and biological chemistry with an emphasis on the health sciences. It covers the major functional groups of organic and biologically active molecules and their interrelationships.

Note: This course is suitable for Health Sciences students who are required to take one year of chemistry. As such, it is taken in sequence after CH 3 or CH 4.

Prerequisite: CH 1A.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

**CH 10A,B
ORGANIC CHEMISTRY**

5 Units

Lecture: 3 hours

Laboratory: 6 hours

This course is 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 the various functional groups. Reaction mechanisms of aliphatic and aromatic compounds are discussed in detail. An introduction is made to biochemical compounds. It is designed for chemistry, biology and pre-professional majors.

Advisory: Math 50.

Prerequisite for CH 10A: CH 1B with a grade of "C" or better.

Prerequisite for CH 10B: CH 10A.

CSU, UC, Associate Degree Applicable

COMPUTER INFORMATION SYSTEMS (CIS)
Course Descriptions

CIS 50**COMPUTER KEYBOARDING I**

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course is designed for students who need to master computer keyboarding skills. Students develop basic alpha/numeric keyboarding and touch typing skills, and increase their ability to communicate information. No previous electronic keyboard or computer experience is necessary.

Associate Degree Applicable

CIS 70A**COMPUTER BUSINESS APPLICATIONS FOR WINDOWS**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is designed for students with no previous computer experience who want to learn how to use an IBM-compatible personal computer with an emphasis on Windows techniques. Using the Windows/graphical user interface approach, students develop basic skills in three applications: word processing, spreadsheets, and database management. Students are also introduced to the INTERNET and Geographic Information Systems (GIS) concepts.

CSU, UC, Associate Degree Applicable

CIS 70B**WINDOWS AND INTERNET**

3 Units

Lecture: 2 hours

Laboratory: 3 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 hardware and software for maximum productivity and efficiency. Emphasis is placed on the ability to find, save and retrieve information.

Associate Degree Applicable

**CIS 70C
INSIDE YOUR COMPUTER**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides information about the physical construction of computers, the installation of new hardware and software, troubleshooting, and upgrading. The three areas of concentration are hardware (build the physical system), operating system software (install and maintain Windows x.x), and application software (install and maintain end user programs.)

Advisory: CIS 70B.
Associate Degree Applicable

**CIS 72D
EXCEL I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides basic concepts and practical applications using Excel for Windows. Students receive instruction and computer experience using electronic spreadsheets to solve common numerical and accounting-based problems.

Prerequisite: CIS 70A.
Associate Degree Applicable

**CIS 73C
ACCESS I**

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.

Prerequisite: CIS 70A.
Associate Degree Applicable

**CIS 76B
WORD I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course introduces students to beginning and intermediate microcomputer skills through word processing concepts and procedures in the Word for Windows program. Applications include communicating with the mouse and the keyboard, editing, revising, and printing documents. Document production includes basic business communications, reports, tables, formatting, and other basic word processing features.

Prerequisite: CIS 70A.
Associate Degree Applicable

**CIS 78B
WORD II**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced word processing applications using Word for Windows. Emphasis is placed on working with features such as macros, fonts and graphics, math functions, file management, sort and select features, style sheets, and an introduction to desktop publishing techniques.

Prerequisite: CIS 76B.
Associate Degree Applicable

**CIS 82B
PAGEMAKER I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an introduction to Pagemaker using the Windows environment, including text processing, graphics, composition, layout, and design. Students receive instruction and computer experience using a variety of desktop publishing software and laser printers to produce camera-ready, near typeset-quality reports, newsletters, business forms, and presentations.

Advisory: CIS 70B.
Associate Degree Applicable

**CIS 82C
WEB PUBLISHING I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course teaches students to format World Wide Web pages using Hypertext Markup Language (HTML). Emphasis is placed on development of effective pages. Students learn to incorporate text, graphics, audio files, video files, animation and three-dimensional effects into their Web pages.

Advisory: CIS 70B, ART 3A or ART 40.
CSU, Associate Degree Applicable

**CIS 82D
COMPUTER GRAPHICS I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an introduction to the process of creating, capturing, and modifying graphical images using the software most commonly found in the graphical design industry today: Adobe Photoshop, Adobe Illustrator, and Macromedia FreeHand. Photoshop is used for the capture and manipulation of images either scanned or digitally photographed. Illustrator and FreeHand are used for the original creation of both type and artwork, with emphasis on layout, color, and content. (Also listed as equivalent to DDP 1)

Advisory: CIS 70B.
CSU, Associate Degree Applicable

**CIS 83B
PAGEMAKER II**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced applications in desktop publishing using Pagemaker and Windows. Emphasis is placed on design of effective publications. Students receive instruction and computer experience to develop graphic and composition techniques needed for flyers, brochures, newsletters, and presentation publications.

Prerequisite: CIS 82B.
Associate Degree Applicable

**CIS 83C
WEB PUBLISHING II/JAVA SCRIPT**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course teaches students to incorporate interactive Java Script elements in Web pages. They learn how to understand and use the Document Object Model; event handlers, variables and functions; browser detection; forms validation; text and image rollovers; and common programming elements, including arrays, loops, and logical operations.

Prerequisite: CIS 82C.
CSU, Associate Degree Applicable

**CIS 83D
COMPUTER GRAPHICS II**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides advanced applications in computer graphics techniques, using the software most commonly found in the graphic design industry today: Adobe Photoshop, Adobe Illustrator, and Quark XPress. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. (Also listed as, and equivalent to, DDP 2)

Prerequisite: CIS 82D.
CSU, Associate Degree Applicable

**CIS 84A
NEW MEDIA I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Students in this course use the computer to create multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations. (Also listed as, and equivalent to, DDP 20.)

Prerequisite: CIS 82D.
Advisory: ART 40.
SU, Associate Degree Applicable

**CIS 84C
WEB PUBLISHING III/PERL**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course teaches students the fundamental knowledge and skills needed to create server-side, web-based applications using the Perl Language. Applications studied include form processing, counters, searching, chat and bulletin board systems.

Prerequisite: CIS 83C.
CSU, Associate Degree Applicable

COMPUTER SCIENCE (CS)
 Course Descriptions

**CS 1
MICROCOMPUTER SUPPORT SPECIALIST
A+ CERTIFIED 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 73, and CIS 70A.
Associate Degree Applicable

**CS 2A
ETHERNET FUNDAMENTALS, TOPOLOGY,
INTERNET PROTOCOL ADDRESSING, AND WIRING**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides students with classroom and laboratory experience in the fundamentals of current and emerging networking technology. Topics covered include network topology, cabling, electrical considerations, the open systems interconnection (OSI) model, Internet protocol (IP) addressing, bridges, switches, hubs, and routers. This is the first course in a four-course Cisco Certified Network Associate (CCNA) preparation sequence.

Advisory: CS 73, CIS 70A, and CS 1.

**CS 2B
OPEN SYSTEMS INTERCONNECTION, ROUTING,
TRANSMISSION CONTROL PROTOCOL/INTERNET
PROTOCOL, ROUTER CONFIGURATION**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is the second in a series of four courses designed to prepare the student to test for the Cisco Certified Network Associate (CCNA™) certification. CCNA certification indicates a foundation in and apprentice knowledge of networking for the small office/home office market. Topics covered include router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting.

Prerequisite: Pass CS 2A with a grade of "C" or better.

**CS 2C
LOCAL AREA NETWORKING DESIGN, SWITCHING
AND ADDRESSING**

3 Units,

Lecture: 2 hours

Lab: 3 hours

This course teaches students the skills they will need to configure, design, build and maintain small to medium size networks. These skills are mandated as core requirements necessary to enter the workforce as a computer networking associate. This is the third course in a four-course Cisco Certified Network Associate (CCNA) preparation sequence.

Prerequisite: CS 2B with a grade of "C" or better.

**CS 2D
WIDE AREA NETWORKING DESIGN
SWITCHING AND ADDRESSING**

3 Units

Lecture: 2 hours

Lab: 3 hours

This course teaches students the skills they will need to configure, design, build and maintain medium to large size networks. These skills are mandated as core requirements necessary to enter the workforce as a computer network associate. This is the fourth course in a four-course Cisco Certified Network Associate (CCNA) preparation sequence.

Prerequisite: CS 2C with a grade of "C" or better.

**CS 10
MICROSOFT WINDOWS NETWORK AND
OPERATING SYSTEM ESSENTIALS**

3 Units

Lecture: 2 hours

Lab: 3 hours

This course teaches students the current Microsoft Windows operating system and the networking technologies it supports. Students will be able to describe the principal features of the operating systems and the basics of networking as presented by the official Microsoft curriculum

and course materials. This is one of four (4) core courses in the Microsoft Certified Systems Engineer (MCSE) preparation sequence. Passing the associated Microsoft certification exam earns the student a Microsoft Certified Professional (MCP) Certification.

Advisory: CS 73, CIS 70A, and CS 1.

**CS 11
MICROSOFT WINDOWS OPERATING SYSTEM
AND SERVER**

3 Units

Lecture: 2 hours

Lab: 3 hours

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows operating system on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure a Microsoft Server providing file, print, and terminal management. This is one of four (4) core courses in the Microsoft Certified Systems Engineer (MCSE) preparation sequence. Passing the associated Microsoft certification exam earns the student a Microsoft Certified Professional (MCP) Certification.

Advisory: CS 1, CS 10, CS 73 and CIS 70A.

**CS 71D
EXCEL II**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an advanced Excel for Windows course. Students create comprehensive business and technical spreadsheet systems using advanced Excel techniques. Topics covered include: macros, sub-macros, autoexecutable macros and the macro command language; linking or combining multiple worksheets; table and table lookup operations; financial and statistical applications; and advanced data operations, including linear regression, randomization, and simulation.

Prerequisite: CIS 72D.

Associate Degree Applicable

**CS 71E
ACCESS II**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an advanced Access for Windows programming course. Students design, write, and debug fully integrated data base management systems using the Access programming language. Topics covered include: Access program structure; syntax and command set; use of multiple, interrelated files; database file design; and advanced use of custom screen displays and formatted reports.

Prerequisite: CIS 73C.

Associate Degree Applicable

**CS 72D
NETWORKING I**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course introduces the basic concepts of computer networks. Subjects discussed include defining, establishing and maintaining peer-to-peer and client server networks. Students learn cabling and physical configuration options, installing and setting up network interface cards, and creating and managing peer-to-peer and client server networks. The Windows 95 and Windows NT 4.0 operating systems are used for network operating systems. Students also learn to troubleshoot common network problems.

Advisory: CS 86.
CSU, Associate Degree Applicable

**CS 72E
NETWORKING II**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Networking II continues and expands upon the material presented in Networking I. Students build, manage, troubleshoot, and administer various network configurations using members of the Windows family of operating systems. Topics discussed include but are not limited to: User and Kernel mode operation, networking models, software installation, management and administrative tools, troubleshooting techniques, file systems, security, profiles and policies, access control, communication protocols, performance tuning, and application support.

Prerequisite: CIS 72D.
Advisory: CS 86.
Associate Degree Applicable

**CS 72F
NETWORKING III**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

Networking III expands upon and adds to the materials previously presented in Networking I and Networking II. Topics discussed include but are not limited to: extensive discussion of client-server and Domain Model architecture, server installation and setup, peer domain controllers, network aware drivers, network object control and security, development and utilization of policies, server storage and backup, resource quotas, DNS, WINS, DHCP, performance monitoring and tuning, and system troubleshooting.

Prerequisite: CIS 72E.
Advisory: CS 86.
Associate Degree Applicable

**CS 73
INTRODUCTION TO COMPUTER SCIENCE**

3 Units
Lecture: 3 hours

This is an introductory course in computer concepts and terminology. Topics covered include: historical development of computers; hardware and software definitions and terminology; categories of system software and application software including word processing, electronic spreadsheets, and database management; machine language, assembler language, and high-level programming languages; the systems development process; careers in data processing; and legal, moral, and ethical issues associated with computers.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

**CS 80
SYSTEMS ANALYSIS AND DESIGN**

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course provides an overview of the systems development process. Students participate in a semester-long project in which they take a systems design problem from formulation to implementation. Topics covered include: defining the problem; obtaining user requirements; hardware and software selection; system implementation and maintenance; training and development considerations; and formal documentation procedures.

Prerequisite: CS 73 *and* CS 86.
CSU, Associate Degree Applicable

**CS 86
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 70A.
CSU, UC, Associate Degree Applicable

CS 86A 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 86.

CSU, UC, Associate Degree Applicable

CS 87 ASSEMBLER LANGUAGE PROGRAMMING

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This is an introductory course in assembler language programming. Students design, write, and debug assembler language programs using structured programming concepts. Topics covered include: decimal, binary, and hexadecimal numbering systems; personal computer architecture; memory, addresses and registers; assembler directives; subroutines and the stack; interrupts; string functions; command line parameters; external subroutines, segments, groups, and macros.

Prerequisite: CS 73 *and* CS 86.

CSU, UC, Associate Degree Applicable

CS 88 JAVA PROGRAMMING

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course focuses on application development using Java. Proper syntax and operating procedures are covered, along with design and programming techniques for object-oriented programs in Java. Additional topics include Applet Programming in Java, exception handling, graphics, font, colors, multithreading, streams, and native methods and libraries.

Prerequisite: CS 86.

CSU, UC, Associate Degree Applicable

CS 89 C++ PROGRAMMING I

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an introductory course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: C++ structure and syntax; algorithm development; fundamental data types; functions and parameter passing; arrays and addresses; conditional and relational operators; space and time scope of variables; sequential and random access file processing; command line arguments; string manipulation; objects, classes and data abstraction; inheritance, reusability, polymorphism, and overloading.

Prerequisite: CS 73 *and* CS 86.

CSU, UC, Associate Degree Applicable

CS 89A C++ PROGRAMMING II

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This is an advanced course in C++ programming. Students design, write, and debug C++ programs using structured programming concepts. Topics covered include: pointers; linked lists, unions and data structures; bit operations, user-defined data types; recursion; incorporation of assembly language subroutines; and advanced graphical and animation techniques.

Prerequisite: CS 89.

CSU, UC, Associate Degree Applicable

CS 97A-D MICROCOMPUTER APPLICATIONS LAB

.5 Unit

Laboratory: 1.5 hours

Microcomputer Applications Lab is an open entry/open exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis will be on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. This is a credit/no credit graded course.

Corequisite: Concurrent enrollment in any CS or CIS course.

CS 98A-D MICROCOMPUTER APPLICATIONS LAB

1 Unit

Laboratory: 3 hours

Microcomputer Applications Lab is an open entry/open exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis is on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. This is a credit/no credit graded course.

Corequisite: Concurrent enrollment in any CS or CIS course.

CS 99A-D**MICROCOMPUTER APPLICATIONS LAB**

2 Units

Laboratory: 6 hours

Microcomputer Applications Lab is an open/entry exit environment designed to develop microcomputer skills for students in all segments of the college community. Emphasis is on the one-to-one tutorial approach, with time devoted to completing lab projects assigned in computer-related courses. This is a credit/no credit graded course.

Corequisite: Concurrent enrollment in any CS or CIS course.

DIGITAL DESIGN & PRODUCTION (DDP) Course Descriptions

DDP 1**COMPUTER GRAPHICS I**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides an introduction to the process of creating, capturing, and modifying graphical images using the software most commonly found in the graphical design industry today: Adobe Photoshop, Adobe Illustrator, and Macromedia FreeHand. Photoshop is used for the capture and manipulation of images either scanned or digitally photographed. Illustrator and FreeHand are used for the original creation of both type and artwork, with emphasis on layout, color, and content. (Also listed as, and equivalent to, CIS 82D.)

Prerequisite: CIS 70A.

CSU, Associate Degree Applicable

DDP 2**COMPUTER GRAPHICS II**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides advanced applications in computer graphics techniques, using the software most commonly found in the graphic design industry today: Adobe Photoshop, Adobe Illustrator, and Quark XPress. Emphasis is placed on the computer as a design tool to assemble type and manipulate images for the printed page and Web publication. (Also listed as, and equivalent to, CIS 83D.)

Prerequisite: CIS 82D.

CSU, Associate Degree Applicable

DDP 10**GRAPHIC DESIGN I**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Students in this course utilize computers to solve visual communication and design problems using graphic components. Topics covered include typography, logos/marks/symbols/pictographs, corporate identity, graphic techniques (both digital and traditional), introduction to

advertising design, digital process and press. Adobe Photoshop and Adobe Illustrator software are used to create final images. (Also listed as, and equivalent to, Art 40.)

Prerequisite: ART 3A.

Corequisite: ART 3A.

Advisory: CIS 82D (strongly recommended).

CSU, UC, Associate Degree Applicable

DDP 11**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 traditional and digital typography, animation, motion graphics, sound, new media as communication, non-linear interactive design, and electronic page design. (Also listed as, and equivalent to, ART 41.)

Prerequisite: DDP 10.

UC, Associate Degree Applicable

DDP 20**NEW MEDIA I**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

Students in this course use the computer to create multimedia presentations that synthesize photography, graphics, video, sound, and animation as well as making traditional and web-based interactive presentations. (Also listed as, and equivalent to, CIS 84A.)

Prerequisite: CIS 82D.

Advisory: ART 40.

CSU, Associate Degree Applicable

DDP 31**DIGITAL PHOTOGRAPHY**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides an introduction to the tools, materials and techniques of digital photography. Students learn to capture images using a digital camera or camcorder. Topics include the use of digital interfaces, printers and file formats, as well as the preparation of images for web use. A digital camera or digital video camcorder is required. (Also listed as, and equivalent to, ART 31.)

Associate Degree Applicable

**DISABLED STUDENTS PROGRAMS
AND SERVICES (DSPS)
Course Descriptions**

**DSPS 40
SURVEY OF RESOURCES FOR STUDENTS
WITH DISABILITIES**

2 Units
Lecture: 2 hours

This course focuses on self-assessment of the student who is disabled. It also introduces the student to the information and skills necessary for success in college. Course topics include development of personal goals, as well as use of services provided by DSPS, other student support services and community resources. Students develop realistic educational plans consistent with their educational goals and learn what accommodations will be necessary to achieve these goals.

Advisory: Intended for students with disabilities.

**DSPS 40A
PERSONAL ASSESSMENT FOR STUDENTS WITH
DISABILITIES**

2 Units
Lecture: 2 hours

This course explores the individual needs and goals of students with disabilities, including the college experience, guidance, counseling, support services, and employment. Emphasis is on information dissemination and self-assessment.

Advisory: Intended for students with disabilities.
CSU, Associate Degree Applicable

**DSPS 40B
EMPLOYMENT FOR INDIVIDUALS WITH
DISABILITIES**

2 Units
Lecture: 2 hours

This course focuses on the fundamentals of employment and the process of developing goals for future employment of persons with disabilities.

Advisory: Intended for students with disabilities.
CSU, Associate Degree Applicable

**DSPS 41
INFORMATION MANAGEMENT STRATEGIES**

2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours

Course emphasis is to develop or enhance the ability of students with disabilities to manage and organize information. Multimedia instruction is utilized. The lecture section includes specific software programs designed to assist students in the management of information in a technological society. The lab section provides repetition of the stimulus topic via software utilization, specialized hardware, plus individualized computer assisted instruction specific to word processing skill development.

Advisory: Intended for students with disabilities.

**DSPS 42
ALTERNATIVE LEARNING STRATEGIES**

2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours

This is specialized computer assisted instruction primarily for students with learning disabilities and/or acquired brain injuries. Students with other disabilities may also benefit from this course. Students are provided strategies and opportunities to maximize their learning potential and increase academic efficiencies.

Advisory: Intended for students with disabilities.

**DSPS 44
COMPUTER ACCESS KEYBOARDING**

1 Unit
Laboratory: 3 hours

This course provides students with verified disabilities individualized training in keyboarding and word processing skills specific to the microcomputer and the technological adaptations chosen. It is designed to teach adapted keyboarding basics to students with disabilities for successfully accessing the functioning of a keyboard or screen in a regular typing class.

Advisory: Intended for students with disabilities.

**DSPS 45A
JOB SKILLS DEVELOPMENT - VOCATIONAL
EXPLORATION**

1 Unit
Lecture: 1 hour

This course is designed to assist students with disabilities in developing specific goals for employment. Its focus is on personal and vocational assessment, clarification of values, identification of skills, and the development of a vocational plan.

Advisory: Intended for students with disabilities.

**DSPS 45B
JOB SKILLS DEVELOPMENT - JOB
APPLICATIONS AND RESUME WRITING**

.5 Unit
Lecture: .5 hour

This course is designed to assist students with disabilities in successfully completing job applications and writing a resume.

Advisory: Intended for students with disabilities.

**DSPS 45C
JOB SKILLS DEVELOPMENT - JOB INTERVIEW
SKILLS**

.5 Unit
Lecture: .5 hour

This course is designed to assist students with disabilities to develop successful job interviewing skills.

Advisory: Intended for students with disabilities.

**DSPS 47
COMPUTER ACCESS APPLICATIONS**

1 Unit
Laboratory: 3 hours

Students with various verified disabilities implement and utilize acquired skills with personalized adapted computer technologies to perform tasks required of regular course enrollment(s) and participation. Can be taken for a total of four times.

Advisory: Intended for students with disabilities.

**DSPS 301
SPECIALIZED LEARNING SKILLS
DEVELOPMENT**

0 Units

Students are individually evaluated to determine their specific learning disability. Individual learning strategies are developed and students learn to use appropriate accommodations, emphasizing computer hardware and software. Students receive a credit/no credit grade mark.

Prerequisite: Students must be referral by the Learning Disability Specialist.

Corequisite: DSPS 304

**DSPS 304
INSTRUCTIONAL SUPPORT LAB**

0 Units
Laboratory: 5 hours

The Instructional Support Lab is a laboratory situation that provides access to a Learning Specialist for students with disabilities. The specialist designs and instructs an individualized program of learning activities to support students who are otherwise enrolled in regular programs. Students receive a credit/no credit grade mark.

Advisory: Intended for students with disabilities.

**DSPS 305
COMPUTER ACCESS ASSESSMENT**

0 Units

Skills training for personal utilization of selected adapted technology will be provided for students with verified disabilities. Students receive a credit/no credit grade mark.

Advisory: Intended for students with disabilities.

**EARLY CHILDHOOD EDUCATION (ECE)
Course Descriptions**

**ECE 1
INTRODUCTION TO EARLY CHILDHOOD
PROGRAMS**

3 Units
Lecture: 3 hours

This course provides an overview of the field of child development/early childhood education, including the historical and philosophical foundations and how these foundations influence current theory and practice. An exploration of the various types of programs for young children and the job potential for students are included. Students are required to visit and report on five different types of programs in the community.

Advisory: ENG 50 and ECE 10A.

CSU, Associate Degree Applicable

**ECE 10A
CHILD GROWTH AND DEVELOPMENT**

3 Units
Lecture: 3 hours

This course studies the developing child with emphasis on the biosocial, cognitive, and psychosocial growth from conception through five years of age. It includes the major theories of development. Observations provide opportunity for integration of theory and practice for typically developing children as well as those with disabilities. It is the basic introductory course for all Early Childhood Education majors, and is required for teacher licensing in private centers, and teacher certification for publicly funded centers.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

**ECE 10B
CHILD DEVELOPMENT: SCHOOL AGE AND
ADOLESCENCE (AGES 6-18)**

3 Units
Lecture: 3 hours

This course studies the developing child with emphasis on the physical, social, psychological, and intellectual growth from six years of age through adolescence. Identification of the key concepts, comparison of theoretical perspective, application of empirical generalizations, and analysis of major issues for this age group is of primary concern for this course.

Advisory: ECE 10A and ENG 50.

CSU, UC, Associate Degree Applicable

**ECE 12
CHILD, FAMILY AND COMMUNITY**

3 Units

Lecture: 3 hours

This course studies the influence of contemporary family and cultural patterns on young children. Emphasis is placed on establishing effective school-parent relationships through conferences and parent meetings. Community resources and agencies that strengthen families are examined. This course is required by the California State Department of Social Services for teachers and directors of preschool programs.

Prerequisite: ECE 10A.*Corequisite:* ECE 10A.*Advisory:* ENG 50.

CSU, Associate Degree Applicable

**ECE 14
EARLY CHILDHOOD PRINCIPLES AND PRACTICES**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course explores the basic techniques of working with young children, including: promoting self-esteem, creativity, self-discipline, development of physical and cognitive skills, and planning appropriate curriculum.

Prerequisite: ECE 10A *and* ECE 12.

CSU, Associate Degree Applicable

**ECE 15
EARLY CHILDHOOD LABORATORY**

2 Units

Laboratory: 6 hours

Under the supervision of the laboratory teacher or mentor teacher and with the assistance of the Child Development Specialists, students participate in all classroom activities. Students plan developmentally appropriate curriculum that integrates theoretical concepts with classroom practice. Particular attention is given to planning for individual children's needs and interests and presenting concepts within the cultural context of the children in the environment. Students assess their own professional competence and progress toward their own goals. Students also write resumes and develop interview skills, while developing a plan for future employment and growth.

Prerequisite: ECE 14.*Advisory:* ENG 51.

CSU, Associate Degree Applicable

**ECE 16
PARENTING THE CHILD UNDER SIX**

1 Unit

Lecture: 1 hour

This course explores parent-child interaction patterns. Students examine age-appropriate behaviors, problem behaviors, observation and communication strategies.

Advisory: ENG 50 *and* ECE 10A.

Associate Degree Applicable

**ECE 19
CHILDREN'S LANGUAGE AND LITERATURE**

3 Units

Lecture: 3 hours

This course is to help teachers build language opportunities into every curriculum area; to explore methods of fostering language skills of the young child; and introduce prereading experiences. It includes the study of children's literature, standards for evaluating books and computer software, techniques of story telling, and puppetry.

Prerequisite: ECE 10A.*Advisory:* ENG 50.

CSU, Associate Degree Applicable

**ECE 20
INFANT/TODDLER GROWTH AND DEVELOPMENT**

3 Units

Lecture: 3 hours

This course studies the process of human development from conception through age two as determined by heredity, society, and human interaction with implication for child guidance. Prenatal development and the birth process are emphasized. Observation of a neonate, infant, and toddler are required.

Advisory: ECE 10A *and* ENG 50.

CSU, Associate Degree Applicable

**ECE 21
INFANT/TODDLER ENVIRONMENTS**

3 Units

Lecture: 2 hours

Laboratory: 3 Hours

This course prepares students to develop and implement an infant and/or toddler curriculum including design of a developmentally appropriate learning environment. Licensing requirements and teacher competency necessary for working with infants and toddlers are explored. Students complete three hours per week lab in the infant-toddlers classroom or Infant Circle program at the Child Development Center in which they plan and implement appropriate, culturally and linguistically competent and inclusive lessons.

Advisory: ECE 10A *and* ENG 50.

CSU, Associate Degree Applicable

**ECE 23
THE MENTOR TEACHER/ADULT SUPERVISION**

2 Units

Lecture: 2 hours

Methods and principles of supervising adults who are student teachers, assistants or volunteers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff.

Advisory: ECE 10A *and* ENG 50.

CSU, Associate Degree Applicable

ECE 24**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 day care centers and preschool programs, emphasizing business procedures. It is required by the State Department of Social Services for directors of private preschools and child care programs.

Advisory: ECE 10A and ENG 50.

CSU, Associate Degree Applicable

ECE 25**ADVANCED ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN**

3 Units

Lecture: 3 hours

This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis is on personnel management procedures, working collaboratively with parents, personal growth and advancement, and self assessment.

Prerequisite: ECE 24 with a grade of "C" or better, completion of 12 units in ECE.

CSU, Associate Degree Applicable

ECE 26**MUSIC AND MOVEMENT ACTIVITIES FOR THE SCHOOL AGE CHILD**

2 Units

Lecture: 2 hours

This course explores the importance and meaning of music and movement for the school age child. It emphasizes listening skills, singing, movement education, creating instruments, and playing the autoharp.

Associate Degree Applicable

ECE 30**EARLY CHILDHOOD CURRICULUM DESIGN AND IMPLEMENTATION**

3 Units

Lecture: 3 hours

This course is a study of curriculum development for early childhood programs. It includes the relationship of child development principles to curriculum design and organization. Daily routine, room arrangement, and the development of social, emotional, physical, aesthetic and cognitive skills are emphasized. Curriculum planning for individual differences is emphasized.

Advisory: ECE 10A and ENG 50.

CSU, Associate Degree Applicable

ECE 32**CHILD ABUSE AND NEGLECT**

1 Unit

Lecture: 1 hour

This course examines physical abuse and neglect, emotional abuse and neglect, and sexual abuse of children. Emphasis is on how the classroom teacher, foster parents, and members of the general public can prevent, detect, and intervene in cases of child abuse.

CSU, Associate Degree Applicable

ECE 33**SURVEY OF SPECIAL EDUCATION**

3 Units

Lecture: 3 hours

This course provides an introduction to special education in the public schools. Legal aspects, assessment, placement and examination of all the disabilities served in the public school and child care setting will be examined. The role of child care professionals and paraprofessionals in the field of special education is emphasized.

Prerequisite: ECE 10A with a grade of "C" or better.

CSU, Associate Degree Applicable

ECE 35**ISSUES IN SPECIAL EDUCATION**

3 Unit

Lecture: 3 hours

This course studies specific characteristics of children suffering from emotional disabilities as a result of cultural, environmental factors or organic causes. The psycho-education treatment and curriculum consideration is analyzed.

Prerequisite: ECE 33.

Associate Degree Applicable

ECE 40A**CREATIVITY IN YOUNG CHILDREN**

2 Units

Lecture: 2 hours

This course examines materials and techniques which foster the development of creativity in young children. Various sensory modalities are explored including identification of sensory-motor environment components.

Advisory: ECE 10A.

CSU, Associate Degree Applicable

ECE 40B**MOVEMENT ACTIVITIES FOR YOUNG CHILDREN**

2 Units

Lecture: 2 hours

This course emphasizes movement activities designed to develop gross and fine motor skills and increase self-confidence in young children.

Advisory: ECE 10A.

CSU, Associate Degree Applicable

**ECE 40C
MUSIC FOR YOUNG CHILDREN**

2 Units

Lecture: 2 hours

This course emphasizes the development of curriculum ideas for using music to develop listening ability, rhythm dancing, singing, identifications of instruments, and pitch. Teaching techniques and materials appropriate to the growth and development of young children are explored.

Advisory: ECE 10A.

CSU, Associate Degree Applicable

**ECE 40D
SCIENCE AND NUMBER CONCEPTS
FOR YOUNG CHILDREN**

2 Units

Lecture: 2 hours

This course explores the development of curriculum ideas for teaching our environment and conservation of natural resources to young children. Included will be the sequence of mathematical concepts appropriate to different stages of development.

Advisory: ECE 10A.

CSU, Associate Degree Applicable

**ECE 42
PLAY, SOCIALIZATION, AND DISCIPLINE**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course explores the application of developmental theory for designing early childhood settings, for understanding and guiding child behavior, and for communicating and interacting with young children. Included is a discussion of behavior problems and methods of fostering self-discipline in children, and play as a basis for social skill development in young children. Components of an appropriate curriculum are emphasized.

Advisory: ECE 10A.

CSU, Associate Degree Applicable

**ECE 43A,B
PARENT EDUCATION AND PARTICIPATION**

1.5 Units

Lecture: 1 hour

Laboratory: 1.5 hours

These courses are designed to provide parents with the opportunity to learn and practice positive child rearing strategies in a laboratory setting with their own children. Class participants are encouraged to bring their children, ages 1-6, with them to class. ECE 43A emphasizes physical and cognitive development of young children along with discipline strategies that encourage responsible behavior. ECE 43B emphasizes social and emotional development of young children and strategies that support effective communication.

Associate Degree Applicable

**ECE 44
CHILD HEALTH, SAFETY, AND NUTRITION**

3 Units

Lecture: 3 hours

This course provides information on the physical and mental health of children in an early childhood educational setting. The course includes evaluation of children's health and the referral process to local resources. Safety concerns for young children in preschool settings are addressed. Nutrition of young children are explored including methods of planning and teaching basic concepts to children. Also included are information on safety standards, sanitation principles and procedures to reduce the spread of disease.

Advisory: ECE 10A.

CSU, Associate Degree Applicable

**ECE 45A
LICENSED FAMILY CHILD CARE I**

1 Unit

Lecture: 1 hour

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. How to set up a recordkeeping system and files for each child will be emphasized. Information about good health and nutrition practices and adult CPR certification is included.

Associate Degree Applicable

**ECE 45B
LICENSED FAMILY CHILD CARE II**

1 Unit

Lecture: 1 hour

This course prepares students to integrate basic principles of child development in establishing a quality child care program within a family home environment. Understanding of the strengths and limitations of 0 to 6 year old children is emphasized along with requirements for age-appropriate curriculum. Fire safety procedures, earthquake preparedness, and infant/child CPR will be included.

Associate Degree Applicable

**ECE 60
KEEPING CHILDREN SAFE**

1.5 Units

Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to develop the skills necessary to provide a safe indoor and outdoor environment, to respond to emergencies appropriately, and to help children develop safety habits.

CSU, Associate Degree Applicable

**ECE 61
PROMOTING GOOD HEALTH AND NUTRITION
IN CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to develop a healthy indoor and outdoor environment, to teach children to practice healthful activities, and to develop a reporting process for child abuse and neglect.

CSU, Associate Degree Applicable

**ECE 62
CREATING A LEARNING
ENVIRONMENT FOR CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to acquire the skills necessary to encourage play and exploration, to select and arrange appropriate materials and equipment that foster growth and learning, and to plan schedules and routines appropriate to the ages of the children.

CSU, Associate Degree Applicable

**ECE 63
PROMOTING PHYSICAL
DEVELOPMENT IN CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to reinforce and encourage children's physical development and to select the appropriate equipment and activities for gross and fine motor development.

CSU, Associate Degree Applicable

**ECE 64
PROMOTING COGNITIVE
DEVELOPMENT IN CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to develop the skills necessary to provide opportunities for children to use their senses to explore, interact, build confidence, and develop a cognitive frame of reference.

CSU, Associate Degree Applicable

**ECE 65
ENCOURAGING COMMUNICATION IN CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to interact with children in ways to encourage them to communicate their thoughts and feelings to others.

CSU, Associate Degree Applicable

**ECE 66
PROMOTING CREATIVITY IN CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to encourage children to use imagination and thinking skills by providing experiences which promote creative expression.

CSU, Associate Degree Applicable

**ECE 67
BUILDING SELF-ESTEEM IN CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to build a positive relationship with each child. Providers learn how to help children understand and appreciate their self worth and feel successful and competent.

CSU, Associate Degree Applicable

**ECE 68
PROMOTING SOCIAL DEVELOPMENT IN CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to understand children's social development and to teach children appropriate negotiation skills as well as how to enjoy people in their lives.

CSU, Associate Degree Applicable

**ECE 69
PROVIDING POSITIVE GUIDANCE TO CHILDREN**

1.5 Units
Lecture: 1.5 hours

This course enables providers of childcare for infants through school age children to use positive methods to guide and help children express their feelings in an acceptable manner and to encourage the development of self-discipline.

CSU, Associate Degree Applicable

**ECE 71
WORKING WITH FAMILIES**

1 Unit
Lecture: 1 hour

This course enables providers of childcare who work with families the necessary information and skills to communicate effectively, encourage parental participation in their setting, and help families respond appropriately to their child's behavior.

CSU, Associate Degree Applicable

**ECE 72
BEING A CLASSROOM MANAGER**

1 Unit

Lecture: 1 hour

This course enables providers of childcare to develop a systematic approach to managing all aspects of a quality childcare program.

CSU, Associate Degree Applicable

**ECE 73
MAINTAINING A COMMITMENT TO
PROFESSIONALISM IN THE CLASSROOM**

1 Unit

Lecture: 1 hour

This course provides providers of childcare to understand the importance of professionalism in child care and recognize that each person is a member of a team which provides an important service.

CSU, Associate Degree Applicable

**ECONOMICS (ECON)
Course Descriptions**

**ECON 1
PRINCIPLES OF MACROECONOMICS
(CAN ECON 2)**

3 Units

Lecture: 3 hours

This course is an introduction to economic theory and analysis with an emphasis upon basic economic concepts, national income determination and fluctuations, unemployment, inflation, economic growth, the role of money and banking and monetary theory, and the economic role of government. Current economic issues are also discussed in the context of a global economy.

Advisory: ENG 50 and MATH 57.

CSU, UC, Associate Degree Applicable

**ECON 2
PRINCIPLES OF MICROECONOMICS
(CAN ECON 4)**

3 Units

Lecture: 3 hours

This course is an introduction to economic theory and analysis with an emphasis on the features of a market economy, role and behavior of consumers, businesses, owners of resources, government and the international sector. Efficiencies and deficiencies of a market system are explored and the role of government intervention is discussed.

Advisory: ENG 50 and MATH 57.

CSU, UC, Associate Degree Applicable

**ECON 11
INTERNATIONAL ECONOMIC RELATIONS**

3 Units

Lecture: 3 hours

The course is the study of international trade, investment, technology transfer, and the international flow of labor. Students will become familiar with the principles of international economic relations and its complexities through class lectures, review of current literature, and class discussions.

Advisory: ECON 1.

CSU, UC, Associate Degree Applicable

**EMERGENCY MEDICAL TECHNICIAN (EMT)
Course Descriptions**

**EMT 84
EMERGENCY MEDICAL TECHNICIAN I**

6 Units

Lecture: 4 hours

Laboratory: 6 hours

This course prepares students for Emergency Medical Technician I certification. 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 San Bernardino County EMS and meets all Title 22 regulations. The course includes theory instruction, skills practice, and supervised field and clinical time in selected pre-hospital sites. Students must be 18 to enroll in the course per the Inland Counties Emergency Medical Association (ICEMA).

Prerequisite: ENG 50.

Associate Degree Applicable

**EMT 85
EMERGENCY MEDICAL TECHNICIAN REFRESHER
COURSE**

2 Units

Lecture: 2 hours

This refresher course for Emergency Medical Technician I personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. The re-certification shall be available for those whose EMT cards have not expired for more than one (1) year. The course contains information on new EMT techniques and procedures, refresher for cardiopulmonary resuscitation, and a review of current local protocols. Both written and skills competency examinations are required for course completion. This course may be taken as many times necessary for recertification.

Prerequisite: Current California EMT I Certificate.

Associate Degree Applicable

COMMUNICATION - ENGLISH (ENG)

Course Descriptions

ENG 1B COMPOSITION AND LITERATURE

3 Units
Lecture: 3 hours

This course introduces students to the genres of imaginative literature--prose, fiction, poetry, and drama--with special emphasis on the interrelationships between form and theme. Students write critical essays about the literature.

Prerequisite: ENG 3A.
CSU, UC, Associate Degree Applicable

ENG 1C CRITICAL THINKING AND COMPOSITION

3 Units
Lecture: 3 hours

This course increases proficiency in critical thinking, reading, and writing skills beyond the level achieved in English 3A. The focus is on critical thinking techniques and close textual analysis of mainly non-fiction prose, enabling students to develop skills in advanced argumentative writing.

Prerequisite: ENG 3A.
CSU, UC, Associate Degree Applicable

ENG 3A FRESHMAN COMPOSITION I

3 Units
Lecture: 3 hours

This freshman course emphasizes the selection of materials, organization, presentation, and evaluation of expository writing. Students analyze varieties of nonfiction prose and write a minimum of five formal essays (500 word minimum each), a book review, and a research paper, totaling 8,000 to 10,000 words.

Prerequisite: ENG 51.
CSU, UC, Associate Degree Applicable

ENG 5A CREATIVE WRITING

3 Units
Lecture: 3 hours

This course introduces students to the perceptions, skills, and techniques of all forms of creative writing, with primary emphasis on fiction and poetry.

Prerequisite: ENG 3A.
CSU, UC, Associate Degree Applicable

ENG 5B ADVANCED CREATIVE WRITING

3 Units
Lecture: 3 hours

This is an advanced course designed to enable students to refine their creative writing skills in their chosen genre.

Prerequisite: ENG 5A.
CSU, UC, Associate Degree Applicable

ENG 10A 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 time of the Civil War. Selections include writings that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Prerequisite: ENG 3A.
CSU, UC, Associate Degree Applicable

ENG 10B AMERICAN LITERATURE II

3 Units
Lecture: 3 hours

This course presents a survey of late 19th and 20th Century American literature. Selections include writings of traditional and nontraditional American authors that reflect the rich and diverse cultural backgrounds that make up America's unique and complex heritage.

Prerequisite: ENG 3A.
CSU, UC, Associate Degree Applicable

ENG 11A SURVEY OF ENGLISH LITERATURE: OLD ENGLISH TO EIGHTEENTH CENTURY

3 Units
Lecture: 3 hours

This course surveys the major writers and works of English literature of the Old English, Middle-English, the Renaissance, and the Seventeenth and Eighteenth Centuries.

Prerequisite: ENG 3A.
CSU, UC, Associate Degree Applicable

ENG 11B SURVEY OF ENGLISH LITERATURE ROMANTIC-MODERN

3 Units
Lecture: 3 hours

This course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, and Modern Periods.

Prerequisite: ENG 3A.
CSU, UC, Associate Degree Applicable

ENG 12A WORLD LITERATURE I

3 Units
Lecture: 3 hours

This course surveys works which have influenced world thought from Homer through the Renaissance, to 1660. Classics in all genres are studied for their artistic merit and their contribution to modern life.

Prerequisite: ENG 3A.
CSU, UC, Associate Degree Applicable

**ENG 12B
WORLD LITERATURE II**

3 Units

Lecture: 3 hours

This course surveys works which have influenced world thought from 1660 to the present. Selections reflect the rich and diverse cultural backgrounds of world literature. This course may be taken independently from World Literature I, ENG 12A.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 14
SHAKESPEARE**

3 Units

Lecture: 3 hours

This course is a study of selected histories, comedies, and tragedies of William Shakespeare.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 15
THE SHORT STORY**

3 Units

Lecture: 3 hours

This course introduces the student to the techniques and development of fiction by the discussion and criticism of short stories from countries throughout the world.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 16
LITERATURE OF THE DESERT**

3 Units

Lecture: 3 hours

This course surveys nonfiction and fiction inspired by the desert, and by authors living in the desert. Emphasis is on the desert literature of the southwestern United States. It includes an introduction to desert environment and one's relationship to it. Field trips may be required.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 17
WOMEN IN LITERATURE**

3 Units

Lecture: 3 hours

This course presents a survey of literature written by and about women in the American, European, Asian, and Latin American traditions. Students examine archetypes and stereotypes of women as they are challenged in the literature.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 18
INTRODUCTION TO POETRY**

3 Units

Lecture: 3 hours

This course introduces the student to the techniques and development of poetry through the discussion and criticism of poetry in its historical context. Students are encouraged to compose their own poems based on forms studied in the course.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 21
INTRODUCTION TO LATIN AMERICAN/CHICANO
LITERATURE**

3 Units

Lecture: 3 hours

This course is a survey of literary analysis of folk, traditional, and contemporary Latin American/Chicano literature with critical analysis of representative works in all the literary genres: the essay, short stories, the novel, poetry, and drama.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 22
INTRODUCTION TO AFRICAN-AMERICAN
LITERATURE**

3 Units

Lecture: 3 hours

This course provides an introduction to folk, traditional and contemporary African American literature with critical analysis of representative works in all literary genres: the essay, the short story, the novel, poetry, and drama.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 25
INTRODUCTION TO THE NOVEL**

3 Units

Lecture: 3 hours

This course introduces students to the techniques and development of fiction by the discussion and criticism of novels from countries throughout the world.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

**ENG 31
THE BIBLE AS LITERATURE: THE OLD TESTAMENT**

3 Units

Lecture: 3 hours

This course provides a survey of the Old Testament of the Bible from a literary and philosophical point of view, with attention also paid to other ancient Near Eastern texts, and to the Jewish Apocrypha. The course introduces the great characters and events in the context of the developmental nature of this literature.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

ENG 32
THE BIBLE AS LITERATURE: THE NEW TESTAMENT

3 Units
 Lecture: 3 hours

This course provides a survey of the New Testament of the Bible from a literary and philosophical point of view, with attention also paid to the Dead Sea Scrolls material and early Christian writings related to the New Testament. The question of the Historical Jesus and the formation of early Christianity is emphasized.

Prerequisite: ENG 3A.
 CSU, UC, Associate Degree Applicable

ENG 35
MYTH AND LEGEND

3 Units
 Lecture: 3 hours

This course provides an introduction to the mythological and legendary literature from various world cultures, with special reference to Judeo-Christian, Oriental, Native American, Northern European, and classical Greek and Roman mythologies.

Prerequisite: ENG 3A.
 CSU, UC, Associate Degree Applicable

ENG 41
TECHNICAL AND PROFESSIONAL WRITING

3 Units
 Lecture: 3 hours

This course teaches students to write effectively within the business environment. Specifically, they study common types of business or office written communication and techniques for producing standard professional final copy. Students also learn to write business letters, status reports, grant proposals, memos, researched formal reports and manuals.

Prerequisite: ENG 51.
 CSU, Associate Degree Applicable

ENG 45
SURVEY OF MILITARY LITERATURE

3 Units
 Lecture: 3 hours

This course is a survey of United States military literature from 1775 to date with required reading of fiction and non-fiction materials.

Advisory: ENG 3A.
 CSU, UC, Associate Degree Applicable

ENG 50
BASIC WRITING SKILLS

3 Units
 Lecture: 3 hours
 Laboratory: 2 hours

This course provides extensive study of basic language skills in preparation for higher level writing courses. Students write paragraphs and short essays and develop an awareness of correct grammar, usage and mechanical skills.

ENG 51
INTRODUCTION TO EXPOSITORY WRITING

3 Units
 Lecture: 3 hours

This course helps students improve their skills in expository writing, including a review of grammar and sentence skills to prepare them for college level courses.

Prerequisite: ENG 50.

FIRE TECHNOLOGY (FIRE)
Course Descriptions

FIRE 1
FIRE PROTECTION ORGANIZATIONS

3 Units
 Lecture: 3 hours

This course surveys career opportunities in California Fire and Emergency Management Services and related fields; explores the history of fire protection; fire loss analysis, reviews public, quasi-public, and private fire protection services; reviews specific fire protection functions; introduces fire chemistry and physics. This course is designated as Fire 1 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG 50.
 CSU, Associate Degree Applicable

FIRE 2
FIRE PREVENTION

3 Units
 Lecture: 3 hours

This course provides the fundamental organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing solutions to a fire hazard; public relations as effected by fire prevention. This course is designated Fire 2 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG 50.
 CSU, Associate Degree Applicable

FIRE 3
FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 Units
 Lecture: 3 hours

This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection, and alarm systems. This course is designated Fire 3 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG 50.
 CSU, Associate Degree Applicable

**FIRE 4
BUILDING CONSTRUCTION FOR
FIRE PROTECTION**

3 Units

Lecture: 3 hours

This course provides the fundamentals of building design and construction with emphasis on fire protection features including: building equipment facilities, fire resistant materials, and high rise.

Advisory: ENG 50.

CSU, Associate Degree Applicable

**FIRE 5
FIRE BEHAVIOR AND COMBUSTION**

3 Units

Lecture: 3 hours

This course explores and analyzes the fundamentals and specific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic material, forms of energy and fire prevention/suppression techniques. This course is designated Fire 5 by the California State Board of Fire Services and the State Fire Marshal and is part of the designated core curriculum.

Advisory: ENG 50.

CSU, Associate Degree Applicable

**FIRE 6
HAZARDOUS MATERIALS/ICS**

3 Units

Lecture: 3 hours

This course introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires, and accidents. Basic information is covered regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. This course is designated F6 by the State Board of Fire Services and California State Fire Marshal.

Advisory: ENG 50.

CSU, Associate Degree Applicable

**FIRE 20
INTRODUCTION TO VOLUNTEER FIRE SERVICE**

1.5 Units

Lecture: 1.5 hours

This course specifically introduces the local fire volunteer to the community fire station and its operational and fire procedures.

Associate Degree Applicable

**FIRE 58
FIRE HYDRAULICS**

3 Units

Lecture: 3 hours

This course includes the following topics: review of basic mathematics, hydraulic laws as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problem, and Underwriters' requirements for pumps.

Advisory: ENG 50.

CSU, Associate Degree Applicable

**FIRE 61
FIRE APPARATUS AND EQUIPMENT**

3 Units

Lecture: 3 hours

This course provides the student with information on driving laws, driving technique, construction and operation of pumping engines, ladder trucks, aerial platforms, specialized equipment, and apparatus maintenance.

Advisory: ENG 50.

CSU, Associate Degree Applicable

**FIRE 62
RESCUE PRACTICES**

3 Units

Lecture: 3 hours

This course covers the fire company role in life saving, development and organization of rescue companies, rescue equipment, training for rescue service, and rescue practices and procedures.

Advisory: ENG 50.

CSU, Associate Degree Applicable

**FIRE 81
DRIVER OPERATOR I**

2 Units

Lecture: 2 hours

This course reviews vehicle laws and driver responsibilities and provides information on emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. This is a California State Fire Marshal Office approved course.

CSU, Associate Degree Applicable

**FIRE 82
FIRE INVESTIGATION 1B**

2 Units

Lecture: 2 hours

This course focuses on arson investigation. Topics studied will include evidence, fire deaths, interviewing, crime scene searches, motives, criminal laws, juvenile law, and procedures and intent. This is a California Fire Marshal Office approved course.

*Prerequisite: Eligible for ENG 51 and RDG 60A or**Corequisite: ENG 50.*

CSU, Associate Degree Applicable

**FIRE 84
PUMP OPERATIONS**

2 Units

Lecture: 2 hours

This course covers the types and design of fire pumps and the principles of pumping, including operating pumps under fire ground conditions. It also includes review of applied mathematics, hydraulic laws, and application of mental hydraulic calculations. This is a California State Fire Marshal Office approved course.

*Prerequisite: Eligible for ENG 51 and RDG 60A or**Corequisite: ENG 50.*

CSU, Associate Degree Applicable

**FIRE 88
FIRE INVESTIGATION I**

2 Units
Lecture: 2 hours

This course studies the national arson problem and the cost factors affecting the American public. Topics studied will include responsibilities of the fire inspecting officer, the nature and affect of ethical and unethical conduct, and the authority and responsibility the inspecting officer has to his/her profession.

Prerequisite: Eligible for ENG 51 and RDG 60A or
Corequisite: ENG 50.

CSU, Associate Degree Applicable

**FIRE 89
FIRE PREVENTION 1A**

2 Units
Lecture: 2 hours

This course studies specific fire protection practices recommended by the California State Fire Marshal's office. Topics studied will include the Fire Marshal's regulations as they pertain to compressed and liquified gases, toxic materials, radioactive substances, explosives, building materials, codes, and the general prevention of private home and public building fires.

Prerequisite: Eligible for ENG 51 and RDG 60A or
Corequisite: ENG 50.

CSU, Associate Degree Applicable

**FIRE 90
FIRE PREVENTION 1B**

2 Units
Lecture: 2 hours

This course focuses on the codes, ordinances and statutes that pertain to fire prevention practices in California. Some topics of discussion include: building construction and occupancy, evacuation procedures, inspection reports, and processing plans. This is a California State Fire Marshal Office approved course.

CSU, Associate Degree Applicable

**FIRE 91
FIRE COMMAND 1A**

2 Units
Lecture: 2 hours

This course provides instruction and simulation time to the participants pertaining to the initial decision and action processes at a working fire. It includes areas of discussion on the fire officer, fire behavior, fire ground resources, operations, and management. This is a California State Fire Marshal Office approved course.

CSU, Associate Degree Applicable

**FIRE 92
FIRE MANAGEMENT (Supervision)**

2 Units
Lecture: 2 hours

This course covers the basic skills that the company officer or potential company officer needs to effectively function

as a supervisor of fire personnel in non-emergency settings. This is a California State Fire Marshal Office approved course.

CSU, Associate Degree Applicable

**FIRE 93
FIRE INSTRUCTOR 1A**

2 Units
Lecture: 2 hours

This is the first of a two course Fire Science Instructor series accredited by the State Board of Fire Services. Topics include: occupational analysis; course outlines; concepts of learning; levels of instruction; behavioral objectives; psychology of learning and includes students teaching demonstrations. This is a California State Fire Marshal Office approved course.

CSU, Associate Degree Applicable

FOREIGN LANGUAGES (FL) Course Descriptions

FOR IGETC PURPOSE, TWO YEARS OF HIGH SCHOOL
FOREIGN LANGUAGE WITH GRADES OF "C" OR BETTER IS
EQUIVALENT TO ONE SEMESTER OF FOREIGN LANGUAGE AT
CMC (FOREIGN LANGUAGE 1 OR 1A & 1B.)

**FOREIGN LANGUAGE LAB
FL 97A-D**

.5 Unit
Laboratory: 1.5 hours

**FOREIGN LANGUAGE LAB
FL 98A-D**

1.0 Unit
Laboratory: 3.0 hours

Foreign Language Lab is an open entry/open exit environment designed to provide opportunities for students in all segments of the college community to develop foreign language communicative skills in understanding, speaking, reading, and writing. Emphasis is on the one-to-one tutorial as well as the computer-assisted, audio-tape and videotape monitoring approaches. Students receive a credit/no credit grade mark.

Corequisite: Foreign Language course.

FRENCH (FR) Course Descriptions

For IGETC purpose, two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at CMC (Foreign Language 1 or 1A & 1B.)

FR 1 ELEMENTARY FRENCH (CAN FREN SEQ A)

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society, and French speaking countries, history, and culture is emphasized. Completion of FR 1A & FR 1B is equivalent to FR 1.

CSU, UC, Associate Degree Applicable

FR 1A ELEMENTARY FRENCH (CAN FREN SEQ A)

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

CSU, UC, Associate Degree Applicable

FR 1B ELEMENTARY FRENCH (CAN FREN SEQ A)

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course presents the fundamentals of French. Fluency in understanding, speaking, reading, and writing within the context of the French society and French speaking countries, history, and culture is emphasized. Completion of FR 1A and FR 1B is equivalent to FR 1.

Prerequisite: FR 1A.

CSU, UC, Associate Degree Applicable

FR 2 ELEMENTARY FRENCH (CAN FREN SEQ A)

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Prerequisite: FR 1 or FR 1B.

CSU, UC, Associate Degree Applicable

FR 2A ELEMENTARY FRENCH (CAN FREN SEQ A)

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 1 or FR 1B. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Prerequisite: FR 1 or FR 1B or one year of high school French or equivalent.

CSU, UC, Associate Degree Applicable

FR 2B ELEMENTARY FRENCH (CAN FREN SEQ A)

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course continues the development of the skills and essentials of the French language begun in FR 2A. Fluency in understanding, speaking, reading, and writing within the context of the French society, history, and culture is emphasized. Completion of FR 2A and FR 2B is equivalent to FR 2.

Prerequisite: FR 2A or one or two years of high school French or equivalent.

CSU, UC, Associate Degree Applicable

FR 3 INTERMEDIATE FRENCH

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of France and the francophone world. French literature is introduced.

Prerequisite: FR 2 or FR 2B.

CSU, UC, Associate Degree Applicable

FR 4 INTERMEDIATE FRENCH

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course expands the students' ability to communicate in French. Emphasis is on the discussion of sociocultural selections and literature of the French-speaking world.

Prerequisite: FR 3.

CSU, UC, Associate Degree Applicable

FR 8A-D FRENCH CONVERSATION

3 Units
Lecture: 3 hours

This series of courses relies on daily contact vocabulary building and practical conversation of everyday topics, current events, social life, and cultural materials.

Prerequisite: Intermediate entry level: FR 1 or three years high school French, or equivalent; courses need not be taken in sequence.

CSU, UC, Associate Degree Applicable

FR 40A,B FRENCH CIVILIZATION

3 Units
Lecture: 3 hours

This series of courses traces the development of the French language and culture from the beginning to modern times. Courses are conducted in English and need not be taken in sequence.

Prerequisite: ENG 51.

CSU, UC, Associate Degree Applicable

GEOLOGY (G) Course Descriptions

G 1 PHYSICAL GEOLOGY (CAN GEOL 2)

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course includes the study of the origin and composition of rocks and minerals; landscape development by water, ice, and wind; earthquakes; the Earth's interior; the nature of mountains and their development; the movement of continental and oceanic plates, and environmental aspects of geology. The laboratory portion includes 16 hours of local field trips and constitutes a practical application of aspects of the above subject areas.

Advisory: ENG 50 and MATH 57.

CSU, UC, Associate Degree Applicable

G 2 HISTORICAL GEOLOGY

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course investigates the formation and evolution of the Earth, including its oceans, atmosphere, and life; as traced mainly through the rock and fossil records. Included is the history of the science of geology. Basic geologic principles will be briefly reviewed.

Advisory: ENG 50.

Prerequisite: G1

CSU, UC, Associate Degree Applicable

G 4 GEOLOGY LAB

1 Unit
Laboratory: 3 hours

This lab constitutes a practical application in the classroom and in approximately 16 hours in the field of aspects of the physical geology/environmental geology subject areas.

Corequisite: G1 or G5 or G10 or prior completion.

Advisory: ENG 50 and MATH 57.

CSU, UC, Associate Degree Applicable

G 5 ENVIRONMENTAL GEOLOGY

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course surveys geologic hazards such as flooding, landslides, earthquakes, and volcanic eruptions that effect humanity and studies means by which they may be mitigated. Geologic resources such as groundwater, surface water, and soil are studied to assess supply, conservation practices, and contamination mitigation. Mineral, fossil fuel, and alternate energy resources are examined for potential and for environmental assessment of production and consumption. Land-use planning and environmental impact analysis integrate the foregoing. The laboratory portion applies, on a practical basis, aspects of the above in the classroom and in approximately 16 hours in the field. Note: This course is suggested for students in any major which deals with human interactions with the physical environment, such as architecture, engineering, environmental studies city planning, natural resources, geology, and geography.

Advisory: ENG 50 and MATH 57.

CSU, UC, Associate Degree Applicable

G 6 GEOLOGY OF CALIFORNIA

3 Units
Lecture: 3 hours

This course presents the physical and historical geology of the natural provinces of California. The mineral deposits, stratigraphic and rock units, tectonic structures, fossils, geomorphology, and environmental issues within each province are examined. One or more field trips are conducted.

Advisory: ENG 50 and MATH 57.

CSU, UC, Associate Degree Applicable

G 7 INTRODUCTION TO GEOLOGY

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is a general survey of the fields of physical and historical geology. It is designed to give a broad general understanding and appreciation of the composition, structure, geologic processes, origin, and develop-

ment of the Earth and its inhabitants. The laboratory portion provides hands-on experience with minerals, rocks, fossils, topographic maps, geologic maps, and structure sections. One required all-day field trip provides an opportunity to directly experience local physical and historical geology.

Advisory: ENG 50 *and* MATH 57.

CSU, UC, Associate Degree Applicable

G 8

GEOLOGY OF NATIONAL PARKS AND MONUMENTS

3 Units

Lecture: 3 hours

This course provides a survey of the physical and historical geology of National Parks and Monuments, particularly those in the western states, to illustrate the geologic evolution of the regions in which these parks occur. Surface shaping processes such as volcanism, plutonism, deformation, sedimentation, glaciation, and fluvial activity are studied, using slides and other visual materials. Optional field trip(s) may be conducted.

Advisory: ENG 50 *and* MATH 57.

CSU, Associate Degree Applicable

G 10

THE EARTH SCIENCES

4 Units

Lecture: 3 hours

Laboratory: 3 hours

This course is a general survey of the Earth Sciences of Geology, Oceanography, Meteorology, Climatology, and Astronomy. It is designed to provide a broad general understanding and appreciation of these sciences and to bring into perspective the uniqueness of our planet, the interrelationships of its systems, and the influences of humanity upon these systems. The laboratory portion studies aspects of each area on a practical, applied basis. Field trips emphasize study of local geology.

Advisory: ENG 50 *and* MATH 57.

CSU, UC, Associate Degree Applicable

GEOGRAPHY (GEOG)

Course Descriptions

GEOG 1

PHYSICAL GEOGRAPHY (CAN GEOG 2)

3 Units

Lecture: 3 hours

This course examines the major features of the natural environment including land, water, air, and life forms. The relationship between humans and their natural environment is emphasized and map-reading skills are developed.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

GEOG 1L

PHYSICAL GEOGRAPHY LABORATORY

1 Unit

Laboratory: 3 hours

This course introduces the student to the methods and techniques used in the geographic study of the natural environment focusing on the earth's atmosphere, continents, oceans, and life forms. Students observe, record, and analyze information both in class and on field trips in the local environment.

Corequisite: GEOG 1 or prior completion.

CSU, UC, Associate Degree Applicable

GEOG 2

CULTURAL GEOGRAPHY

(CAN GEOG 4)

3 Units

Lecture: 3 hours

This course focuses on the distribution of and interrelationships between features of humankind's modern cultural environment. Among the topics discussed are world population, forms of livelihood, territoriality, urbanization, and material culture. Emphasis is also placed on the development of map-reading skills.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

GEOG 7

REGIONAL GEOGRAPHY

3 Units

Lecture: 3 hours

This course seeks to describe and explain the major cultural characteristics of the earth's diverse geographic regions. Emphasis is placed on the development of regional patterns through time and the processes responsible for the existing patterns. The development of map-reading skills is an essential aspect of this investigation.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

GEOG 10

GEOGRAPHY OF CALIFORNIA

3 Units

Lecture: 3 hours

This is a study of the natural and cultural environments of California including its climate, topography, biogeography, economy, urbanization, and population diversity. Emphasis is placed on people and the environment, map interpretation, and their changes over time. Both topical and regional formats are introduced.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

HEALTH EDUCATION (HE)

Course Description

HE 1 PERSONAL & COMMUNITY HEALTH

3 Units
Lecture: 3 hours

This course consists of application of facts and attitudes to the maintenance of optimum health for the individual and society; effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; and safety in the modern world.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

HOME ECONOMICS/NUTRITION (HEC)

Course Description

HEC 13 GENERAL NUTRITION (CAN FCS 2)

3 Units
Lecture: 3 hours

This course is a study of the chemical composition of foods and their utilization by the body. Practical problems of nutrition and relationship of adequate diet to physical and mental health are covered.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

HISTORY (HIST)

Course Descriptions

HIST 3 HISTORY OF WORLD CIVILIZATION I (CAN HIST SEQ C for HIST 3 and 4)

3 Units
Lecture: 3 hours

This course is a broad study of the major elements of history from ancient times to the Renaissance. It is designed to develop understanding of institutions basic to world civilization.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

HIST 4 HISTORY OF WORLD CIVILIZATION II (CAN HIST SEQ C for HIST 3 and 4)

3 Units
Lecture: 3 hours

This course is a broad study of the major elements of history from the 16th Century to the present. It is designed to develop understanding of institutions basic to world civilization.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

HIST 17 U.S. HISTORY THROUGH RECONSTRUCTION (CAN HIST SEQ B for HIST 17 and 18)

3 Units
Lecture: 3 hours

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

CSU, UC, Associate Degree Applicable

HIST 18 U.S. HISTORY FROM RECONSTRUCTION TO PRESENT (CAN HIST SEQ B for HIST 17 and 18)

3 Units
Lecture: 3 hours

This course is a survey of the political and social development of the United States from the Reconstruction Period to the present.

CSU, UC, Associate Degree Applicable

HEALTH SCIENCES (HS)

Course Descriptions

HS 61 MEDICAL TERMINOLOGY

2 Units
Lecture: 2 hours

This course introduces medical terminology as used by all health service personnel, including medical doctors, dentists, nurses, respiratory therapists, physical therapists, EMTs, medical secretaries, and doctors' office assistants.

Advisory: ENG 50.

Associate Degree Applicable

HS 62 YOUR LIVING BODY

3 Units
Lecture: 3 hours

This course provides a basic overview of body structures and functions, correlated with discussion of the major diseases affecting each of the major systems.

Advisory: ENG 50.

Associate Degree Applicable

HS 63 MEDICAL ASSISTING

9 Units
Lecture: 6 hours
Laboratory: 9 hours

This course provides entry-level training for employment in medical offices or clinics. Instruction is provided in basic knowledge and skills needed for work in these areas, including an introduction to medication administration, preparation of patients for examination, and basic management skills.

Advisory: ENG 50.

**HS 64
NURSE ASSISTANT**

6 Units

Lecture: 4 hours

Laboratory: 6 hours

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

Advisory: ENG 50.

Associate Degree Applicable

**HS 65
BASIC PHARMACOLOGY**

3 Units

Lecture: 3 hours

This course provides an introduction to basic pharmacology. Content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. The actions, untoward actions, desired and undesired effects of commonly used drugs in the major classifications are presented.

Prerequisite: HS 62 and MATH 57.

Associate Degree Applicable

**HS 66
HOME HEALTH AIDE**

2 Units

Lecture: 1.5 hours

Laboratory: 1.5 hours

This course expands on the content taught in the nursing assistant course to provide preparation for care of residents in home care settings. Content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment.

*Prerequisite: Current California C.N.A. license or Pass California Licensing Exam.***HS 81
BASIC ARRHYTHMIAS**

2 Units

Lecture: 2 hours

This course is designed for a person 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 applicable for LVN, RN, and CNA Continuing Education Units (CEU's).

Associate Degree Applicable

**HS 82
INTERMEDIATE CARDIAC ARRHYTHMIAS**

2 Units

Lecture: 2 hours

This course is designed for persons with knowledge and skills in basic arrhythmias interested in identifying and analyzing more complex arrhythmias. Emphasis is placed on how premature and escape rhythms affect cardiac output. Concepts associated with Ashman's phenomenon, fixed coupling, and the Action Potential curve's importance to arrhythmia identification and treatment are explored. Drug therapy and treatment to reestablish or maintain normal cardiac output are discussed.

Prerequisite: HS 81.

Associate Degree Applicable

**HS 83
ADVANCED EKG: 12 LEAD**

2 Units

Lecture: 2 hours

This course is designed for the clinicians with a basic knowledge of arrhythmias, and provides a review of anatomy and physiology, with emphasis on the heart vectors and changes that occur in vectors as a result of myocardial infarction. Emphasis is placed on interpreting a 12 lead EKG.

Prerequisite: HS 81.

Associate Degree Applicable

**HS 98
NURSING SKILLS LAB**

.5 Unit

Laboratory: 1.5 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the required skills and is directed to students needing review of nursing procedures. A credit/no credit grade mark is awarded.

*Prerequisite: Current enrollment in VN or CNA programs, hospital referred, or current occupational license in nursing.**Corequisite: VN or CNA programs.***HS 99
NURSING SKILLS LAB**

1 Unit

Laboratory: 3 hours

This course provides opportunity for practice and mastery of nursing skills necessary for safe patient care. It uses multimedia materials, computers, and instructor assistance to improve the skills needed and is directed to students needing review of nursing procedures. Students receive a credit/no credit grade mark.

Corequisite: Enrollment in a nursing course including VN 1, VN 2, VN 3, or C.N.A. or by recommendation.

JOURNALISM (J) Course Descriptions

J 3A NEWS REPORTING & WRITING

3 Units

Lecture: 3 hours

This is a beginning course in news writing that provides instruction and practice in the fundamentals of news reporting. It concentrates on the writing of news with an introduction into feature writing. Included in the course are such topics as interviewing, story organization and structure, the style and language of journalism, and journalistic law and ethics.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

J 10 MAGAZINE ARTICLE WRITING

3 Units

Lecture: 3 hours

A beginning writing course to provide instruction and practice in magazine article writing and a knowledge of current magazine markets. Concentration is on researching, interviewing, organizing, writing, and style.

Prerequisite: ENG 50.

Associate Degree Applicable

MATHEMATICS (MATH) Course Descriptions

MATH 1A CALCULUS (CAN MATH 18; SEQ B)

5 Units

Lecture: 5 hours

This course studies the meaning, computation and application of the derivative with an introduction to the integral. Topics include the definition of the derivative, limits, rules of differentiating polynomial, rational, exponential, logarithmic and trigonometric functions, applications of the derivative, and an introduction to the definite integral.

Prerequisite: Four years of high school mathematics, including trigonometry and geometry with a minimum grade of "B" in the fourth year, or MATH 12.

CSU, UC, Associate Degree Applicable.

MATH 1B CALCULUS (CAN MATH 20; SEQ B)

5 Units

Lecture: 5 hours

This course studies the meaning, computation and application of integration and infinite series. Topics include the definition of the definite integral, techniques of integration, applications of integration, first order separable differential equations, modeling exponential growth and decay, infinite series and approximation of functions us-

ing Taylor series with remainder.

Prerequisite: MATH 1A with a grade of "C" or better.

CSU, UC, Associate Degree Applicable.

MATH 2A MULTIVARIATE CALCULUS (CAN MATH 22)

5 Units

Lecture: 5 hours

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of two or more variables. Topics include solid Euclidean geometry, vector algebra in 3 dimensions, line and surface integrals, multiple integration in rectangular, cylindrical and spherical coordinates, extreme values, parameterized space curves and surfaces, divergence, directional derivatives, gradients, Taylor's theorem for several variables Gauss', Green's and Stokes' theorems.

Prerequisite: MATH 1B with a grade of "C" or better.

CSU, UC, Associate Degree Applicable.

MATH 2B LINEAR ALGEBRA

4 Units

Lecture: 4 hours

This course is a standard introductory course in linear algebra. Topics will include vectors in \mathbb{R}^n , matrices and systems of linear equations, determinants, vector spaces, linear independence, linear transformations, eigenvalues, eigenvectors, and diagonalization of certain quadratic forms.

Prerequisite: MATH 1B with a grade of "C" or better.

CSU, UC, Associate Degree Applicable

MATH 2C ORDINARY DIFFERENTIAL EQUATIONS

4 Units

Lecture: 4 hours

This is a standard introductory course in differential equations including: first, second, and higher order; simultaneous, linear, homogeneous differential equations; solutions by power series; Laplace transform; Fourier series; and application.

Prerequisite: MATH 1B with a grade of "C" or better..

CSU, UC, Associate Degree Applicable

MATH 5 TRIGONOMETRY (CAN MATH 8)

3 Units

Lecture: 3 hours

This is a theoretical approach to the study of the trigonometric functions with emphasis upon circular functions, trigonometric identities, trigonometric equations, graphical methods, inverse functions, vectors and applications, complex numbers, and solving triangles with applications.

Prerequisite: MATH 40 with a grade of "C" or better, or four years high school math including two years of Algebra and one year of Geometry with a grade of "B" or better.

CSU, Associate Degree Applicable

MATH 10 COLLEGE ALGEBRA (CAN MATH 10)

4 Units
Lecture: 4 hours

This is a function oriented course including a review of algebra, function notation, function terminology, and graphs. Polynomial, rational, exponential, and logarithmic functions are studied. Additional topics may include systems of equations, conics, summation notation, and the binomial theorem.

Prerequisite: MATH 40 or four years of high school math including two years of Algebra and one year of geometry with a grade of "B" or better.

CSU, UC, Associate Degree Applicable

MATH 12 PRE-CALCULUS (CAN MATH 16)

5 Units
Lecture: 5 hours

This is a functions-oriented pre-calculus course including the analysis, graphing, and applications of the polynomial, rational, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Additional topics will include the real and complex number system, an algebraic review, and systems of equations.

Prerequisite: MATH 40 with a grade of "B" or better, or four years of high school math including two years of Algebra and one year of Geometry with a grade of "B" or better.

Advisory: ENG 51.

CSU, UC, Associate Degree Applicable

MATH 13 LIBERAL ARTS MATHEMATICS

4 Units
Lecture: 4 hours

This course is designed for the non-science liberal arts major. Survey topics may include the concept of proof (deduction and induction), probability and statistics, game theory, linear programming, geometry, and computers.

Prerequisite: MATH 40.

CSU, Associate Degree Applicable

MATH 14 STATISTICAL METHODS (CAN STAT 2)

4 Units
Lecture: 4 hours

This course is an introduction to descriptive and inferential statistics; 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 set. Additional topics include regression and correlation analysis and techniques of hypotheses testing, including ANOVA.

Prerequisite: MATH 40 with a grade of "C" or better.

Advisory: ENG 51.

CSU, UC, Associate Degree Applicable

MATH 40 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 solving and graphing linear, quadratic and exponential equations, systems of linear equations, rational exponents, root equations, quadratic inequalities, circles and applications.

Prerequisite: MATH 50 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 50 ELEMENTARY ALGEBRA

4 Units
Lecture: 4 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 and the equations and graphs of linear equations in two variable.

Prerequisite: MATH 57 with a grade of "C" or better, or math placement exam.

MATH 56 INTRODUCTORY TECHNICAL MATHEMATICS FOR ELECTRONICS

2 Units
Lecture: 2 hours

This is a basic mathematics course with emphasis on skills needed in electronics. It includes fractions, decimals, percentages, signed numbers, scientific notation, algebraic operations, the metric system as used in electronics; graphing, and trigonometric principles.

Advisory: MATH 50 and ENG 50.

Associate Degree Applicable

MATH 57 COLLEGE ARITHMETIC

3 Units
Lecture: 3 hours
Laboratory: 1.5 hours

This course provides an understanding of and competency in the basic operations of elementary arithmetic. Topics include adding, subtracting, multiplying, and dividing whole numbers, decimals, and fractions. Other topics include: ratios and proportions, percent, arithmetic with signed numbers, the metric system including conversion of units, and elementary geometry concepts such as perimeter, area, and volume.

Advisory: RDG 50.

MATH 97
MATHEMATICS SUPPLEMENTAL LAB

.5 Unit
 Laboratory: 1.5 hours

MATH 98
MATHEMATICS SUPPLEMENTAL LAB

1 Unit
 Laboratory: 3 hours

Mathematics Supplemental Laboratory is an open entry/open exit environment which provides opportunities to develop mathematical skills, notation, and language for students enrolled in MATH 40 or MATH 50. Emphasis is on the one-to-one tutorial, computer assisted instruction, and audio visual aids. Students receive a credit/no credit grade.

Prerequisite: MATH 57

Corequisite: Concurrent enrollment in any Math course above Math 57.

MASS COMMUNICATION (MC)
 Course Descriptions

MC 1
MASS MEDIA IN AMERICAN CULTURE

3 Units
 Lecture: 3 hours

This course introduces students to the influences and contributions of the mass media in American popular culture. It traces the historical development of western culture and mass communication and focuses upon the interrelationship of the two. It is designed to enhance student awareness of the impact of the mass media in shaping mass culture.

Prerequisite: ENG 51.

CSU, UC, Associate Degree Applicable

MC 3
TELECOMMUNICATIONS

3 Units
 Lecture: 3 hours

This is an introductory course designed to acquaint students with telecommunications through a survey of the field's history, philosophy, legal aspects, networks, government regulations, programming, production sales, engineering operations, and future technological trends. Open to all students seeking a background in this rapidly changing field of electronic media.

Prerequisite: ENG 50.

CSU, Associate Degree Applicable

MC 4
INTRODUCTION TO MEDIA ADVERTISING

3 Units
 Lecture: 3 hours

This course introduces students to the field of media advertising and the role it plays in American society. Students will be given an historical overview of the field and will be introduced to advertising layout, design, and sales strategies.

Prerequisite: ENG 50.

CSU, Associate Degree Applicable

MC 5
INTRODUCTION TO PUBLIC RELATIONS

3 Units
 Lecture: 3 hours

This course offers students an overview of the public relations field with a practical approach to the handling and planning of public relations campaigns.

Prerequisite: ENG 50.

CSU, Associate Degree Applicable

MUSIC (MUS)
 Course Descriptions

MUS 5
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 50.

CSU, UC, Associate Degree Applicable

MUS 10
INTRODUCTION TO MUSIC

3 Units
 Lecture: 3 hours

This course is designed for the general college student and non-music major. It 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 50.

CSU, UC, Associate Degree Applicable

MUS 12
FUNDAMENTALS OF MUSIC

3 Units
 Lecture: 3 hours

This course is designed for the general college student and prospective elementary teachers. It covers the study of the basic fundamentals of music; lines and spaces, notes and note values, meter, time signatures, modes, major and minor scales, key signatures, intervals and chords.

CSU, UC, Associate Degree Applicable

MUS 20A-D
INSTRUMENTAL CHAMBER ENSEMBLE

1 Unit
 Lab: 4 hours

Students develop musical acuity by studying and performing representative works in music literature. Major genres of music studied will include the Renaissance, Baroque, Classical, Romantic, and Modern periods. Four

hours rehearsal is required each week, as well as preparation for public performances.

Prerequisite: For MUS 20A, Audition is required to determine if student is eligible for enrollment.

Prerequisite: For MUS 20B, MUS 20A and ability to perform instrumental music at grade level two (2).

Prerequisite: For MUS 20C, MUS 20B, and ability to perform at grade level three.

Prerequisite: For MUS 20D, MUS 20C, and ability to perform at grade level 3 1/2.

CSU, Associate Degree Applicable

MUS 32 COLLEGE CHORUS

1 Unit

Laboratory: 3 hours rehearsal each week

This course includes the study and performance of either one large scale work or a program of representative choral works; public performance is required. Three hours of rehearsal is required. May be taken for a total of four times.

Prerequisite: Vocal audition is required to determine eligibility for enrollment.

CSU, UC, Associate Degree Applicable

MUS 33A-D SYMPHONIC BAND

1 Unit

Laboratory: 4 hours rehearsal each week

This course is a combination laboratory and performance organization dedicated to acquaint the student with a wide variety of symphonic band musical literature, composers and soloists.

Prerequisite: Audition is required to determine eligibility for enrollment.

CSU, UC, Associate Degree Applicable

MUS 71A-D JAZZ ENSEMBLE

1 Unit

Laboratory: 4 hours rehearsal each week

This course is a combination laboratory and performance organization designed to acquaint the student with a wide variety of jazz and swing compositions, arrangers, and soloists.

Prerequisite: Audition is required to determine eligibility for enrollment.

CSU, UC, Associate Degree Applicable

MUS 78A INTRODUCTION TO COMPUTERS AND MUSIC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is designed as an introduction to the history, theory, and practice of electronic music and the development of MIDI (Musical Instrument Digital Interface). Students receive "hands-on" experience using synthesizers, computers and computer music software. Students create original compositions and manipulate existing repertoire using electronic music techniques.

CSU, Associate Degree Applicable

MUS 78B

APPLICATIONS OF COMPUTERS AND MUSIC

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides practical experience in MIDI (Musical Instrument Digital Interface) and its applications, with an emphasis on original composition and audio for multimedia projects. Students receive "hands-on" experience using synthesizers, microphones, audio mixers, audio processors, computers and computer music software. Students construct stylistic multimedia demonstrations like those used in the music, television, film and computer industry. Repeating this course provides additional skills and competency within the subject area. May be taken for a total of three times.

Prerequisite: MUS 78A.

CSU, Associate Degree Applicable

NATURAL RESOURCES (NR) Course Descriptions

NR 1 CONSERVATION OF NATURAL RESOURCES

3 Units

Lecture: 3 hours

This environmental science course encompasses a study of general ecological principles including: biological energy relationships, elemental cycles, population dynamics, limiting factors, biotic communities, and natural resources measurements. Environmental issues are examined from an ecological perspective and include such topics as: water quality, air pollution, energy resources, toxic chemicals, and human population growth. Emphases are placed on the effects of environmental problems upon all living organisms, and the role of human beings in reducing their impact on this planet.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

NR 1L CONSERVATION OF NATURAL RESOURCES LABORATORY

1 Unit

Laboratory: 3 hours

A laboratory designed to supplement the Conservation of Natural Resources course by providing laboratory and field experiences in environmental subject areas.

Corequisite: NR 1 or prior completion.

CSU, UC, Associate Degree Applicable

NR 2 INTRODUCTION TO FORESTRY

3 Units

Lecture: 3 hours

This course covers the history of forestry and the lumber industry including the forest resource, its management, conservation and utilization. Forestry terminology and

the use of basic engineering equipment, along with job opportunities in public and private forestry, wildlife management, and related fields are discussed. Silviculture, dendrology, cruising, and scaling are studied.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

NR 2L

INTRODUCTION TO FORESTRY LAB

1 Unit

Laboratory: 3 hours

A lab designed to supplement the Intro to Forestry course and provide students with field experience in forestry. Areas of study include: fire prevention and suppression, forest measurement, timber harvesting and processing, tree identification, reforestation, and job opportunities.

Prerequisite: Prior or concurrent enrollment in NR 2.

NR 3

INTRODUCTION TO WILDLIFE MANAGEMENT

3 Units

Lecture: 3 hours

This course covers the principles of wildlife biology as related to wildlife management. Students will be introduced to basic skills involved in wildlife conservation, and develop an understanding of the relationships between wildlife, people, and outdoor recreation. Subjects to be covered include: basic ecological concepts; population dynamics; wildlife habitats and nutrition; wildlife identification and natural history; field methods; fish and game laws; and career opportunities.

Advisory: ENG 50.

CSU, Associate Degree Applicable

NR 21

INTRODUCTION TO GIS

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course provides an overview of GIS (geographic information system) technology. Students utilize computers and learn to apply GIS to relevant areas of interest. Topics covered include applications to: natural resources, landscape architecture, urban planning, fire technology and law enforcement.

Prerequisite: CIS 070A.

Advisory: ENG 50.

CSU, Associate Degree Applicable

NR 41A

NATIVE PLANTS - MOUNTAIN

1 Unit

Lecture: 1 hour

This course is designed to introduce students to the identification of mountain native plants above 4,000 feet. Emphasis is placed on mountain trees and shrubs. Two Saturday field trips are required. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

NR 41B

NATIVE PLANTS - DESERT

1 Unit

Lecture: 1 hour

This course is designed to introduce students to the identification of desert native plants in the Coachella Valley and surrounding desert areas. Both annuals and perennials (shrubs and trees) are included, with an emphasis placed on desert annuals when they are available. Two Saturday field trips are required. As weather conditions and corresponding plant species vary significantly from one year to the next, this course may be repeated for credit one time. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

NR 50

WINTER BIRDS

1 Unit

Lecture: 1 hour

This course introduces students to the principles and techniques of bird taxonomy. Emphasis is placed upon the identification of birds that winter locally at the Salton Sea. Saturday field trips to the Salton Sea are required. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

NR 51A

MIGRANT BIRDS - FALL

1 Unit

Lecture: 1 hour

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that migrate south through our local mountains. Two Saturday field trips are required. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

NR 51B

MIGRANT BIRDS - SPRING

1 Unit

Lecture: 1 hour

This course introduces students to the principles of bird taxonomy. Emphasis is placed upon the identification of birds that use local desert oases as stopover points during spring migration. Two Saturday field trips to local migrant "traps" are required. Students may choose the credit/no credit grading option.

CSU, Associate Degree Applicable

ORNAMENTAL HORTICULTURE (OH)

Course Descriptions

OH 9

LANDSCAPE PLANNING AND DESIGN

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is meant for students interested in landscape planning and design, and will cover skills necessary to

analyze human use of outdoor spaces and provide design solutions that best fit people into the developed landscape. Emphasis will be placed on residential landscape design and garden making, although commercial properties will be included.

Prerequisite: ENG 50.

CSU, Associate Degree Applicable

OH 10

ADVANCED LANDSCAPE DESIGN

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is an investigation of human relationships to natural forces, forms and features in the landscape. Analysis of site and client variables, organization of spaces, visual aspects of plan arrangement, circulation, structures in the landscape, and microclimate manipulation are considered in depth. Garden design will be approached from both the engineering and fine art perspectives.

Prerequisites: OH 9.

CSU, Associate Degree Applicable

OH 16

ARBORICULTURE

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course addresses all aspects of tree care. Students learn the morphology, anatomy, and physiology of trees. Topics of discussion are: plant interactions with soil, air, water, and micro and macro-organisms; human intervention, including pruning, planting, climbing, fertilization, watering, pest control, vandalism, and aesthetics. Class instruction prepares students for the International Arborists Certification.

Advisory: AGPS 5.

CSU, Associate Degree Applicable

OH 20

LANDSCAPE CONSTRUCTION

2 Units

Lecture: 1 hour

Laboratory: 3 hours

Landscape drawings and/or blueprints will be analyzed to determine materials and labor in order to submit bids complying with the Landscape Contracting Laws and Regulations. On completion of the above, students will make arrangements for procuring the necessary materials to install and/or supervise the actual installation and completion of the landscape project.

Prerequisite: ENG 50.

CSU, Associate Degree Applicable

OH 21

LANDSCAPE CONSTRUCTION II

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course provides exposure to management and administrative skills as well as financial matters and equipment operation. Students study subjects and participate in ac-

tivities similar to those in OH 20 but a higher level of competence. On-site design, personnel management as well as other critical thinking and decision making skills are stressed.

Prerequisite: OH 20.

CSU, Associate Degree Applicable

OH 30

LANDSCAPE EQUIPMENT

2 Units

Lecture: 1 hour

Laboratory: 3 hours

This course covers principles and practices in the maintenance, operation and selection of equipment, and power units used in the horticultural field.

Prerequisite: ENG 50.

CSU, Associate Degree Applicable

OH 46

LANDSCAPE IRRIGATION SYSTEMS

2 Units

Lecture: 2 hours

This course provides the students with information necessary to design, install, and maintain landscape irrigation systems. Plan reading, design, materials, equipment, installation, troubleshooting, and cost estimating are addressed.

Prerequisite: ENG 50 *and* MATH 57.

CSU, Associate Degree Applicable

OH 46L

LANDSCAPE IRRIGATION SYSTEMS

LABORATORY

1 Unit

Laboratory: 3 hours

This laboratory is intended to supplement the Landscape Irrigation Systems course (OH 46) by providing laboratory and field experiences in landscape irrigation subject areas.

Prerequisite: OH 46 or concurrent enrollment.

CSU, Associate Degree Applicable

OH 70A-C

SPECIAL PROBLEMS

1 Unit (A)/Laboratory: 3 hours

2 Units (B)/Laboratory: 6 hours

3 Units (C)/Laboratory: 9 hours

Supervised placement for experience with nurseries, florists, landscape contractors, golf courses, and other established ornamental horticultural enterprises. Designed to provide experience in the major areas of interest through directed non-reimbursed participation by students majoring in the ornamental horticultural field and closely allied area of employment.

OFFICE INFORMATION SYSTEMS (OIS)

Course Descriptions

OIS 63**OFFICE SYSTEMS AND PROCEDURES**

3 Units

Lecture: 3 hours

This course examines the principles and procedures of today's secretarial profession. Students study office structures and secretarial skills such as human relations, oral and written communications, administrative support services, records management, assisting with travel and conferences, organizing business data, placement, advancement, and supervision in the professional secretarial field.

Associate Degree Applicable

OIS 65**FUNDAMENTAL BUSINESS COMMUNICATIONS**

3 Units

Lecture: 3 hours

This course covers the basic rules of communications including current English usage needed in the business office. Students study the parts of speech, punctuation, capitalization, spelling, and sentence structure.

Associate Degree Applicable

PHYSICAL EDUCATION (PE)

Course Descriptions

PE 1**FIRST AID AND SAFETY**

3 Units

Lecture: 3 hours

This course includes theory and practice in immediate and temporary care given in case of accident or sudden illness, until service of a physician can be obtained. Upon successful completion, certificates in first aid and C.P.R. are awarded.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

PE 2**SPORTS OFFICIATING**

3 Units

Lecture: 3 hours

This course provides instruction in the qualifications, duties, mechanics, and interpretations of officiating football, basketball, baseball, softball, track & field, cross country, volleyball, soccer, swimming, tennis, and golf. Emphasis is on NCAA and California Community College rules.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable.

PE 5**FOUNDATIONS OF COACHING**

3 Units

Lecture: 3 hours

This course introduces the student to the profession of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport pedagogy, sport physiology, and sport management. Subject matter includes coaching objectives and style, communication skills, principles of reinforcement, motivation, teaching sport skills, principles for training, team management and self-management.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable.

PE 8**INTRODUCTION TO HEALTH AND PHYSICAL EDUCATION**

3 Units

Lecture: 3 hours

This course introduces the student to the professional field of physical education and health as related to the teaching and coaching profession. It brings forward the present curriculum involved with all levels of education, professional organizations, and literature requirements supporting this profession. It includes evaluation of teaching methods, strategies, and skill testing commonly needed by professional physical educators, coaches, and recreation leaders.

Advisory: ENG 50.

CSU, UC, Associate Degree Applicable

PE 43**BADMINTON**

1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

This course provides beginning, intermediate, advanced, and advanced instruction and practice in the skills, strategies, and rules of single and doubles badminton. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

PE 44**BASEBALL, FALL**

1 Unit

Lecture: .5 hours

Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of baseball. May be taken for a total of four times.

Prerequisite: Must be Varsity player/prospect or coach's permission.

CSU, UC, Associate Degree Applicable

**PE 45
BASKETBALL**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of basketball. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 46
BIATHLON TRAINING (RUNNING/POWER
WALKING, SWIMMING/WATER EXERCISES)**

1 Unit
Lecture .5 hour
Laboratory 1.5 hours

This course provides beginning, intermediate, and advanced biathlon training emphasizing conditioning in both running or powerwalking and swimming or water exercises. Participation in this class improves cardiovascular fitness levels and muscular strength. Students receive instruction in a progressive program as improvement is made. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 47
DANCE, BODY SCULPT AND TONE**

1 Unit
Lecture: .5
Laboratory: 1.5 hours

This course is an exercise class for all students. It strengthens and targets specific problem areas of muscle weakness in the body. The students tone areas not normally strengthened with dancing or other aerobic exercise activities. By focusing on each specific area of the body, they increase their knowledge of injury prevention. Students also learn fundamental principles of physical fitness and their impact on life-long health and wellness. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 48
BALLROOM DANCE (CLASSIC & LATIN)**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides the student with an appreciation for the art of ballroom dancing and assists the student in developing skills and techniques consistent with the standard of American Amateur Ballroom Dancing. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 50
DANCE, MODERN**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides beginning, intermediate, advanced, and advanced II instruction in modern dance techniques

as a vehicle for creating original movement. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 51
DANCE, AEROBIC**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides beginning, intermediate, advanced, and advanced II instruction in principles, techniques, and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on aerobics. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 52
DANCE, AEROBIC (LOW IMPACT)**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of fundamental movements used in rhythmic activities, basic dance, and exercise conditioning, with special emphasis on low impact aerobics. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 53
DANCE, MODERN (JAZZ)**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction in jazz dance technique emphasizing optimum body placement and improved body mechanics and coordination. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 54
DANCE, STEP AEROBIC**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning by means of "step" platforms. Toning and strength training exercises may also be used for upper and lower body strengthening. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 55
DANCE, TAP**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction in basic tap dance steps and simple

choreography forms for the improvement of coordination and physical conditioning. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 56
DANCE, BALLET**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

These courses provide beginning, intermediate, and advanced instruction in ballet technique, vocabulary, history, current events, and appreciation of ballet as an art form. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 57
FENCING**

1 Units
Lecture: .5 hours
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and performance in fencing skills, and bodily development pertinent thereto, in each of the three competitive weapons: the foil, the sabre, and the epee. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 59
FLEXIBILITY AND AGILITY, SPORT PERFORMANCE**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction for students interested in improving "complete" physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students will be required to participate in strenuous physical activity and testing. May be taken for a total of four times.

Prerequisite: Varsity player/prospect or coach's permission.
CSU, UC, Associate Degree Applicable

**PE 60
FOOTBALL CONDITIONING**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced intensive conditioning and preparation for intercollegiate football. May be taken for a total of four times.

Prerequisite: Varsity football player/prospect or coach's permission.
CSU, UC, Associate Degree Applicable

**PE 61
FOOTBALL, SPRING**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This course provides beginning, intermediate, and ad-

vanced field and classroom preparation for performance oriented students who demonstrate a high degree of skill and interest in intercollegiate football. May be taken for a total of four times.

Prerequisite: Varsity player/prospect or coach's permission.
CSU, UC, Associate Degree Applicable

**PE 62
GOLF**

1 Unit
Lecture: .5 hour
Laboratory 1.5 hours

These courses provide beginning, intermediate, and advanced instruction and practice in the skills and strategies of golf. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 63
GOLF: THE SHORT GAME**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in the skills and strategies of the short game of golf. The emphasis of this course is on golf shots up to 100 yards. May be taken for a total of four times.

Advisory: Some previous golf experience.
CSU, UC, Associate Degree Applicable

**PE 64
ADAPTED TENNIS**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

Tennis for students with disabilities. Offers instruction and practice in adapted skills, strategies, and rules of tennis designed to meet individual needs. May be taken as many times as desired.

Advisory: Designed for students with disabilities.
CSU, UC, Associate Degree Applicable

**PE 65
ADAPTED PHYSICAL ACTIVITY**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This course for students with disabilities emphasizes the development of an individualized weight training and fitness program. Mobility assistants are provided. May be taken as many times as desired.

Advisory: Designed for students with disabilities.
CSU, UC, Associate Degree Applicable

**PE 66
ADAPTED FITNESS AQUATICS**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This class for students with disabilities emphasizes physical fitness, flexibility and balance through resistance exercises in the water. The pool is four feet deep. Pool lifts and

instructional aids are available. May be taken as many times as desired.

Advisory: Designed for students with disabilities.
 CSU, UC, Associate Degree Applicable

PE 67

ADAPTED GOLF

1 Unit

Lecture: .5 hours

Laboratory: 1.5 hours

This course provides golf instruction and practice that is adapted for students with disabilities. May be taken as many times as desired.

Advisory: Designed for students with disabilities.
 CSU, UC, Associate Degree Applicable

PE 68

JOGGING, POWERWALKING, AND RUNNING

1 Unit

Lecture: .5 hours

Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction in a progressive program of powerwalking and running as applied to health and fitness. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

PE 71

KICKBOXING AEROBICS

1 Unit

Lecture: .5

Laboratory: 1.5

This course is an aerobics class providing beginning, intermediate, and advanced instruction in principles, techniques, and practices of aerobic conditioning using the style and choreography of martial arts. Students learn proper body mechanics and footwork involved with the different styles of kicks, punches, blocking, elbows, and knee strikes. These exercises strengthen and condition all of the major muscle groups as well as providing an efficient workout on the cardiovascular system. Students also learn basic fitness principles associated with physical fitness and the benefits it has on a healthy lifestyle. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

PE 74

PHYSICAL FITNESS, SPORT PERFORMANCE

1 Unit

Lecture: .5 hours

Laboratory: 1.5 hours

This course provides the practical application of kinetic principles of HUMAN GAIT relative to upper and lower body extremity movement. It focuses on increased efficiency in vertical jump, lateral movement, forward and backward linear movement and its effects upon speed development and athletic performance improvement for the beginning, intermediate, and advanced varsity levels. Students are required to participate in vigorous physical activity, and test and measurement procedures. May be

taken for a total of four times.

Prerequisite: Varsity player/prospect or coach's permission
 CSU, UC, Associate Degree Applicable

PE 77

SELF-DEFENSE

1 Unit

Lecture: .5 hours

Laboratory: 1.5 hours

This course provides an introduction to practical self-defense. Various aspects of the combined arts that are emphasized include history and philosophy of Asian fighting arts, nature of self-defense (origin-development-function), common sense self-defense, precautionary measures, psychology, physical conditioning, women and special problems, and aesthetic appreciation of form and motion. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

PE 78

SELF-DEFENSE, MARTIAL ARTS

1 Unit

Lecture: .5 hours

Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction in martial arts with an emphasis on physical conditioning, sport, philosophy, and aesthetic appreciation of form and motion. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

PE 79

SOCCER-TOUCH FOOTBALL

1 Unit

Lecture: .5 hours

Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in skills and strategies of soccer and touch football. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

PE 80

SOFTBALL

1 Unit

Lecture: .5 hours

Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies and rules of softball. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

PE 82

SWIMMING

1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

This courses provides beginning, intermediate, and advanced instruction and practice in the various swimming techniques. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 86
TENNIS**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, strategies, and rules of tennis. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 91
VOLLEYBALL**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides beginning, intermediate, and advanced instruction and practice in skills, offensive and defensive strategies, and officiating of volleyball. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 93
WATER FITNESS**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course emphasizes physical fitness and flexibility through resistance exercises in the water. The pool is only 4 feet deep. You do not need to know how to swim. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 94
WELLNESS AND FITNESS**

1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours

This course is designed to provide instruction on basic fitness activities such as power walking, running, aerobics, flexibility, and strength training exercises along with basic fitness principles to support a healthy lifestyle. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

**PE 96
WEIGHT TRAINING**

1 Unit
Lecture: .5 hour
Laboratory: 1.5 hours

This course provides practical application of kinetic strength training principles for the beginner, intermediate, and advanced participant. Physical development and improvement are attained through the use of selected resistance machinery, free weight apparatus, and other selected physical conditioning methods. May be taken for a total of four times.

CSU, UC, Associate Degree Applicable

PHYSICS (PH)
Course Descriptions

**PH 1
HOW THINGS WORK (THE
PHYSICS OF EVERYDAY LIFE)**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This course is an introduction to basic physical concepts, theories, and principles with emphasis on their practical application. This course includes a hands-on approach to learning where students take apart different everyday objects and determine how they work. The course includes motion and mechanical objects, fluids and heat, electric and magnetic forces, electronics, electromagnetic waves, optics and materials sciences.

NOTE: This course is designed for students in general education who need to satisfy a laboratory requirement in the physical sciences and for those in technical programs who need an introduction to physical concepts. A minimum of mathematics is used in presenting the subject matter.

Advisory: ENG 51.

Corequisite: MATH 50.

CSU, UC, Associate Degree Applicable

**PH 2A
COLLEGE PHYSICS
(CAN PHYS SEQ A)**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is a calculus-based physics course designed for any majors not seeking a degree in engineering or the physical sciences. This course is the first semester of the Physics 2 sequence. Physics 2 A covers mechanics, sound, fluids, and wave motion.

Note: This Physics 2 sequence satisfies the physics requirement for pre-professional and biology students.

Advisory: ENG 51.

Corequisite: MATH 1A.

CSU, UC, Associate Degree Applicable

**PH 2B
COLLEGE PHYSICS (CAN PHYS SEQ A)**

4 Units
Lecture: 3 hours
Laboratory: 3 hours

This is a calculus-based physics course designed for any majors not seeking a degree in engineering or the physical sciences. This course is the second semester of the Physics 2 sequence. Physics 2B covers electricity, magnetism, heat, optics, and atomic and nuclear physics.

Note: This Physics 2 sequence satisfies the physics requirement for pre-professional and biology students.

Prerequisite: PH 2A with a grade of "C" or better.

Corequisite: MATH 1B.

CSU, UC, Associate Degree Applicable

**PH 4A
ENGINEERING PHYSICS**

5 Units

Lecture: 4 hours

Laboratory: 3 hours

This is the first semester of the two-semester calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include mechanics, fluids, wave motion, sound and special relativity.

Corequisite: MATH 1A.

CSU, UC, Associate Degree Applicable

**PH 4B
ENGINEERING PHYSICS**

5 Units

Lecture: 4 hours

Laboratory: 3 hours

This is the second semester of the calculus-based physics sequence for scientists and engineers including those entering the computer fields. Topics include electricity, magnetism, thermodynamics and optics.

Prerequisites: PH 4A with a grade of "C" or better.

Corequisite: MATH 1B.

CSU, UC, Associate Degree Applicable

**PH 5
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 1A, PH 2A or PH 4A.

CSU, UC, Associate Degree Applicable

**PHILOSOPHY (PHIL)
Course Descriptions**

**PHIL 6
INTRODUCTION TO PHILOSOPHY (CAN PHIL 2)**

3 Units

Lecture: 3 hours

This course surveys the traditional philosophical problems of knowledge, logic, ethics, aesthetics, religion, and metaphysics. These problems will be viewed as interrelated dimensions of a struggle to understand the nature and meaning of existence - a struggle which is both collective and individual. Students will confront problems in a way that will stimulate critical thinking and the

development of a sound personal philosophy.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

**PHIL 7
INTRODUCTION TO PHILOSOPHY**

3 Units

Lecture: 3 hours

In this course, students are introduced to the practice of philosophy as revealed through analysis of selected original writings of some of the great philosophers themselves. Among the topics about which these philosophers write are the nature and existence of God, free will and determinism, skepticism and knowledge, morality, ethics and society, logical positivism, plain language philosophy, and existentialism.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

**PHIL 8
PHILOSOPHY FROM ANCIENT TIMES TO
RENAISSANCE**

3 Units

Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from ancient times to the Renaissance. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

**PHIL 9
PHILOSOPHY FROM RENAISSANCE TO PRESENT**

3 Units

Lecture: 3 hours

This course is a study of the historical and logical development of the principal assumptions upon which contemporary thought and activity are based. Focus will be on the ideas and their proponents as viewed within their historical contexts from the Renaissance to the present. Emphasis will be placed on those ideas which are as relevant to contemporary life and thought as they were in the past.

Advisory: ENG 3A,

CSU, UC, Associate Degree Applicable

**PHIL 10
GENERAL LOGIC**

3 Units

Lecture: 3 hours

In this course, students are introduced to both deductive and inductive logic. Stress is placed on 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 3A.

CSU, UC, Associate Degree Applicable

PHIL 12 RELIGIONS OF THE WORLD

3 Units
Lecture: 3 hours

This course is an historical introduction to the world's Students may choose the credit/no credit grading option. religious philosophies - Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, Shinto, Zoroastrianism, Judaism, Christianity, and Islam - with an examination of their original writings and subsequent commentaries.

Advisory: ENG 3A.
CSU, UC, Associate Degree Applicable

PHIL 13 PERSPECTIVES ON DEATH AND DYING

3 Units
Lecture: 3 hours

In this course, pertinent insights from other cultures, literature, art, law, medicine, psychology, religion, and philosophy are presented, analyzed, and critically evaluated. Students are encouraged to develop an understanding of death and dying, terminal illness, and attitudes and practices related to death.

CSU, UC, Associate Degree Applicable

PHIL 14 INTRODUCTION TO ETHICS (CAN PHIL 4)

3 Units
Lecture: 3 hours

This course is a systematic examination of the concepts of right and wrong, as traditionally conceived, and the application of moral values and principles to problems of daily life.

Advisory: ENG 3A.
CSU, UC, Associate Degree Applicable

POLITICAL SCIENCE (PS) Course Descriptions

PS 1 INTRODUCTION TO GOVERNMENT (CAN GOVT 2)

3 Units
Lecture: 3 hours

This course is an introduction to the principles, organization, and politics of the national 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.

CSU, UC, Associate Degree Applicable

PS 2 INTRODUCTION TO COMPARATIVE GOVERNMENTS

3 Units
Lecture: 3 hours

This course is a comparative study of constitutional prin-

ciples, governmental institutions, and political problems of selected governments. Particular attention is given to the contemporary problems of established and emerging nations.

CSU, UC, Associate Degree Applicable

PS 4 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 which influence international relations. Emphasis will be placed on an examination of contemporary world politics.

CSU, UC, Associate Degree Applicable

PS 55 PRINCIPLES OF STUDENT LEADERSHIP

2 Units
Lecture: 2 hours

Students will study parliamentary procedures, organizational structure, leadership styles, and theory. Those enrolled in the course will have opportunities to develop leadership skills, including communication, facilitation, problem solving, and conflict resolution through small group communication. A student who receives credit for this course can not receive credit for STDV 55.

Advisory: RDG 50 and basic computer skills.
CSU, Associate Degree Applicable

PSYCHOLOGY (PSY) Course Descriptions

PSY 1 GENERAL PSYCHOLOGY (CAN PSY 2)

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, and social psychology, psychotherapy, and psychological disorders.

Advisory: ENG 3A.
CSU, UC, Associate Degree Applicable

PSY 3 DEVELOPMENTAL PSYCHOLOGY

3 Units
Lecture: 3 hours

This is a life span course based on the behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth to senescence. The implications for both personal development and professional practice are considered.

Advisory: ENG 3A and PSY 1.
CSU, UC, Associate Degree Applicable

PSY 10
PSYCHOLOGICAL ASPECTS OF
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 successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce, single parenting, alternative family lifestyles, and coping with stress. (A student who receives credit for this course cannot receive credit from SOC 10).

Advisory: ENG 3A *and* PSY 1.

CSU, Associate Degree Applicable

PSY 12
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.

Advisory: ENG 3A *and* PSY 1.

CSU, UC, Associate Degree Applicable

PSY 20
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 3A *and* PSY 1.

CSU, Associate Degree Applicable

PSY 23
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 3A *and* PSY 1.

CSU, UC, Associate Degree Applicable

PSY 33
PERSONAL AND SOCIAL ADJUSTMENT

3 Units

Lecture: 3 hours

This course examines the development of personality and places emphasis upon the problems of adjustment en-

countered in such areas as school, family, vocation, and community. In particular, the course focuses on understanding the causes of frustration and the process of learning adequate methods of coping in problematic situations.

Advisory: ENG 3A *and* PSY 1.

CSU, Associate Degree Applicable

READING (RDG)
Course Descriptions

RDG 1A
CRITICAL READING

3 Units

Lecture: 3 hours

This college freshman course focuses on critical reading and thinking. Students will read, analyze, and respond to college level readings of cultural and historical significance.

Advisory: ENG 51.

CSU, Associate Degree Applicable

RDG 45
ADVANCED VOCABULARY

1 Unit

Laboratory: 3 hours

This is an advanced vocabulary course with an intensive words-in-context approach to vocabulary enrichment. Study of word parts and origins is included. It is designed for individualized independent study.

Prerequisite: ENG 51.

Associate Degree Applicable

RDG 50
BASIC READING

3 Units

Lecture: 3 hours

Laboratory: 2 hours

This course is designed to provide extensive study and practice of basic reading skills including vocabulary development, comprehension improvement, and oral reading ability. Students may choose the credit/no credit grading option.

RDG 51
ANALYTICAL READING

3 Units

Lecture: 3 hours

This course is for students who have a vocabulary base for college-level reading but need practice in analytical reading and critical thinking skills. The focus of this course is on improving comprehension. Students read college-level selections from different disciplines and content areas.

Prerequisite: RDG 50.

**RDG 55
BASIC VOCABULARY**

2 Units
Lecture: 1 hour
Laboratory: 3 hours

This is a basic course in vocabulary development which includes direct study of word meanings, familiarity with the dictionary, analysis of word parts, and working with commonly misunderstood words that sound or look alike.

Prerequisite: ENG 51.

SOCIOLOGY (SOC)
Course Descriptions

**SOC 1
INTRODUCTORY SOCIOLOGY
(CAN SOC 2)**

3 Units
Lecture: 3 hours

This course is a survey of the characteristics of social life, the processes of social interaction, and the tools of sociological investigation.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

**SOC 2
SOCIAL PROBLEMS (CAN SOC 4)**

3 Units
Lecture: 3 hours

An application of sociological principles and concepts in an analysis of the family, religion, education, minorities, crime and delinquency, urban society, industry, and politics. Special attention is given to the interpretation of relevant quantitative data.

Advisory: SOC 1 *and* ENG 3A.

CSU, UC, Associate Degree Applicable

**SOC 3
FUNDAMENTALS OF STATISTICS**

3 Units
Lecture: 3 hours

This course is a study of the fundamental concepts and techniques of statistical analysis which are encountered in all areas of application. Emphasis is placed upon precise mathematical reasoning coupled with a thorough understanding of the rationale underlying the statistical methods employed. The course encompasses both descriptive and inferential concepts and techniques, including the mathematical principles of probability theory and their application to parameter estimation and hypothesis testing. Published reports representative of the many ways in which statistical methods/data are employed in support of specific conclusions are examined with respect to both the appropriateness of their use and interpretation.

Prerequisite: MATH 40.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

**SOC 4
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. These include issues falling 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.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

**SOC 10
MARRIAGE AND FAMILY: A SOCIOLOGICAL
APPROACH**

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 successful marriage and family life. Included are areas such as communication, decision-making, human sexuality, divorce and the single parent, alternative family life styles, and coping with stress. Students cannot receive credit for PSY 10 if they receive credit for SOC 10.

Advisory: SOC 1 *and* ENG 3A.

CSU, Associate Degree Applicable

**SOC 14
MINORITY GROUPS IN THE AMERICAS**

3 Units
Lecture: 3 hours

This is a comparative study of Native American, Asian, African, and European groups in the Americas as approached from the perspectives of sociology with particular focus on minority group status in contemporary society.

Advisory: SOC 1 *and* ENG 3A.

CSU, UC, Associate Degree Applicable

SPEECH (SP)
Course Descriptions

**SP 1
INTRODUCTION TO HUMAN COMMUNICATION**

3 Units
Lecture: 3 hours

The course enables students to understand and demonstrate interpersonal communication skills. Students focus on knowledge of communication theories, self concept, methods of resolving conflict, issues of human perception, non-verbal communication and improvement of listening skills. Significant writing and research assignments are an integral part of the course.

CSU, UC, Associate Degree Applicable

SP 2**ORAL INTERPRETATION OF LITERATURE**

3 Units

Lecture: 3 hours

This course encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature; prose, poetry, and drama. The study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques are discussed. The student is provided with an opportunity to synthesize classroom material through vocal performance before a classroom audience. Because of its holistic approach, the course is of benefit to students desiring skills in reading, writing, editing, performance, and criticism.

Advisory: ENG 51

CSU, UC, Associate Degree Applicable

SP 4**PUBLIC SPEAKING (CAN SPCH 4)**

3 Units

Lecture: 3 hours

This course emphasizes theory and the practice of basic techniques for successful public communication. Students learn to develop an effective interpersonal style of public communication. Informative, expository, persuasive, extemporaneous, and impromptu forms of speaking are covered.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

SP 5**GROUP DISCUSSION AND LEADERSHIP**

3 Units

Lecture: 3 hours

This course provides students the opportunity to examine and practice the basic principles of group interaction. Students focus on leadership, use of power, physical environment, conflict resolution, conformity, group change and growth.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

SP 7**DECISION MAKING AND ADVOCACY**

3 Units

Lecture: 3 hours

This course focuses on the process of decision making as it relates to attitudes, values and cultural beliefs. The course covers argumentation skills, persuasion, and the effective use of evidence. Students learn these skills through practice and the analysis of media, propaganda, as well as current and historical political speeches.

Advisory: ENG 3A.

CSU, UC, Associate Degree Applicable

SP 15**INTERCULTURAL COMMUNICATION**

3 Units

Lecture: 3 hours

This course focuses on the communication behaviors and values common to all cultures and on the differences that insulate and divide people of one culture from others. The study leads to a better understanding of domestic traditions, an increased appreciation of the behaviors of others, and an awareness of more effective methods of communication.

Prerequisite: ENG 3A.

CSU, UC, Associate Degree Applicable

SPANISH (SPAN)**Course Descriptions**

For IGETC purpose, two years of high school foreign language with grades of "C" or better is equivalent to one semester of foreign language at CMC (Foreign Language 1 or 1A & 1B.)

SPAN 1**ELEMENTARY SPANISH**

5 Units

Lecture: 5 hours

Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of the Hispanic society, history, and culture is emphasized. Completion of SPAN 1A & SPAN 1B is equivalent to SPAN 1.

CSU, UC, Associate Degree Applicable

SPAN 1A**ELEMENTARY SPANISH**

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of the Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

CSU, UC, Associate Degree Applicable

SPAN 1B**ELEMENTARY SPANISH**

3 Units

Lecture: 3 hours

Laboratory: 1 hour

This course presents the fundamentals of Spanish. Fluency in understanding, speaking, reading, and writing within the context of the Hispanic society, history, and culture is emphasized. Completion of SPAN 1A and SPAN 1B is equivalent to SPAN 1.

Prerequisite: SPAN 1A.

CSU, UC, Associate Degree Applicable

**SPAN 2
ELEMENTARY SPANISH**

5 Units
Lecture: 5 hours
Laboratory: 1 hour

This course builds upon the material presented in SPAN 1 and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.

Prerequisite: SPAN 1 or SPAN 1B.
CSU, UC, Associate Degree Applicable

**SPAN 2A
ELEMENTARY SPANISH**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course builds upon the material presented in SPAN 1 or SPAN 1B and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading, and writing within the context of the Hispanic society, history, and culture is emphasized. Completion of SPAN 2A and 2B is equivalent to SPAN 2.

Prerequisite: SPAN 1 or SPAN 1B.
CSU, UC, Associate Degree Applicable

**SPAN 2B
ELEMENTARY SPANISH**

3 Units
Lecture: 3 hours
Laboratory: 1 hour

This course builds upon the material presented in SPAN 2A and further develops the conversational skills in confirming and correcting information and using correct response behaviors. Fluency in understanding, speaking, reading and writing within the context of Hispanic society, history and culture is emphasized. Completion of SPAN 2A and SPAN 2B is equivalent to SPAN 2.

Prerequisite: SPAN 2A.
CSU, UC, Associate Degree Applicable

**SPAN 3
INTERMEDIATE SPANISH (CAN SPAN SEQ B)**

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course strengthens the students' communication skills in the spoken and written language. Emphasis is on the customs and culture of the Hispanic world. Hispanic literature is introduced.

Prerequisite: SPAN 2 or SPAN 2B.
CSU, UC, Associate Degree Applicable

**SPAN 4
INTERMEDIATE SPANISH (CAN SPAN SEQ B)**

4 Units
Lecture: 4 hours
Laboratory: 1 hour

This course expands the students' ability to communicate in Spanish. Emphasis is on the discussion of sociocultural selections and literature of the Hispanic-speaking world.

Prerequisite: SPAN 3.
CSU, UC, Associate Degree Applicable

**SPAN 5
ADVANCED SPANISH**

3 Units
Lecture: 3 hours

This course is primarily designed for students of advanced Spanish proficiency and pre-Spanish majors as a transition toward upper division college work. Extensive readings in Spanish literature and culture are stressed with emphasis placed on composition and conversation, requiring intensive use of the Spanish language for enrichment of oral and writing abilities.

Prerequisites: SPAN 4.
CSU, UC, Associate Degree Applicable

**SPAN 6
ADVANCED SPANISH**

3 Units
Lecture: 3 hours

This course is essentially the same as Spanish 5 with emphasis on Spanish-American literature and culture.

Prerequisite: SPAN 5.
CSU, UC, Associate Degree Applicable

**SPAN 8A-D
SPANISH CONVERSATION**

3 Units
Lecture: 3 hours

This series of courses emphasizes contextual vocabulary building, and practical conversation topics, current events and cultural materials. Students may choose the credit/no credit grading option.

Prerequisite: SPAN 2 or three years high school Spanish.
CSU, UC, Associate Degree Applicable

**SPAN 10
SPANISH FOR THE BILINGUAL STUDENT**

3 Units
Lecture: 3 hours

This course covers spelling, punctuation, the written accent, correct usage of verb tenses, proper sentence structure, and diction. Oral and written compositions will be part of the course. It aims to distinguish anglicisms and archaic expressions from standard language. It is designed for the Spanish speaker born in the U.S. who has never had formal instruction in Spanish.

CSU, UC, Associate Degree Applicable

**SPAN 11
SPANISH FOR THE BILINGUAL STUDENT**

3 Units

Lecture: 3 hours

This course is a continuation of Spanish 10. It is designed to improve the communicative skills in Spanish for the bilingual student both orally and in writing and to enhance her/his style of expression. It will include a practical application of all the verb tenses. Written compositions and oral presentations will be the main activities of the course.

Prerequisite: SPAN 10.

CSU, UC, Associate Degree Applicable

**SPAN 40A,B
SPANISH CIVILIZATION**

3 Units

Lecture: 3 hours

This series of courses offers an introduction to the major currents and characteristics of Spanish culture as expressed through the centuries in literature, art, philosophy, music, and science. The courses are conducted in English and need not be taken in sequence.

Prerequisite: ENG 51.

CSU, UC, Associate Degree Applicable

**STUDENT DEVELOPMENT (STDV)
Course Descriptions**

**STDV 10
CAREERS IN TEACHING**

1 Unit

Lecture: 1 hour

This course provides students with an overview of the teaching profession. The course surveys the history of the teaching profession, nature of the work, career options, academic preparation, credentialing, and supply and demand for teachers. Career assessments and goal setting principles are utilized to help students formulate an educational plan. Students are required to complete a field based assignment requiring visitation to an approved educational institution. The course is designed for students considering a career in teaching.

Advisory: ENG 50.

CSU, Associate Degree Applicable

**STDV 49
CAREER DEVELOPMENT**

1 Unit

Lecture: 1 hour

This course assists students in the process of career decision making. The focus on self assessment and career information provides students with an on-going system for implementation of career goals.

**STDV 50
SKILL DEVELOPMENT AND
EDUCATIONAL DECISION MAKING**

1/5 Unit

Lecture: .2 hour

This course provides students with information on and understanding of their abilities and skill development, enabling them to make insightful decisions.

**STDV 51A
COLLEGE SURVIVAL SKILLS**

2 Units

Lecture: 2 hours

This course helps students develop effective techniques for advising their peers to gain accurate and more extensive knowledge of the opportunities available to CMC students. Students learn college survival skills in addition to referral resources. Students also learn skills to serve as peer advisors.

**STDV 52
RE-ENTRY ORIENTATION**

2 Units

Lecture: 2 hours

This course assists the re-entry students in developing positive attitudes towards personal growth. Students also learn to make a successful transition to the community college.

**STDV 53
STRATEGIES FOR COLLEGE TRANSFER**

1 Unit

Lecture: 1 hour

This course provides students with a concrete plan for understanding and succeeding in transferring to a four-year college or university. Topics include the following: identifying long-term educational and career goals, selecting a transfer institution and completing applications for transfer admission.

Prerequisite: ENG 50.**STDV 54
HUMAN POTENTIAL SEMINAR**

1 Unit

Lecture: 1 hour

This course assists students in improving self-esteem. Students learn specific techniques to overcome self-defeating behaviors. Topics include becoming more self affirmation, self-motivation, self determination and learning to be empathic.

**STDV 55
PRINCIPLES OF STUDENT LEADERSHIP**

2 Units

Lecture: 2 hours

Students will study parliamentary procedures, organizational structure, leadership styles, and theory. Those enrolled in the course will have opportunities to develop leadership skills, including communication, facilitation,

problem solving, and conflict resolution through small group communication. A student who receives credit for this course cannot receive credit for PS 55.

Advisory: RDG 50 and basic computer skills.
CSU, Associate Degree Applicable

STDV 60
COLLEGE SUCCESS SKILLS

1 Unit
Lecture: 1 hour

This course introduces first-time college students to the information and skills necessary for success in college. Course topics include an overview of higher education, college enrollment procedures and policies, student support services, study skills and an introduction to transfer and career development. Students develop realistic educational plans consistent with their educational goals.

STDV 60A
ORIENTATION TO COLLEGE

.5 Unit
Lecture: .5 hour

This is a course to assist the first-time college student. It includes college enrollment procedures, development of basic educational survival skills, help in interpretation of Copper Mountain College Assessment Test, and help in formulating a realistic long-range educational plan.

STDV 62
INTRODUCTION TO SCHOLARSHIPS

.5 Unit
Lecture: .5 hours

Students are introduced to books, software and Internet sites which offer scholarships. Instruction is given on writing a personal statement, resume and request for materials, thank you letters, and letters of recommendation. Students are guided for accepting a scholarship award. In addition, some basics on how to dress if invited to a luncheon or dinner. Students receive a credit/no credit grade mark.

Advisory: Basic knowledge of the internet, basic word processing.

STDV 65
FOUNDATIONS OF COLLEGE SUCCESS

3 Units
Lecture: 3 hours

This course provides in-depth exploration of the information and skills necessary for success in college. Course topics include self assessment and goal setting, study skills for math, reading and writing, time management and financial planning. Students develop realistic educational plans consistent with their educational goals.

THEATRE ARTS (TA)
Course Descriptions

TA 1
INTRODUCTION TO THEATRE

3 Units
Lecture: 3 hours

This course is designed as a general survey of the theory, history, and practice of theatre art from its origins to the present time. The study includes the elements of drama; historic structures of the theatre; characteristic types of plays; the contribution of the director, actors, designers, and contemporary production techniques.

Advisory: ENG 50.
CSU, UC, Associate Degree Applicable

TA 2A
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 50.
CSU, UC, Associate Degree Applicable

TA 2B
ACTING I

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course continues the progression of skill levels by which actors develop awareness of their senses, relationship to the world around them, and responsibility to the art form. Exercises focus on translating these values into characterization.

Prerequisite: TA 2A.
CSU, UC, Associate Degree Applicable

TA 3A
ACTING II

3 Units
Lecture: 2 hours
Laboratory: 3 hours

This course is designed to develop actors' artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include Realistic, Naturalistic, Shakespearean, Chekhovian, Brechtian, Romantic, poetic and Restoration.

Prerequisite: TA 2B.
CSU, UC, Associate Degree Applicable

**TA 3B
ACTING II**

3 Units

Lecture: 2 hours

Laboratory: 3 hours

This course is designed to continue the development of actor's artistic skills in character study, script breakdown and styles. Styles to be analyzed and executed include Realistic, Naturalistic, Shakespearean, Chekhovian, Brechtian, Romantic, poetic and Restoration.

Prerequisite: TA 3A.

CSU, UC, Associate Degree Applicable

VOCATIONAL NURSING (VN) Course Descriptions

**VN 1
VOCATIONAL NURSING I**

5 Units

Lecture: 5 hours

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

Prerequisite: Admission to the program; BI 22, BI 23, and ENG 51.*Corequisite:* VN 1L, HS 65, if not previously completed.

Associate Degree Applicable

**VN 1L
VOCATIONAL NURSING I LABORATORY**

4 Units

Laboratory: 12 hours

This course provides an opportunity for the practice and application of skills needed to meet the geriatric clients' basic needs and the maintenance of optimum wellness. Students care for clients with common alterations in the function of the integumentary system. Learning experiences are provided in the on-campus lab and in the skilled nursing facilities. Emphasis is placed on introduction to the nursing process and on client assessment.

Prerequisite: Admission to the program; ENG 51, BI 22, BI 23.*Corequisite:* VN 1 and HS 65, if not previously completed.

Associate Degree Applicable

**VN 2
VOCATIONAL NURSING II**

9 Units

Lecture: 9 hours

Building on the concepts presented in VN 1, this course discusses content related to alteration in function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, includ-

ing cerebral vascular alterations. Students are also presented information related to the client with alterations in function related to surgery.

Prerequisite: VN 1, VN 1L, HS 65*Corequisite:* VN 2L, PSY 3, if not previously completed.

Associate Degree Applicable

**VN 2L
VOCATIONAL NURSING II LABORATORY**

7 Units

Laboratory: 21 hours

This course provides opportunity to care for clients with alteration in the function of the musculoskeletal, respiratory, cardiac, peripheral-vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, and sensory/neurological systems, including cerebral vascular alterations. Students also care for clients with alterations in function related to surgery. Emphasis is placed on the nursing process and on client assessment.

Prerequisite: VN 1, VN 1L.*Corequisite:* VN 2, PSY 3, if not previously completed.

Associate Degree Applicable

**VN 3
VOCATIONAL NURSING III**

9 Units

Lecture: 9 hours

A continuation of VN I and II, this course introduces concepts of leadership and management in vocational nursing. Students learn the care of clients, maintaining clients' health during child bearing, care of the hospitalized child, and care required by clients with alteration in the function of the immunological system and those experiencing abnormal cell growth. Acute alterations of all systems are reviewed with emphasis on the pediatric client.

Prerequisite: VN 2, N 2L.*Corequisite:* VN 3L.

Associate Degree Applicable

**VN 3L
VOCATIONAL NURSING III LABORATORY**

7 Units

Laboratory: 21 hours

This course provides opportunity to practice basic skills in leadership and management, to care for clients and maintenance of health during child bearing. Students also care for the hospitalized child and clients with alteration of function of the immunological system, those experiencing abnormal cell growth, and clients of all ages with acute alterations of all systems.

Prerequisite: VN 2 and VN 2L.*Corequisite:* VN 3.

Associate Degree Applicable

WORK EXPERIENCE/GENERAL (WEG)
Course Descriptions

WEG 94**CAREER DEVELOPMENT PRINCIPLES**

1 Unit

Lecture: 1 hour

This course assists students with basic methods of career decision making. Students learn techniques to become productive employees and to explore their career potential through self-assessment and career information.

WEG 95A-C**WORK EXPERIENCE, GENERAL**

1-3 Units

Lecture: 1-3 hours

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes, and skills, so as to enable them to become productive employees. This course also provides students with career awareness for jobs. The course may serve as a preparatory program for later participation in vocational work experience. Credit may be accrued at the rate of one to three units per semester, for a maximum of six units. This type of work experience is available to students whose jobs are not related to their college major.

Corequisite: Must be enrolled in 7 or more units of credit including work experience.

CSU, Associate Degree Applicable

WORK EXPERIENCE/VOCATIONAL (WEV)
Course Descriptions

WEV 94**CAREER PLANNING PRINCIPLES**

1 Unit

Lecture: 1 hour

This course assists students with basic strategies for successful employment. Students explore their career potential through self-assessment and career information. Strategies to enhance students' employment success include job search, completing applications, preparing resumes, and interview techniques.

WEV 95A-D**WORK EXPERIENCE, OCCUPATIONAL**

1-4 Units

Lecture: 1-4 hours

This vocational work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs and may be required as an internship in a vocational program of study. Credit may be accrued at the rate of one to four units per semester for a maximum of sixteen units. This type of work experience is available to students who are either volunteers or employees in vocational fields related to their college major.

Corequisite: Must be enrolled in 7 or more units of credit including work experience.

Associate Degree Applicable

COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT POLICY STATEMENTS

For complete policy procedures, refer to policies manual in the Admissions and Records or Counseling offices.

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Every reasonable effort has been made to determine that everything stated in this 2002-2003 Catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes in some programs inevitably will occur. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Copper Mountain Community College District or Copper Mountain College, and in addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment or because of elimination or reduction in programs or because of any other reason considered sufficient by the College President or designee. The District and College further reserve the right to add, amend, or repeal any of their rules, regulations, policies or procedures.

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*The following statement is required by the California State Department of Education in compliance with D.V.B.
Circular 20-76-84.*

July 2002 Date

*In accordance with requirements of D.V.B.
Circular 20-76-84, Appendix P, this is to certify that
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