

# ADDENDUM

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Update

## Copper Mountain College Management **TEAM** Management

**Evelyn Sheffield, M.Ed.**

Dean of Instruction, Career Technical Education and Career Services

**Ramon Abrego III, MS**

Dean of Instruction, Distance Education and Learning Resources

**Alma Correa, PhD**

Interim Dean of Planning, Research, & Institutional Effectiveness

**Jennifer O'Donnell, MA**

Dean of Student Services

**JJ Santa Cruz, MA**

Director of Athletics and Kinesiology

**Kevin Cole, BS**

Director of Facilities and Operations

**Brittney Blakeley, BA**

Director of Financial Aid

**Jared Zwicker, BS**

Director of Fiscal Services

**Roengsak Cartwright, MS**

Director of Information Technology

**Heidi Stiemsma, MS**

Director of Nursing and Health Sciences

**Sandy Smith, MPA**

Executive Director of the Foundation

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Effective Fall 2025

### Academic Year Definition

For financial aid purposes, CMC defines its academic year as two 16-week semesters (fall and spring), with additional summer and winter terms offered, with summer listed before fall. Enrollment status in summer, fall, and spring is determined as follows: full-time (12+ units), three-quarter time (9 - 11.5 units), half-time (6 - 8.5 units), or less than half-time (1 - 5.5 units).

Winter intersession units are combined with spring for financial aid purposes; however, students must successfully complete winter courses for those units to be applied toward their spring enrollment status. For example, if you are enrolled in 4 units and pass during winter, you only need 8 units in spring to be considered full-time. Financial aid awards are tied to a student's enrollment level at the time of disbursement and may be adjusted if enrollment changes.

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### COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn credit for College Board Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet Cal-GETC certification, CSU admissions, UC admissions, and Copper Mountain College AA/AS general education (GE) and/or major requirements.

Students must have the College Board send official AP exam results to the Admissions Office for use on the AA/AS or GE patterns.

Course credit and units granted at Copper Mountain College may differ from course credit and units granted by a transfer institution.

EXAM	Passing AP Exam Score	AA (MAJOR AND/OR GE) FOR Copper Mountain College	Cal-GETC	CSU - UNITS EARNED TOWARD TRANSFER <sup>1</sup>	UC - UNITS EARNED TOWARD TRANSFER
African American Studies	3	CMC GE Area 3 Arts & Humanities 3 semester units	N/A	3 semester units	4 quarter/2.6 semester units
Art History	3	CMC GE Area 3 Arts & Humanities 3 semester units	Area 3A or 3B+ 3 semester units	6 semester units	8 quarter/5.3 semester units
Art (Studio): 2D Design <sup>5</sup>	3	Credit for the major may be granted upon petition to the Art Dept. and portfolio review Major Elective: 3 semester units	N/A	3 semester units	8 quarter/5.3 semester units
Art (Studio): 3D Design <sup>5</sup>	3	Credit for the major may be granted upon petition to the Art Dept. and portfolio review Major Elective: 3 semester units	N/A	3 semester units	8 quarter/5.3 semester units
Art (Studio): Drawing <sup>5</sup>	3	Credit for the major may be granted upon petition to the Art Dept. and portfolio review Major Elective: 3 semester units	N/A	3 semester units	8 quarter/5.3 semester units
Biology	3	CMC GE Area 5 Natural Sciences 4 semester units	Area 5B and 5C 4 semester units	6 semester units	8 quarter/5.3 semester units
Calculus AB <sup>4,6</sup>	3	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning 3 semester units	Area 2 5 semester units	3 semester units	4 quarter/2.6 semester units
Calculus BC <sup>4,6</sup>	3	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning 3 semester units	Area 2 10 semester units	6 semester units	8 quarter/5.3 semester units
Calculus BC/AB Subscore <sup>4,6</sup>	3	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning 3 semester units	Area 2 3 semester units	3 semester units	N/A

Revised 9/3/25

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<b>MAJOR</b>	<b>Certificate of Completion</b>	<b>Certificate of Proficiency</b>	<b>Certificate of Achievement</b>	<b>Non-Transfer Degree</b>	<b>Transfer Degree</b>	<b>Transfer Degree with a Guarantee</b>
<b>Computer Information Systems</b>						
· Associate in Science in Computer Information Systems				✓		
· Computer Information Systems			✓			
· Computer-Aided Design and Drafting (CADD) Technician			✓			
<b>Computer Programming</b>						
· Associate in Science in Computer Programming				✓		
· Computer Programming			✓			
<b>Computer Science</b>						
· Associate in Science in Computer Science for Transfer						✓
· Associate in Science in Computer Science					✓	
· Computer Ethical Hacking Specialist		✓				
· Computer Network Specialist/Net Training		✓				
· Computer Network Supervisor			✓			
· Computer Security Specialist		✓				
· Computer Support Specialist		✓				
<b>Construction</b>						
· Residential Construction and Maintenance Noncredit	✓					
· Residential Construction and Maintenance			✓			
<b>Criminal Justice/Administration of Justice</b>						
· Associate in Science in Administration of Justice for Transfer						✓
· Associate in Science in Criminal Justice					✓	
<b>Culinary Arts</b>			✓			
<b>Early Childhood Education</b>						
· Associate in Science in Early Childhood Education for Transfer						✓
· Qualified Early Childhood Educator: Teacher			✓			
<b>Economics</b>						
· Associate in Arts in Economics for Transfer						✓
· Associate in Arts in Economics					✓	
<b>Elementary Teacher Education</b>						
· Associate in Arts in <b>Elementary Teacher Education: Integrated Programs</b> for Transfer						✓
<b>Emergency Medical Technician</b>		✓				
<b>English</b>						
· Associate in Arts in English for Transfer						✓
· Associate in Arts in English					✓	

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## ASSOCIATE IN ARTS IN BUSINESS ADMINISTRATION

Dept. /No.	Title	Units
Required Courses:		
ACCT 001	Financial Accounting.....	4.5
ACCT 002	Managerial Accounting.....	3.5
BUMA 020A	Business Law.....	3
CIS 070A	Computer Applications for Windows.....	3
ECON 001	Principles of Macroeconomics.....	3
ECON 002	Principles of Microeconomics.....	3
Total Units for the Major.....		20
Minimum General Education (Cal-GETC) Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	J. Haig	

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Effective Fall 2025

## ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE

with emphasis on employment preparation and transfer

Dept. /No.	Title	Units
Required Courses:		
CS 073	Introduction to Computer Science.....	3
CS 086	Visual Basic Programming I.....	3
CS 087	Assembler Language Programming.....	3
CS 089	C++ Programming I.....	3
CS 089A	C++ Programming II.....	3
MATH 002A	Multivariate Calculus.....	5
PH 004A	Physics for Scientists and Engineers.....	4-4.5
Select one (1) course from the following:		
BI 005, BI 006, CH 001A, PH 004B		
Required Courses.....		28-29
Minimum General Education (Cal-GETC) Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	J. Powell	

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Effective Fall 2025

## ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE

Dept. /No.	Title	Units
Required Courses:		
CJ 001	Introduction to Criminal Justice.....	3
CJ 002	Criminal Law.....	3
CJ 003	Criminal Evidence and Procedure.....	3
CJ 005A	Community Relations in Law Enforcement.....	3
CJ 006	Principles of Criminal Investigations.....	3
CJ 032	Introduction to Criminology.....	3
Select six (6) units from the following:		
Criminal Justice (CJ) courses are the preferred electives.		
ANTH 002, ASL 001, BUMA 020A, CIS 070A, CJ 007, CJ 010, CJ 030, HIST 018, PHIL 013, PHIL 014, PS 001/POLS C1000, PSY 001/PSYC C1000, PSY 010, SOC 001, SOC 002, SOC 010, SOC 014, SP 004/COMM C1000, SP 007, SP 015.....		6
Total Units for the Major.....		24
Minimum General Education (Cal-GETC) Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	J. Brakebill	

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## ASSOCIATE IN ARTS IN ECONOMICS

Dept. /No.	Title	Units
Required Courses:		
ACCT 001	Financial Accounting.....	4.5
BUMA 020A	Business Law.....	3
CIS 070A	Computer Business Applications for Windows.....	3
ECON 001	Principles of Macroeconomics.....	3
ECON 002	Principles of Microeconomics.....	3
SOC 003	Fundamentals of Statistics OR	
MATH 014/STAT C1000	Introduction to Statistics.....	4
Total Units for the Major.....		20.5
Minimum General Education (Cal-GETC) Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	J. Haig	

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Effective Spring 2026

The Emergency Medical Technician (EMT) Program prepares individuals to recognize illnesses and injury symptoms and to provide legally permissible emergency treatment as set forth by the standards of San Bernardino County and Inland Counties Emergency Medical Agency (ICEMA). The Curriculum consists of **104 hours of theory instruction, 112 hours of skills instruction and demonstration, and 66 hours of field and clinical experience** in various High and Low Desert Agencies. Upon successful completion of this program, the student is eligible to take the NREMT exam and apply to the local EMS Authority for the County-issued certification.

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## ELEMENTARY TEACHER EDUCATION



### ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION: INTEGRATED PROGRAMS for transfer

The Associate of Arts in Elementary Teacher Education: Integrated Programs for Transfer meets the needs of students interested in transferring to a four-year college or university with the goal of completing a degree in Liberal Studies and other related undergraduate degrees in preparation for a post baccalaureate Multiple Subjects teaching credential as mandated by the California Commission on Teacher Credentialing (CCTC).

It is designed to facilitate the successful transfer within the CSU system and will provide students with a lower division breadth and depth in the field of Elementary Teacher Education and Liberal Studies degrees. Additional requirements for the Elementary Teacher Education major vary at each CSU campus as well as other universities or colleges.

It is highly recommended that students meet with their CMC counselor to discuss other possible courses that are part of the major preparation for a local CSU campus and additional information for other universities or colleges admission and transfer requirements.

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to California State University, including both of the following:
  - (A) The Cal-GETC General Education requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.
- (2) Obtainment of a minimum grade point average of 2.0

#### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
BI 004	Elements of Biology.....	3
BI 004L	Elements of Biology Laboratory.....	1
CD 010	Child Growth and Development.....	4
EDUC 010	Introduction to Elementary Classroom Teaching.....	3
ENG 003A/ENGL C1000	Academic Reading and Writing .....	3
HIST 017	U.S. History through Reconstruction .....	3
PS 001/POLS C1000	American Government & Politics.....	3
SP 004/COMM C1000	Introduction to Public Speaking .....	3
HIST 003 OR ENG 001B.....		3
List A - Select one (4-8 units):		
G 010	The Earth Sciences.....	4
OR		
CH 003 AND PH 001.....		8
List B - Select one (3 units):		
ART 010, MUS 010, TA 001 .....		3
List C - Up to 12 additional units from:		
HIST 018, HIST 019, HS 001, MATH 016 .....		3-12
Total Units for the Major.....		32-49
Cal-GETC General Education Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisors:	H. Mattson, M. Salomon	

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Effective Fall 2025

## ASSOCIATE IN ARTS IN ENGLISH

Dept./No.	Title	Units
Required Courses:		
<i>Note: ENG 003A/ENGL C1000 is a prerequisite for all writing and literature courses.</i>		
ENG 001B	Introduction to Literature .....	3
ENG 010A	U.S. Literature I .....	3
ENG 011A	Survey of English Literature: Old English to Eighteenth Century.....	3
ENG 011B	Survey of English Literature: Romantic Through Postmodernism.....	3
Select three (3) courses from the following (9 units):		
ENG 005A, ENG 010B, ENG 012A, ENG 012B, HIST 017, HIST 018 .....		9
*Check the CSU/UC articulation website: <a href="http://www.assist.org">www.assist.org</a> for required university major preparation courses.		
Total Units for the Major.....		21
Minimum General Education (Cal-GETC) Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	H. Gibbons	

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## ASSOCIATE IN ARTS IN HISTORY

Dept./No.	Title	Units
Required Courses:		
ANTH 001	Introduction to Physical Anthropology.....	3
HIST 003	History of World Civilizations - I.....	3
HIST 004	History of World Civilizations - II.....	3
HIST 017	U.S. History Through Reconstruction.....	3
HIST 018	U.S. History from Reconstruction to Present.....	3
EGSJ 020	Native American Studies.....	3
PHIL 010	General Logic.....	3
PS 001/POLS C1000	American Government & Politics.....	3
Total Units for the Major.....		24
Minimum General Education (Cal-GETC) Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	D. Pieper	

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## ASSOCIATE IN ARTS IN LIBERAL ARTS: Arts & Humanities

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

Dept.	No.	Title	Units
<ul style="list-style-type: none"> <li><b>American Sign Language:</b> ASL 001, ASL 002, ASL 003, ASL 004</li> <li><b>Art:</b> ART 001A, ART 001B, ART 003A, ART 004, ART 005A, ART 005B, ART 007A, ART 007B, ART 009A, ART 009B, ART 010, ART 011A, ART 011B, ART 023A, ART 023B, ART 033, ART 040, ART 048A-C, ART 050, ART 051, ART 052, ART 053</li> <li><b>Communications:</b> SP 001, SP 002, SP 004/COMM C1000, SP 007, SP 015</li> <li><b>English:</b> ENG 001B, ENG 001C/ENGL C1001, ENG 005A, ENG 010A, ENG 010B, ENG 011A, ENG 011B, ENG 012A, ENG 012B</li> <li><b>History:</b> HIST 003, HIST 004, HIST 017, HIST 018, HIST 048A-C</li> <li><b>Music:</b> MUS 005, MUS 010</li> <li><b>Philosophy:</b> PHIL 006, PHIL 010, PHIL 012, PHIL 013, PHIL 014</li> <li><b>Spanish:</b> SPAN 001, SPAN 002, SPAN 003, SPAN 004</li> <li><b>Theatre Arts:</b> TA 001, TA 002, TA 003</li> </ul>			
Total Units for the Major.....			18
Minimum General Education (Cal-GETC) Units.....			34
Transferable elective units as needed.			
MINIMUM TRANSFERABLE UNITS.....			60
Advisor:	H. Mattson, M. Salomon		

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## ASSOCIATE IN ARTS IN LIBERAL ARTS: Mathematics & Science

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

Dept.	No.	Title	Units
Required Courses:			
Select eighteen (18) units from the following. Two courses in one subject (e.g. CH 001A & CH 001B) must be completed for the depth of study requirement.			
<ul style="list-style-type: none"> <li><b>Anthropology:</b> ANTH 001</li> <li><b>Astronomy:</b> A 001, A 001L</li> <li><b>Biology:</b> BI 004, BI 004L, BI 005, BI 006, BI 015, BI 022, BI 023</li> <li><b>Chemistry:</b> CH 001A, CH 001B, CH 003, CH 005, CH 010A, CH 010B</li> <li><b>Environmental Science:</b> ENV 001</li> <li><b>Geology:</b> G 001, G 010</li> <li><b>Geography:</b> GEOG 001 GEOG 048A-C</li> <li><b>Mathematics:</b> MATH 001A, MATH 001B, MATH 002A, MATH 002B, MATH 002C, MATH 004, MATH 005, MATH 010, MATH 012, MATH 014/STAT C1000, MATH 016, SOC 003</li> <li><b>Physics:</b> PH 001, PH 004A, PH 004B PH 004C</li> </ul>			
Total Units for the Major.....			18
Minimum General Education (Cal-GETC) Units.....			34
Transferable elective units as needed.			
MINIMUM TRANSFERABLE UNITS.....			60
Advisor:	J. Holley		

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

Dept.	No.	Title	Units
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Required Courses: Select eighteen (18) units from the following. Two courses in one subject (e.g. PS 001/POLS C1000 & PS 002) must be completed for the depth of study requirement.

- **Anthropology:** ANTH 002, ANTH 003
- **Child Development:** CD 010, CD 012, CD 015, CD 030, CD 074
- **Criminal Justice:** CJ 001, CJ 002, CJ 003, CJ 005A, CJ 006, CJ 032
- **Economics:** ECON 001, ECON 002
- **Ethnic Studies:** EGSJ 014, EGSJ 020, EGSJ 030
- **Geography:** GEOG 002
- **History:** HIST 003, HIST 004, HIST 017, HIST 018, HIST 019, HIST 048A-C
- **Political Science:** PS 001/POLS C1000, PS 002, PS 004
- **Psychology:** PSY 001/PSYC C1000, PSY 003, PSY 005, PSY 010, PSY 012, PSY 033
- **Social Work:** SW 015
- **Sociology:** SOC 001, SOC 002, SOC 004, SOC 010, SOC 014

Total Units for the Major:..... 18

Minimum General Education (Cal-GETC) Units..... 34

Transferable elective units as needed.

MINIMUM TRANSFERABLE UNITS..... 60

Advisor: D. Pieper

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Effective Fall 2025

## ASSOCIATE IN SCIENCE IN VOCATIONAL NURSING

with emphasis on employment preparation

Dept. /No.	Title	Units
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Required Courses:

BI 022 Human Anatomy.....4

BI 023 Human Physiology.....5

HS 065 Basic Pharmacology .....3

PSY 003 Developmental Psychology.....3

VN 010 Vocational Nursing I .....9

VN 020 Vocational Nursing II .....16

VN 030 Vocational Nursing III ..... 15.6

Total Units for the Major ..... 55.6

CMC General Education Requirement ..... 18

MINIMUM DEGREE UNITS ..... 73.6

Advisors: H. Steines, C. Weiss

## Course Sequence

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

Dept./No.	Title	Units
<b>Prerequisites:</b>		
BI 022	Human Anatomy.....	4
BI 023	Physiology.....	5
HS 065	Basic Pharmacology.....	3
PSY 003	Developmental Psychology.....	3
<b>Summer</b>		
VN 010	Vocational Nursing I.....	9
<b>Fall</b>		
VN 020	Vocational Nursing II.....	16
<b>Spring</b>		
VN 030	Vocational Nursing III.....	15.6

## CERTIFICATE OF ACHIEVEMENT IN VOCATIONAL NURSING

with emphasis on employment preparation

*(Graduates eligible for Vocational Nurse Licensing Examination in California)*  
The most current information regarding Program requirements and the admission process may be found on the CMC website, [www.cmccd.edu/prospective-students/health-sciences/](http://www.cmccd.edu/prospective-students/health-sciences/)

Dept./No.	Title	Units
Required Courses:		
BI 022	Human Anatomy.....	4
BI 023	Human Physiology.....	5
HS 065	Basic Pharmacology.....	3
PSY 003	Developmental Psychology.....	3
VN 010	Vocational Nursing I.....	9
VN 020	Vocational Nursing II.....	16
VN 030	Vocational Nursing III.....	15.6
MINIMUM CERTIFICATE UNITS.....		73.6
Advisors:		H. Steines, C. Weiss

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## ASSOCIATE IN ARTS IN POLITICAL SCIENCE

Dept. /No.	Title	Units
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Required Courses:

PS 001/POLS C1000 American Government & Politics.....3

PS 002 Introduction to Comparative Government

or

PS 004 Introduction to International Relations.....3

Restricted Electives:

Select eighteen (18) units from the following:

CJ 001, CJ 002, CJ 005A, ECON 001, ECON 002, HIST 017, HIST 018, PHIL 006, SOC 001, SOC 002, SOC 004, SOC 014..... 18

Dept. /No.	Title	Units
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Total Units for the Major.....24

Minimum General Education (Cal-GETC) Units.....34

Transferable elective units as needed.

MINIMUM TRANSFERABLE UNITS.....60

Advisor: D. Pieper

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## ASSOCIATE IN ARTS IN SOCIOLOGY

Dept./No.	Title	Units
Required Courses:		
SOC 001	Introduction to Sociology .....	3
SOC 002	Social Problems .....	3
SOC 003	Fundamentals of Statistics or	
MATH 014/STAT C1000	Introduction to Statistics.....	4
<i>Check the university requirements on ASSIST to determine which statistics course to complete:</i>		
SOC 004	Sociological Analysis & Critical Thinking .....	3
Select twelve (12) units from the following: (Check <a href="http://www.assist.org">www.assist.org</a> for university requirements - this may determine which 12 units you select or see a counselor)		
ACCT 001, ANTH 001, ANTH 002, ANTH 003, BUMA 001, BUMA 010, CD 012, CIS 070A, CS 073, CS 089, CJ 001, CJ 010, ECON 001, ECON 002, GEOG 001, GEOG 002, HIST 004, HIST 017, HIST 018, MATH 001A, PHIL 010, PHIL 014, PS 001/POLS C1000, PS 002, PS 004, PSY 001/PSYC C1000, PSY 003, SOC 010, SOC 014 .....		12
Total Units for the Major.....		25
Minimum General Education (Cal-GETC) Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	M. Danza	

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Correction

## ASL 003 INTERMEDIATE AMERICAN SIGN LANGUAGE I

4 Units

Total Lecture Hours: 72

## ASL 004 INTERMEDIATE AMERICAN SIGN LANGUAGE II

4 Units

Total Lecture Hours: 72

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Effective Spring 2026

## ART 109A PRINTMAKING - NONCREDIT

0 Units

Total Lecture Hours: 36

Total Lab Hours: 54

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

Advisory: ART 003A

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Effective Spring 2026

## EMT 084 EMERGENCY MEDICAL TECHNICIAN

9 Units

Total Lecture Hours: 104.40

Total Lab Hours: 172.80

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Correction

## FIRE CSFM030 FIRE INSTRUCTOR I: INSTRUCTIONAL METHODOLOGY

Total Lecture Hours: 40

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Update

Effective Fall 2025

## HS 001 PERSONAL AND COMMUNITY HEALTH

3 Units

Total Lecture Hours: 54

This course considers facts and attitudes related to the maintenance of optimum health for the individual and society. Students study the body as it relates to health, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. Topics include the effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; and safety in the modern world. This course satisfies the California requirement in drug, alcohol, and tobacco and nutrition education for teacher certification. Formerly known as HE001.

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: None

C-ID PH 100

## HS 061 MEDICAL TERMINOLOGY

3 Units

Total Lecture Hours: 54

This course provides an introduction to basic pharmacology. The content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. Students will learn about desired and undesired effects of commonly used drugs in major classifications..

Prerequisite: BI 022

CSU

C-ID HIT 103 X

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Effective Fall 2025 and Spring 2026

<b>MAJOR</b>	<b>Certificate of Completion</b>	<b>Certificate of Proficiency</b>	<b>Certificate of Achievement</b>	<b>Non-Transfer Degree</b>	<b>Transfer Degree</b>	<b>Transfer Degree with a Guarantee</b>
<b>Computer Information Systems</b>						
· Associate in Science in Computer Information Systems				✓		
· Computer Information Systems			✓			
· Computer-Aided Design and Drafting (CADD) Technician			✓			
<b>Computer Programming</b>						
· Associate in Science in Computer Programming				✓		
· Computer Programming			✓			
<b>Computer Science</b>						
· Associate in Science in Computer Science for Transfer						✓
· Associate in Science in Computer Science					✓	
· Computer Ethical Hacking Specialist		✓				
· Computer Network Specialist/Net Training		✓				
· Computer Network Supervisor			✓			
· Computer Security Specialist		✓				
· Computer Support Specialist		✓				
<b>Construction</b>						
· Residential Construction and Maintenance Noncredit	✓					
· Residential Construction and Maintenance			✓			
<b>Criminal Justice/Administration of Justice</b>						
· Associate in Science in Administration of Justice for Transfer						✓
· Associate in Science in Criminal Justice					✓	
<b>Culinary Arts</b>			✓			
<b>Early Childhood Education</b>						
· Associate in Science in Early Childhood Education for Transfer						✓
· Qualified Early Childhood Educator: Teacher			✓			
<b>Economics</b>						
· Associate in Arts in Economics for Transfer						✓
· Associate in Arts in Economics					✓	
<b>Elementary Teacher Education</b>						
· Associate in Arts in <b>Elementary Teacher Education: Integrated Programs</b> for Transfer						✓
<b>Emergency Medical Technician</b>		✓				
<b>English</b>						
· Associate in Arts in English for Transfer						✓

**ADDENDUM**

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Effective Spring 2026

<b>MAJOR</b>	<b>Certificate of Completion</b>	<b>Certificate of Proficiency</b>	<b>Certificate of Achievement</b>	<b>Non-Transfer Degree</b>	<b>Transfer Degree</b>	<b>Transfer Degree with a Guarantee</b>
<b>Environmental Science</b>						
· Associate in Science in Environmental Science for Transfer						✓
· Desert Studies			✓			
<b>Fire Technology</b>						
· Associate in Science in Fire Technology				✓		
· Fire Technology			✓			
· Wildland Fire Technology Noncredit	✓					
· Wildland Fire Technology			✓			
<b>Health Sciences</b>						
· Home Health Aide		✓				
· Nurse Assistant		✓				
<b>History</b>						
· Associate in Arts in History for Transfer						✓
· Associate in Arts in History					✓	
<b>Hospitality</b>						
· Associate in Science in Hospitality Management for Transfer						✓
<b>Kinesiology</b>						
· Associate in Arts in Kinesiology for Transfer						✓
<b>Liberal Arts</b>						
· Associate in Arts in Liberal Arts: Arts & Humanities					✓	
· Associate in Arts in Liberal Arts: Mathematics & Science					✓	
· Associate in Arts in Liberal Arts: Social & Behavioral Sciences					✓	
<b>Mathematics</b>						
· Associate in Science in Mathematics for Transfer						✓
<b>Nursing</b>						
· Associate in Science in Registered Nursing				✓		
· Associate in Science in Vocational Nursing				✓		
· Vocational Nursing			✓			
<b>Physics</b>						
· Associate in Science in Physics for Transfer						✓



COPPER MOUNTAIN COLLEGE

# 2025 - 2026 CATALOG

JULIANA JIMENEZ, 2022 CMC GREENLEAF SCHOLAR

SERVING JOSHUA TREE & THE HI-DESERT

# **COPPER MOUNTAIN COMMUNITY COLLEGE DISTRICT**



## **COPPER MOUNTAIN COLLEGE**

A California Public Community College

### **2025-2026 CATALOG**

## **COPPER MOUNTAIN COLLEGE**

6162 Rotary Way, P.O. Box 1398

Joshua Tree, CA 92252

(760) 366-3791

(866) 366-3791

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

Fax (760) 366-5255

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

## **MILITARY BASE PROGRAMS**

Building 1530 6th Street, Room 209

Marine Corps Air Ground Combat Center (MCAGCC)

Twentynine Palms, CA 92278

(760) 366-3791, ext. 4368

Fax (760) 830-4157

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

This catalog is valid July 01, 2025 through June 30, 2026.

### **Accreditation**

Copper Mountain College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

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## Notice of Disclaimer

Every reasonable effort has been made to determine that everything stated in this catalog is accurate. Because this publication must be prepared well in advance of the period of time it covers, changes inevitably will occur. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the Copper Mountain Community College District or Copper Mountain College.

All changes or corrections can be found in the catalog addendum on our website at: [www.cmccd.edu/academic-catalogs/](http://www.cmccd.edu/academic-catalogs/)

# A Message from Our President



## Welcome to Copper Mountain College!

CMC is an exceptional environment where you can learn, work, explore, grow, and connect. Our entire team, from faculty to staff, is here to support you on your educational journey and help you achieve your specific goals for higher education.

At CMC, we understand that each of you has unique motivations for being here. To cater to these needs, we offer a diverse range of career and technical degree options, along with programs that facilitate seamless transfer to our university partners. Our online and in-person courses are designed to accommodate your scheduling needs and preferred learning styles. Moreover, our collegiate sports teams and numerous clubs and activities provide unique opportunities for you to engage

and connect with your peers, making your time at CMC truly special.

CMC was built through the efforts of the community with you in mind. We celebrate the visionaries who recognized the potential of our college and continue to enhance its legacy by expanding academic offerings, athletics, and our commitment to sustainability and renewable energy that powers our campus. Our partnerships within the community, including internships, job placements, and community service opportunities, are a vital part of our mission.

We encourage you to take full advantage of this opportunity to explore, learn, grow, and succeed. We are thrilled to have you here and we are dedicated to helping you find the resources you need to thrive.

As you complete your studies and move on from Copper Mountain College, remember that you will always be a part of our community. We encourage you to stay connected, share your journey, inspire others to pursue their dreams, and tell them you are proud to be a Fighting Cacti! Your experiences and successes will always be a part of CMC's legacy.

In Service,

*Daren M. Otten*

Daren M. Otten, Ed.D  
Superintendent/President

# Copper Mountain College Management TEAM

## CMC Mission Statement

Our mission is to provide educational opportunities for diverse desert communities and beyond through a comprehensive curriculum and support services that demonstrate **a passion for the success of every individual student**. Copper Mountain College offers high quality, affordable instruction that enables students to attain mastery in basic skills and career development, as well as building pathways to associate degrees, certificates, university transfer, and personal enrichment.

## CMC Vision Statement

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

## CMC Equity Statement

Copper Mountain College commits to closing the achievement and opportunity gaps that exist in the education system by intentionally focusing on disproportionately impacted and historically marginalized student groups. The college further commits to breaking down existing systemic barriers, fostering equal opportunity, and providing access to quality higher education for all students.

## CMC Land Acknowledgment

Copper Mountain College gratefully acknowledges that we are on the traditional lands of the Serrano, Cahuilla, Chemehuevi – Nüwü, and Mojave Peoples, the original stewards of the land on which we gather, and pays its respect to their ancestors, elders, and relatives, past, present, and emerging. We are grateful to have the opportunity to work with the Indigenous people of this land and we pay our respect to the Serrano, Cahuilla, Chemehuevi – Nüwü, and Mojave Peoples, past, present and emerging who have been here since time immemorial.

Resolution No. 23-07 | Approved on May 11, 2023

## Board of Trustees

Dick Rogers, Area 1

Tyler Fowlkes, Area 2

Mary Lombardo, Area 3

Graydon "Chuck" Uyeda, Area 4

Anna Stump, Area 5

## Administration

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Superintendent/President

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Meredith Plummer, BS, CPA  
Chief Business Officer

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Dean of Instruction, Career Technical Education and Career Services

Ramon Abrego III, MS  
Dean of Instruction, Distance Education and Learning Resources

Alma Correa, PhD  
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Heidi Stiemsma, MS  
Director of Nursing and Health Sciences

Sandy Smith, MPA  
Executive Director of the Foundation

# Learning Outcomes

Learning Outcomes are the knowledge, skills, and competencies you will develop during your course of study at Copper Mountain College. They ensure high-quality instruction and subject mastery in all that we offer. Learning Outcomes are divided into three tiers: Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and Institutional Learning Outcomes (ILOs). By reviewing all three tiers, you will see a comprehensive view of how the work you perform in an individual course helps you develop the knowledge and skills expected upon completion of your educational experience at CMC.

- SLOs are specific to course content and are included in your class syllabus.
- PLOs are the cumulative ability, knowledge, and proficiency developed throughout all the courses required to earn your degree or certificate and are listed in this catalog.
- ILOs are competencies that enable you to be successful in your education, career, personal life, and as a citizen.

Your experiences at CMC will help you develop competencies in the Institutional Learning Outcomes listed:

**Communication:** Communicate effectively in both written and oral forms to express ideas, inform, persuade, voice opinions, seek assistance when needed, and demonstrate active listening skills.

**Critical Thinking:** Demonstrate critical thinking through the use of quantitative reasoning, inductive, deductive, and recursive reasoning or other methodological processes to analyze problems across cultures and times, conceptualize theses, develop arguments, weigh evidence, derive conclusions, and differentiate facts from opinions.

**Ethics:** Practice ethical behavior by demonstrating respect for diverse populations and perspectives, acting with honesty and integrity, treating all people equitably and civilly, and taking responsibility for oneself, the community, civic engagement, and the environment.

**Information Competency:** Demonstrate information competency by accessing authentic sources and databases, utilizing appropriate strategies to evaluate information, understanding the various methods different disciplines use to acquire knowledge and solve problems, and applying research and writing skills to synthesize information from academic sources.

**Personal Development:** Develop personal characteristics that recognize one's own strengths and weaknesses, cultivate awareness and appreciations for diversity, build leadership and professional skills applicable to the workforce, and embrace lifelong learning.

## General Education Philosophy

General education courses are part of every pathway and prepare students to understand and deal constructively with the diversity of the contemporary world, building cultural and global awareness and sensitivity. General education requirements develop lifelong skills described by the CMC Institutional Learning Outcomes: Communication, Critical Thinking, Ethics, Information Competency, and Personal Development.

# ACADEMIC CALENDAR 2025-26

## ACADEMIC CALENDAR 2025-2026

### Summer 2025 6/16 - 7/31

U	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Fall 2025 8/18 - 12/13

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17	18	19	20	21	22	23
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31						

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14	15	16	17	18	19	20
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28	29	30				

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17	18	19	20	21	22
23	24	25	26	27	28
29	30	31			

						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Winter 2026 1/2 - 1/24

U	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Spring 2026 2/2 - 5/29

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

1	2	3	4	5	6	7
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29	30	31				

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19	20	21	22	23	24	25
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Summer 2026 6/8 - 7/30

							1
2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25
26	27	28	29	30			

				1	2	3	4
5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28
29	30	31					

- Classes meet
- Classes do not meet, campus open
- Classes do not meet, campus closed

CMCCD Board of Trustees approved this calendar on May 8, 2025.

**IMPORTANT DATES IN 2025-2026**

**Summer 2025**

June 16	Monday	Summer intersession begins
June 19	Thursday	Juneteenth
July 3	Thursday	Independence Day observed
July 31	Thursday	Summer intersession ends

**Fall 2025**

August 18	Monday	Fall semester begins
August 28	Thursday	Last day to add full-semester classes
August 28	Thursday	Last day to drop full-semester classes with refund
September 1	Monday	Labor Day
September 12	Friday	Last day to drop full-semester classes without a "W"
September 16	Tuesday	National Voter Registration Day
October 17	Friday	Classes meet, limited college services
October 28	Tuesday	Vote Early Day
November 7	Friday	Last day to withdraw from full-semester classes
November 11	Tuesday	Veterans Day
November 24 - 28	Monday - Friday	Fall break
November 27	Thursday	Thanksgiving Day
November 28	Friday	Day after Thanksgiving
December 13	Saturday	Fall semester ends

**Winter 2026**

January 2	Friday	Winter intersession begins
January 19	Monday	Dr. Martin Luther King, Jr. Day
January 24	Saturday	Winter intersession ends

**Spring 2026**

February 2	Monday	Spring semester begins
February 12	Thursday	Last day to add full-semester classes
February 12	Thursday	Last day to drop full-semester classes with refund
February 13	Friday	Lincoln Day observed
February 16	Monday	Washington Day
February 27	Friday	Last day to drop full-semester classes without a "W"
March 1	Sunday	Petition to graduate due
March 20	Friday	Classes meet, limited college services
March 30 - April 3	Monday - Friday	Spring break
April 1	Wednesday	No college services
April 3	Friday	César Chávez Day observed
May 1	Friday	Last day to withdraw from full-semester classes
May 4	Monday	Vote Early Day
May 18	Monday	Last day to register to vote online or by mail
May 25	Monday	Memorial Day
May 29	Friday	Spring semester ends
May 30	Saturday	Commencement

**Summer 2026**

June 2	Tuesday	Primary Election
June 8	Monday	Summer intersession begins
June 18	Thursday	Juneteenth observed
July 2	Thursday	Independence Day observed
July 30	Thursday	Summer intersession ends

# ABOUT US

## Copper Mountain College: A Legacy of Community and Growth

Copper Mountain College (CMC), located six miles east of Joshua Tree, is renowned as the college built by the people. Its first phase was funded almost entirely through local private donations, with subsequent expansions benefiting from continued community support. Today, CMC operates under a locally elected Board of Trustees, a testament to the strong commitment of the Morongo Basin to higher education. The college currently serves approximately 4,500 enrolled students annually with 40 full-time faculty and 125 adjunct faculty.

### Founding and Early Years

The college traces its roots to 1966 when residents of the Morongo Unified School District—including Morongo Valley, Yucca Valley, Landers, Joshua Tree, and Twentynine Palms—voted to join the Desert Community College District. The first classes were offered in Fall 1967 at Twentynine Palms High School, serving about 60 students.

In 1981, local Rotary Club members and community volunteers embarked on a mission to build a permanent campus. Their efforts culminated in a new facility that quickly became a hub for first-generation college students, including a large population of military-affiliated learners from the Marine Corps Air Ground Combat Center in Twentynine Palms.

### Becoming an Independent College

Community leaders soon recognized the need for CMC to become an independent institution. With the support of State Senator James Brulte, legislation was introduced to establish the **Copper Mountain Community College District (CMCCD)**. In November 1999, an overwhelming 90% of Morongo Basin voters endorsed the creation of the district, paving the way for the college's autonomy. Full accreditation was granted in June 2001 by the Accrediting Commission for Community and Junior Colleges (ACCJC).

### Milestones and Growth

CMC has continuously expanded its facilities, programs, and sustainability initiatives to meet the needs of its students and the community:

- 2004 – Measure C Remodel for Efficiency
- 2007 – First Nursing Class Graduates
- 2008 – Tortoise Preserve Established
- 2010 – Bell Center Dedicated
- 2010 – Solar Parking Lot Installed
- 2011 – Wind Turbine Installed
- 2016 – Christine Proudfoot Student Activity Center Opens
- 2017 – Athletics Program Launches
- 2021 – Sustainability Project Expands (EV Chargers, Additional Solar)

### Looking Forward:

### 25 Years of Excellence

Now, as Copper Mountain College enters its 25th year as a fully accredited California Community College, it reflects on the perseverance and vision that built this institution while looking ahead to new opportunities. The college remains committed to student success, workforce development, and community engagement.

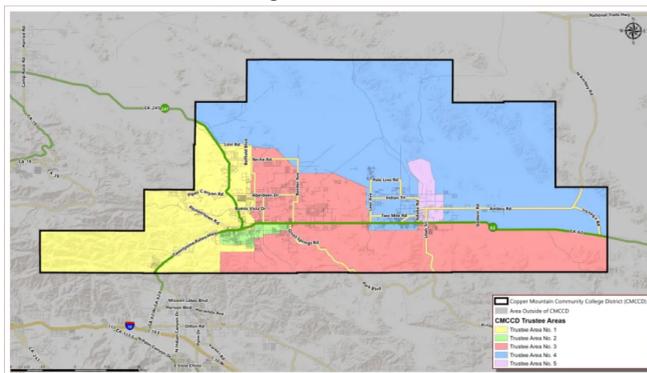
As we shape the future together, we invite students, faculty, alumni, and community members to continue supporting the growth and mission of Copper Mountain College.

### Location

The Copper Mountain Community College District (CMCCD) serves an area that includes the communities of Twentynine Palms, the Marine Corps Air Ground Combat Center (MCAGCC), Wonder Valley, Yucca Valley, Joshua Tree, Morongo Valley, Pioneerstown, and Landers. The District's boundaries are identical to those of the Morongo Unified School District. The vast majority of CMC's enrollments, approximately 78 percent, are derived from a twenty-mile radius with the college as the center point.

### Districting

The Copper Mountain Community College District is governed by a five-member Board of Trustees elected by vote of the citizens of the District. A Student Trustee is elected by the student body and is the official representative of the students to the Board. At its monthly meetings, the Board oversees the educational programs, policies, and financial matters of the college.



### Military Base Programs

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

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

Priority registration is offered to all veterans and active duty military in good standing attending Copper Mountain College. Proof of military status must be provided to the Military Base Programs or Admissions & Records prior to receiving this service.

A basic skills program in mathematics, reading, and writing is also taught aboard the Marine Base for military and civilian students. The Military Academic Skills Program (MASP) is a four (4) week, Monday through Friday class. The program is noncredit. Military students must meet specific requirements to enroll in MASP.

# COLLEGE CURRICULUM

## PREPARATION FOR TRANSFER

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

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

## Tentative Choice

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

## Catalog

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

## General Education Requirements & Certification

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

## Transfer Application Filing Period

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

## Letters of Recommendation and Rating Forms

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

## Grade Point Requirements

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

## Admission Requirements of the Public California Institutions

The University of California (UC) has an application filing period of Nov. 1<sup>st</sup> - Nov. 30<sup>th</sup> for the following fall admission period. The California State University (CSU) has an application filing period of Oct. 1<sup>st</sup> - Nov. 30<sup>th</sup> for the following fall admission period. Both UC and CSU require completion of 60 transferable units to enter as an upper-division transfer student. Both systems do not currently accept lower-division transfer students (students who have less than 60 transferable units completed). The University of California requires a minimum of a 2.4 grade point average (2.8 or higher for California non-residents). The California State Universities require a minimum of a 2.0 transfer grade point average (2.4 or higher for California non-residents). If you plan to transfer to the CSU system, you should consider completing a Degree with a Guarantee (more information found at <https://icangotocollege.com/>). This degree gives you guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major).

NOTE: Meeting minimum requirements is not enough to gain admission to some UC and CSU campuses and programs. For clarification of entry requirements, consult a CMC counselor, the transfer college catalog, and internet sites [www.cmccd.edu/support/transfer-center/](http://www.cmccd.edu/support/transfer-center/), [www.CSUmentor.edu](http://www.CSUmentor.edu) or <https://admission.universityofcalifornia.edu/> which have up-to-date information.

## Admission to Independent California or Out-of-State Colleges

Students planning to transfer to independent or out-of-state colleges are urged to meet with a counselor as early as possible to discuss their plans and admission requirements for individual colleges. Some colleges require a certain number of completed units or completion of an associate degree before considering students as eligible for transfer, while others accept students at any time. Admission requirements are outlined in the respective college catalogs. Catalogs are available for use in the Copper Mountain College Transfer Center. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on an individual basis. For more information see a CMC counselor, the transfer college catalog, and internet site [www.aiccu.edu](http://www.aiccu.edu).

## Transferable Courses

Please see page 99 for information.

## Course Outlines of Record

CMC's CORs are available for review at: <https://cmccd.curriqnet.com>. To access a Course Outline of Record (COR):

- Place this link in your browser: <https://cmccd.curriqnet.com>
- You do not need to log in.
- Use dropdowns in the upper right corner. Under "Curriculum Type" select "Course". Under "Subjects" select the subjects you are looking for (example: Art). Under "Status" select "Active". Click "Search".
- Scroll down the screen to find the specific course you are looking for (example: ART 005B – Intermediate Figure Drawing)
- On the right side under "Details", click "Reports" then "Course Outline".

## OCCUPATIONAL / VOCATIONAL EDUCATION

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

Students may work toward: (a) earning a certificate and/or (b) an associate degree. Refresher courses are also offered, as well as courses in which new and/or upgraded skills are required to take advantage of employment opportunities.

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

## ADULT EDUCATION

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

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

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

### High School Completion

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

## English as a Second Language (ESL)

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

## General Educational Development (GED) Test Preparation

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

## Military Academic Skills Program (MASP)

The Military Base Program offers self-paced courses to refresh skills in Math, English and Reading at no charge. The Military Academic Skills Program (MASP) is offered approximately 10 times a year in four-week modules at the Marine Corps Air Ground Combat Center campus in Twentynine Palms. Offered at no charge, this refresher course in English and/or math skills is available to anyone.

## COMMUNITY EDUCATION

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

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

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

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



# LEARNING RESOURCES

## GREENLEAF LIBRARY

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

The library provides access to print and online resources for students attending classes on campus, at remote locations, or online. The library collection holds over 100,000 print and electronic books, 500 audio-visual titles, access to over 20,000 periodicals, and additional subject-specific online databases. Public access computers, available in the library and at the CMC Military Base Office, provide holdings information for books and audio-visual materials, access to electronic book, article, and video databases, and Internet access for research purposes. A photocopier is located in the library for making copies and scanning. There is no charge for printing from library computers. Online resources are available via the Internet at the library website [www.cmccd.edu/current-students/library/](http://www.cmccd.edu/current-students/library/). Students can access online library databases both on and off campus by entering their Canvas credentials when prompted. Students can also access Microsoft Office computer applications on workstations in the library or at the CMC Military Base Office.

The library provides instructional workshops for students to gain information competency skills. Workshops cover library orientation, search strategies, evaluating sources, and MLA and APA styles. Face-to-face library workshop schedules are available on the library website each semester. These workshops are also available online. Students enroll in online library workshops by contacting Admissions & Records and requesting to be enrolled: [admissions&records@cmccd.edu](mailto:admissions&records@cmccd.edu). For assistance, please call (760) 366-3791, ext. 4256, or email [library@cmccd.edu](mailto:library@cmccd.edu).

Current course textbooks and other class-specific materials are located in the reserve section at the Circulation desk and may be used within the library. Base students can access the online library catalog and then request items by calling the library at (760) 366-3791, ext. 4256. Library materials will be delivered to the CMC Military Base Office for pickup. Students can access the online library catalog and then request items by contacting the library via phone, email, or online chat from the library's website. Print materials requested by students who cannot come to the library will be scanned and emailed to students in PDF form by library staff, provided that the request does not violate U.S. copyright law.

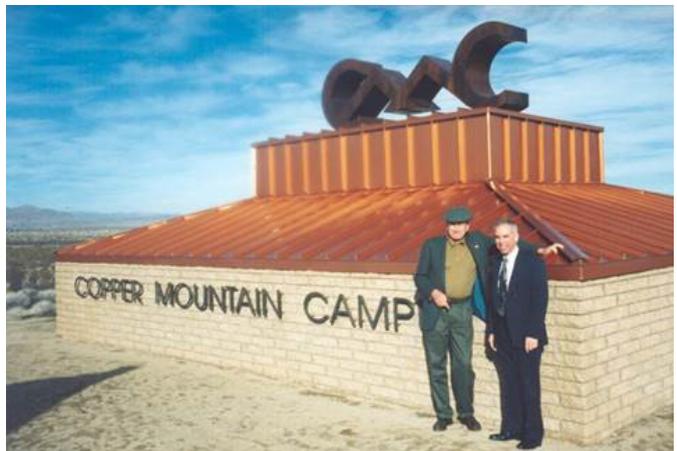
Charges for lost books are \$25 per item; lost audio-visual materials are charged at the replacement cost. If library materials are not returned, future class registration or transcript requests will be denied until the materials are returned or paid for.

For library policies and hours of operation consult the library website at [www.cmccd.edu/current-students/library/](http://www.cmccd.edu/current-students/library/).

## TUTORING & ACADEMIC SUPPORT CENTER (TASC)

Copper Mountain College's Tutoring & Academic Support Center (TASC) offers tutoring across the curriculum for all enrolled students. Staffed by peer and faculty tutors, the TASC provides one-on-one drop-in and by-appointment tutoring. Subject to tutor availability, tutors can provide support in all classes, including help with exam preparation, homework, speech and writing assignments, study skills and more. The TASC also offers workshops to help students with writing, study skills, and Canvas navigation.

Tutoring is free, and no appointment is required. The TASC is in Room 112. Please call (760) 366-3791, ext. 5905 to make an appointment or visit the website, [www.cmccd.edu/support/tutoring/](http://www.cmccd.edu/support/tutoring/).



# AUXILIARY ORGANIZATIONS

## COPPER MOUNTAIN COLLEGE FOUNDATION

*Foundation Ensures Excellence in Education for All*

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

The Foundation's mission – to maximize educational opportunities for students by providing the financial resources to support the programs, activities, and facilities of the Copper Mountain Community College District – includes administering the F. Roy Greenleaf Jr. Scholarship, Alumni Association, and the Athletic Booster Club, as well as fundraising for current students' programs.

The Copper Mountain College Foundation, formerly Friends of Copper Mountain College, is a 501(c)(3) non-profit auxiliary organization #95-3778234, governed by a volunteer Board of Directors and overseen by the college's Board of Trustees. Donations are tax deductible as allowed by law. Annual Foundation events include the Judge Bert Swift Memorial Golf Tournament, Have a Heart Nursing Fundraiser, and Holiday Wreath Auction.

Year-round the Foundation works hard to support programs, activities and facilities including:

- K.C.'s Special, a program that provides a hot meal throughout the day to hungry students. Named for Karen Coghill, a 39 year employee, the K.C. Special reminds us that not only do we need to feed the mind, but often we need to feed the body;
- Transportation, the Foundation provides free monthly and daily bus passes on Basin Transit to all current students;
- Scholarships, book grants, GED test vouchers, installing benches and tables, EV charging stations, and so much more.

Learn more about the Foundation at [www.cmccd.edu/support-cmc/foundation/](http://www.cmccd.edu/support-cmc/foundation/)

### Alumni Association

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

### Athletic Booster Club

The purpose of the Copper Mountain College Athletic Booster Club is to create a partnership that will promote the Athletic Department of Copper Mountain College, with a focus on sustainability, adequate funding, and competitive spirit to meet the athletic success of student athletes, students, the college, and the communities of the Morongo Basin. Boosters are vital in the manning of the ticket booths, snack bar as well as promoting games, tournaments and the overall Athletic Department at CMC. Booster membership is open to all. Meeting schedules, volunteer assignments and an application can be found at [www.fightingcacti.com](http://www.fightingcacti.com).

### Available scholarships at CMC include

- Academic Merit Scholarship
- Antoaneta Bonev Memorial Scholarship
- Art Mitz Social Sciences Scholarship
- Bob Coghill Fire Technology Scholarship
- Byerrum Business and Accounting Scholarship
- Catholic Charities "Providing Help, Creating Hope"
- Cathy Allen Artist Scholarship
- Classified Senate Scholarship
- CMC Alumni Association
- CMC Faculty Scholarship, part of the Osher Initiative for California Community College Students
- Curt D. Logan Memorial Scholarship
- Fostering Success Scholarship
- Glenda and Jay Haislip Memorial Scholarship
- J. Mitchell USMC STEM Scholarship
- Jack Taylor Memorial Scholarship
- Jeff Tabor Memorial EMT Scholarship
- Judge Bert Swift Memorial Scholarship
- Lena T. Pond Fund Scholarship
- Molly Adams Endowed Scholarship
- Rene Willard Memorial Scholarship
- Robert Buscher Charitable Heart Scholarship
- Sergeant Dominic Vaca Memorial Scholarship
- Sheriff's Sergeant Charles L. Teel, Jr. Memorial Scholarship
- Southern California Edison Science, Technology, Engineering and Math (STEM) Scholarship
- The George Floyd Scholarship Fund - Say Their Name
- The Inland Empire Community Foundation Pooled Scholarship Master Fund
- Trisha Laubenstein Elementary School Teacher Scholarship
- Trustees Gilbert and Lombardo Scholarship

# BOARD POLICIES & ADMINISTRATIVE PROCEDURES

A complete listing of our Board policies can be found on our website: <https://cmccd.diligent.community/Portal/Policy.aspx>

Copper Mountain Community College District complies with all federal and state rules and regulations and does not allow discrimination on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

**Harassment of any employee or student is strictly forbidden.**

*Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Coordinator, Jane Kwon, Vice President of Student Services, or, Jenn Baker, Chief Human Resources Officer, 6162 Rotary Way, Joshua Tree, CA 92252, (760) 366-3791.*

## NONDISCRIMINATION

Board Policy 3410:

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

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics, or because of his/her/their association with a person or group with one or more of these actual or perceived characteristics.

## COMMITMENT TO DIVERSITY

Board Policy 7100

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

## EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Board Policy 3420

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

commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Superintendent/President shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements.

## AMERICANS WITH DISABILITIES ACT (ADA)

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.

The designated coordinator at Copper Mountain College for compliance with Section 504 of the Rehabilitation Act of 1973 for students is the Chief Human Resource Officer, who may be reached at (760) 366-5285 in the Human Resources Office.

## PROHIBITION OF HARASSMENT

Board Policy 3430

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 Discrimination and Harassment Complaints and Investigations. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

## BOARD POLICIES & ADMINISTRATIVE PROCEDURES - Continued

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

Under the Jeanne Clery Act, the Copper Mountain Community College District annually distributes statistics on the reported occurrences. These statistics are available on our web page and as part of the Annual Security Report, which can be found here: [www.cmccd.edu/campus/operations/security/crime-prevention/](http://www.cmccd.edu/campus/operations/security/crime-prevention/)

### ALCOHOL AND DRUG ABUSE

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

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

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

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

### TITLE IX

Board Policy and Administrative Policy 3540

Title IX of the Education Amendments of 1972 is a federal civil rights law that states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

To report a Title IX incident based on sex discrimination or harassment, please contact the Title IX Coordinator, Jane Kwon, Vice President of Student Services, for student related concerns at [jkwon@cmccd.edu](mailto:jkwon@cmccd.edu) and Jenn Baker, Chief Human Resources Officer for employee related concerns at [jbaker@cmccd.edu](mailto:jbaker@cmccd.edu).

### JEANNE CLERY ACT

In 1998, the federal government passed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", formerly known as The Student Right-to-Know and Campus Security Act of 1990. This law requires colleges and universities receiving federal funding to disclose the reported instances of criminal activity on their campus.

The law specifically requires the reporting of violent crime, burglary, motor vehicle theft, liquor law, drug abuse, and weapons violations. To contact Security, call (760) 601-4123.



# ADMISSION, REGISTRATION & FEES

## ADMISSION

### Graduates of Accredited High Schools

Board Policy 5010

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

### Non-Graduates of High School

Board Policy 5010

Non-high school graduates over eighteen (18) years of age may be admitted as provisional students. For those who are interested in high school completion, we provide an alternative way to complete high school graduation requirements. Contact should be made with the Adult Education Program at (442) 241-5534.

### K-12 Dual Enrollment

Students in grades 8-12 may be granted special admission to Copper Mountain College as dual enrollment students. Dual enrollment students, or special admission students, must fulfill matriculation procedures as prescribed for regular admission students. Admission for dual enrollment students is based upon multiple factors and requires involvement from the K-12 school district.

A student seeking special admission must have the approval of the principal, or designee, of the school they attend and have the consent of one parent or legal guardian. Where a student is not enrolled in a public school, their parent(s) or legal guardian(s) must petition directly to the college or campus for admission.

Dual enrollment students receive credit for coursework completed in the same manner as a regularly enrolled student. Dual enrollment courses will be identified on both the college and high school transcript (if CMC transcript is provided to the high school) in the standard format and will not be identified as dual enrollment. The dual enrollment course grade will be part of the student's permanent CMC transcript.

Dual enrollment students will have access to Copper Mountain College services: that is, the library, tutoring, student I.D. cards, and any other services provided to other CMC students.

### CCAP Dual Enrollment

CMC has a California College and Career Access Pathways (CCAP) agreement with Morongo Unified School District (MUSD) which permits students who attend Yucca Valley High School (YVHS) and Twentynine Palms High School (TPHS) to take college-level courses on the MUSD campuses.

As these dual enrollment classes are offered at high school campuses of MUSD, the instructor of record, as well as the applicable high school administrators, will be responsible for the supervision and evaluation of the students. The participating high schools will be responsible for identifying students for CCAP courses and providing on site CMC matriculation services.

For the purposes of this policy, a CCAP dual enrollment student may enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied (Education Code section 76004(p)):

- The units constitute no more than four community college courses per term.
- The units are part of an academic program that is part of a CCAP partnership agreement.
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

Students enrolling in college-level courses as part of the CCAP dual enrollment agreement with MUSD will not be charged enrollment fees or tuition. Student withdrawal dates/policies will be consistent with the existing adopted policies of CMC unless otherwise communicated with MUSD in accordance with the CCAP agreement.

### Non-CCAP Dual Enrollment

K-12 students who would like to participate in dual enrollment outside of the CCAP agreement with MUSD must complete regular admission matriculation steps in addition to the required dual enrollment forms.

For the purposes of this policy, a non-CCAP dual enrollment student may enroll in up to and including 11 units per semester (per state policy). Admission is subject to seat availability. Student withdrawal dates/policies will be consistent with the existing adopted policies of CMC.

Non-CCAP students are subject to enrollment fees and tuition and are not eligible for financial aid, apart from the Promise Grant, forms A or B.

For additional information regarding K-12 Dual Enrollment including current forms, please visit [www.cmccd.edu/academics/dual-enrollment](http://www.cmccd.edu/academics/dual-enrollment).

### Incoming Transcripts

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

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

For current procedure for submitting official transcripts and requesting, evaluating, please visit: [www.cmccd.edu/transcripts/](http://www.cmccd.edu/transcripts/).

### Student Orientation & Placement

All new, returning, and transfer students entering CMC will be required to participate in student orientation and placement. Students must complete the online orientation in the student portal prior to scheduling an appointment to complete placement with a counselor. AB 705 and 1705 are California laws that ensures students are placed directly into college-level English and math/quantitative reasoning courses that meet the requirements for their intended certificate, associate degree, or transfer goals. To maximize the probability that students will enter and complete transfer-level coursework in a one-year time frame, all students will be placed directly into transfer-level math and English upon entry into a degree path. Multiple measures such as high school coursework and guided self-assessment are used for placement. Make an appointment to see a counselor to discuss the transfer coursework patterns and requirements. See page 19 on Student Matriculation for additional information.

## REGISTRATION

Registration at CMC can be completed online or at one of two locations: the Office of Student Services at the main campus or at the Military Base Programs Office, MCAGCC, Building 1530 6th Street, Rm. 209, Twentynine Palms, California. Consult the CMC website or current class schedule for dates and times. Please contact [admissions&records@cmccd.edu](mailto:admissions&records@cmccd.edu) for questions regarding credit and non-credit registration.

### 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. Please visit the college website for updated schedule of classes.

## Open Enrollment

Board Policy 5052 | Resolution No. 24-02

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.

The policy of this District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55003) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

The statement of policy adopted by the board by Resolution pursuant to subdivision (a) shall be published in the official catalog, schedule of classes, and addenda to the schedule of classes for which full-time equivalent student (FTES) is reported for state apportionment. A copy of the statement shall also be filed with the Chancellor.

## Priority Registration

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

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

- Are eligible as a member of the armed forces or a Veteran pursuant to Education Code section 66025.8 or as a foster youth or former foster youth pursuant to Education Code section 66025.9; or homeless or former homeless youth pursuant Education Code section 66025.9, or recipients of Tribal Assistance to Needy Families (TANF), or any student who has a child under 18 years of age who will receive more than half their support from that student; receiving services through ACCESS, Extended Opportunity Programs and Services (EOPS), CARE, or CalWORKs;
- Students who are continuing students, dependents of an active duty member of the armed forces, and first time students who have completed orientation, placement, and developed student education plans.

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

- Is placed on academic or progress probation or any combination thereof; or
- Has earned seventy-nine (79) or more degree applicable semester or quarter equivalent units at the District or other higher education institutions.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P. This 79-unit limit does not include units for non-degree applicable English as a Second Language or basic skills, units earned through credit by examination, advanced placement, or International Baccalaureate.

## Registration Changes and Withdrawals

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

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

## Auditing Classes

Individuals who audit a course may attend the course but will not receive college credit or a grade.

- Audit course forms cannot be submitted until after the last day to add the course (published in the Class Schedule).
- Priority is given to students seeking credit for the course. Those seeking to audit the course are accommodated on a case-by-case basis and only if space is available.
- Approval to audit a course will be at the discretion of the Instructor.
- Official records are not maintained for audit enrollments. The course is not recorded on transcripts.
- An individual auditing a course is a guest in the class and is held to the Student Code of Conduct guidelines listed in the College Catalog.
- The auditing student is not required to purchase a textbook or supplies.
- The auditing student is not required to attend the course regularly or participate in the course.
- Auditing a course does not fulfill prerequisite requirements.
  - Auditing students shall not be permitted to change their enrollment in the course to receive credit.
  - A fee of \$15.00 per unit will be charged to audit a course.
- Audit Course forms are available in Student Services.

## Last Day to Withdraw

The District allows students to withdraw from classes until the last day of the fourteenth week or the seventy-fifth percent point of a semester or session, whichever is less.

- A. The designated student grade responsibility date shall occur on the last day of the fourteenth week of instruction or at the seventy-fifth percent of a semester or session, whichever is less. The academic record transcript of a student who remains in a class beyond the fourteenth week of instruction or seventy-fifth percent point in a session must receive a grade of A, B, C, D, F, CR, I or NC.
- B. Where cases of extenuating circumstances exist, a student or their representative may petition to be allowed to withdraw from a class or classes before or after the grade responsibility date. The petitioning process is to commence with the Dean of Student Services. Extenuating circumstances include cases of accidents, illnesses, or other circumstances beyond the control of the student which prevents them from completing the class or classes. Where such withdrawals are approved, the symbol "EW" may be granted.

## Withholding of Student Records and Registration

Board Policy 5035

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation may have diplomas and registration privileges withheld.

The District may place holds on students' records for the following reasons:

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

## FEES: POLICIES & PROCEDURES

### Enrollment Fee for Resident Students

Each student shall be charged a fee for enrolling in credit courses as required by law. CMCCD is required to charge each student a per unit fee for enrollment in credit courses. This fee is known as the enrollment fee. The amount of the fee is designated in California Code of Regulations, Title 5 § 58501. The enrollment fee and payment due date are listed in the schedule of classes and on the CMC website for each semester or intersession (Board Policy 5030.)

### Non-Resident Student Tuition

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

### Instructional Materials

Students may be required to provide required instructional and other materials for a credit or noncredit course, provided such materials are of continuing value to the student outside the classroom and provided such materials are not solely or exclusively available from the District.

### Parking Fee

The District has temporarily waived the requirement to purchase a parking permit for Fall and Spring semesters and Winter and Summer sessions.

### Physical Education Facilities

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

### Student Fees

Student fees per semester are \$5.00 and are as follows: Continuation of the Student Government Fee (\$1); support for Student Senate of California Community College (SSCCC) - AB 1504 (\$1); support for ASCMC and CMC student clubs, student events, and club related activities (\$2); and support for the Christine Proudfoot Student Activity Center (\$1). A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing.

### Transcript Fees

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

### Refund Policy

Requests for refunds are accepted at the Cashier's Office until the deadline indicated in the class schedule. Refunds must be requested, they are not issued automatically.

If the student is entitled to receive additional funds, a letter will be sent to the student by the college to advise them of the amount of

aid and to ask if they would like to receive it or decline it. Frequently the R2T4 calculation will require the student to repay a portion of the federal grants they received. Federal work study earnings never need to be repaid.

If a student is receiving Title IV financial aid and withdraws from all classes, a return to Title IV (R2T4) calculation will be performed in keeping with federal regulation. If the student is entitled to receive additional funds, a letter will be sent to the student by the college to advise them of the amount of aid and to ask if they would like to receive it or decline it. Frequently the R2T4 calculation will require the student to repay a portion of the federal grants they received. Federal work study earnings never need to be repaid.

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

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

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

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

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

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

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

### Returned Checks

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

### Residence Determination

Board Policy 5015

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

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

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

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

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

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

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

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

These exceptions in determining resident status are in effect:

1. A minor shall be considered a resident student if immediately prior to first entering any public or private university, college, or community college in California they shall have been, for a period of at least two years, in the continuous care and control of a resident of California other than their parent.
2. A minor citizen, or a minor undocumented person lawfully admitted to the United States for permanent residence, shall be considered a resident student provided that they have not, for a period of one year immediately preceding the opening day of the semester or session in which they proposed to attend, received directly or indirectly any support or financial assistance from their father, mother, or legal guardian. During this period they must have been in continuous residence in California. They 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 their residence because of marriage to a non-resident who is living in California.
4. Active-duty military members are considered California residents for tuition purposes.
5. The dependent of an active-duty military person stationed in California is considered a resident for tuition purposes during their first year in California.
6. Other residency exceptions are listed in ECS 68070-68084.
7. Pursuant to the Veterans Access, Choice, and Accountability Act of 2014 (Choice, VACA), CMC offers resident enrollment fees to all covered individuals, effective July 01, 2015.

Eligible Veterans and dependents initially determined to be subject to out-of-state tuition should submit a change of status form with required documentation to Veterans Services. Veterans Services may be contacted at 866-366-5201, ext. 5813 or [cmcvets@cmccd.edu](mailto:cmcvets@cmccd.edu). For recent updates please refer to the Veterans Services web page at [www.cmccd.edu/support/veterans-services/](http://www.cmccd.edu/support/veterans-services/).

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

## Undocumented Persons

The District will admit any undocumented person who is 18 years of age or a high school graduate. If undocumented persons are present in the United States with an undocumented status, they will be classified as non-residents and charged non-resident tuition unless they meet the eligibility and requirements of **AB540** below:

**Eligibility:** Undocumented individuals, T and U Visa holders\*, Temporary Protected Status (TPS), U.S. Citizens, and lawfully present immigrants that meet eligibility.

**Exclusions to Eligibility:** Individuals with international student visas, visitor visas, or other "non-immigrant" visas (A,B,C,D,E,F,J,H,L,etc.).

### Requirements:

1. The student must have: attended a combination of California high school, adult school, and California Community College for the equivalent of three years or more, or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years.
2. The student must have: graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam); or completed an associate degree from a California Community College; or completed the minimum requirements at a California Community College for transfer to the California State University or the University of California.
3. The student must register or enroll at an accredited institution of higher education in California.
4. The student must file an affidavit with the college or university stating that if the student is a undocumented person without current or valid immigration status, the student has filed an application to legalize immigration status or will file an application as soon as the student is eligible to do so.

**Note:** If you meet AB540 requirements, you should complete the CA Dream Act Application for financial aid. (A certified GPA is also necessary for Cal Grant consideration.)

\*AB1899 allows U and T Visa holders to also apply for state financial aid. (T Visa holders should file a FAFSA® and U Visa holders should file a CA Dream Act Application.)

For more detailed information, please see:

[www.cmccd.edu/admissions/financial-aid/](http://www.cmccd.edu/admissions/financial-aid/)

## Undocumented Persons - Establishing Residency (not AB540)

If, for at least one year and one day prior to the start of the semester in question, a undocumented person has possessed any immigration status that allows them to live and work indefinitely in the United States and they meet the California residency requirements, the student can be classified as a California resident.

## Error or Falsification in Classification

Any student who has been admitted in error without payment of the fee, or because of falsification of information submitted by or for them, 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 they were excluded. They shall not be admitted to any following semester or session until all previously incurred tuition obligations are paid. Questions regarding residency should be directed to Admissions & Records in the Office of Student Services.

# OFFICE OF STUDENT SERVICES

## *Committed to Service*

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

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

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

## OFFICE OF STUDENT SERVICES

The Office of Student Services at Copper Mountain College is located in the 300 Quad. It houses programs and services that support students entering the path to reaching their academic and career goals.

### COUNSELING

Students are encouraged to meet with a counselor each semester. Students come for assistance in making career choices, choosing majors, addressing educational challenges, connecting with resources, and developing social and interpersonal skills. Emphasis is placed upon assisting students in their growth and helping students advocate for their educational needs, and ultimately accomplishing their educational goals.

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

1. Student orientation.
2. Academic advising to identify educational goals and complete them efficiently.
3. Develop first year plan (FYP) and comprehensive Student Education Plan (SEP).
4. Guidance for students placed on academic or progress probation.
5. Personal counseling (limited).
6. Transfer information and support.
7. Career counseling.
8. Referral to special programs, and on-and-off campus resources.
9. Crisis intervention.

### STUDENT MATRICULATION

Board Policy 5050

Copper Mountain College will provide students, with the following required services for matriculation pursuant to Title 5, Section 55520 except as exempted pursuant to Title 5, Section 55532, with all of the following student success and support services:

- A. Admission applications for processing.
- B. Orientation services designed to provide nonexempt students and potential students, in a timely manner, information concerning college procedures and course scheduling, academic expectations, financial assistance and any other matters the District finds appropriate.
- C. Course placement for all nonexempt students pursuant to Title 5, Section 55524.
- D. Counseling or advisement for nonexempt students pursuant to Title 5, Section 55523.
- E. Assistance in developing a student educational plan pursuant to Title 5, Section 55525, which identifies the student's educational objectives and the courses, services, and programs to be used to achieve them.
- F. Post enrollment evaluation, pursuant to Title 5, Section 55526, of each student's progress.

Students with questions regarding these services or their status, or have a question regarding an exemption, please contact CMC's Admissions & Records.

### Student Responsibilities

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

Student responsibilities include:

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

### Student Orientation

Orientation is a required process that acquaints students with college programs, services, facilities and grounds, academic expectations, and institutional policies and procedures.

### First Year Plan

Board Policy 5110

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

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

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

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

## Student Life

Student Life is a program designed to provide diverse opportunities for student engagement and interaction through data driven, student-centered activities. The program is intended to provide robust resources and inclusive enrichment to all students to cultivate a safe, equitable and connected community, with a goal of fostering the awareness and well being to support students on their path to success. For additional information, please contact (760) 366-5201, ext. 5895.

## ACCESS

### For Students with Disabilities

ACCESS is a federally mandated program designed to support students with disabilities such as, but not limited to, acquired brain injury (ABI), ADHD, autism spectrum disorder, visual impairment, hearing impairment, learning disability, intellectual disability, mental health, physical disability, and other documented impairments that may impact a student's educational journey. Eligible students with a verified disability receive customized accommodations tailored to their specific educational limitations.

ACCESS provides a variety of services, including priority registration, disability counseling, academic advising, ergonomic furniture, assistance with mobility, support for note-taking, specialized equipment, access to alternate media software, alternative textbook formats, American Sign Language (ASL) interpretation, utilization of the High-Tech Center for testing and academic support, as well as educational assistance and tutoring classes designed to promote success in college. For further information, please contact ACCESS at: (760) 366-5201 ext. 5861 or email at [access@cmccd.edu](mailto:access@cmccd.edu).

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

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

### Eligibility

- Be a current CMC student
- Be receiving at least \$1 of cash aid for themselves
- Bring in current Verification of Benefits
- Complete the Campus CalWORKs Application

### Services

- Priority Registration
- Academic/Career/Personal Counseling
- Parking Permit
- Academic Supplies
- Textbook Assistance
- Meal and Gas Cards
- Workshops and Events
- Referrals

For more information or to apply to the program drop by the CalWORKs counter located in Student Services in the 300 Quad or call us at 760-366-5201, ext. 5810.

## EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

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

1. An applicant must be a California resident, qualify for a California Promise Grant A or B Waiver, be a full-time student in good standing with the college, and have an educational disadvantage according to program guidelines.
2. Based upon state funding, students receive supportive services which may include some or all of the following:
  - Priority registration
  - Book loan to assist in the purchasing of text books
  - Book loan/exchange programs
  - School supplies
  - Counseling (Academic, Career, Transfer and Personal)
  - Academic Awards Banquet
  - Cap and gown purchase
  - UC/CSU application fee waivers
3. Students are required to complete a Student Education Plan and have on going contact with the EOPS counselor.
4. A sub-program, Cooperative Agencies Resources for Education (CARE), encourages single, head of household, parents on public assistance (CalWORKs) to enroll in college by providing additional supportive services, including a CARE grant for educational expenses, parenting activities, and counseling. CARE participants must be an EOPS student in good standing. Contact (760) 366-5201, ext. 4247 for information.

## MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA) PROGRAM

The California Community College Mathematics, Engineering, Science Achievement (MESA) Program helps under served and underrepresented students majoring in calculus-based Science, Technology, Engineering and Mathematics (STEM) fields who seek to transfer to a four-year institution. The aim of MESA is to diversify the STEM workforce by providing the advising, resources, and community students need to complete their degrees in science, engineering, and mathematics.

Benefits of joining the MESA program include career and academic counseling, tutoring, and workshops. As funding allows, students may receive textbook loans, school supplies, funded membership to professional societies, funding to attend conferences, and locker space in the MESA Center. Additionally, students can participate in MESA sponsored social activities, trips, and events.

The MESA Center is located in the 100 Quad, Room 111. Please email [mesa@cmccd.edu](mailto:mesa@cmccd.edu) or call (760) 366-5201 ext. 5781 for more information

## NEXTUP/FOSTERING SUCCESS

### NextUP

NextUP is a support program designed to foster success, resilience, and empowerment among foster youth attending our community college. Our goal is to empower current and former foster youth students to overcome barriers, achieve their educational goals, and successfully transition into independent and fulfilling lives. We provide a supportive and nurturing community to enable their success throughout their college journey and beyond.

#### Eligibility

- A current or former Foster Youth
- Currently enrolled at Copper Mountain College
- Must be under the age of 26 at the beginning of the academic year
- Must have been in foster care, guardianship, or ward of the court on or after their 13th birthday
- Submit a NextUP Application
- Submit a Foster Youth Verification

#### Services

- Priority Registration
- Academic/Career/Personal Counseling
- Emergency Grants
- Financial Assistance
- Parking Permit
- Textbook Assistance
- Academic Supplies
- Meal and Gas Cards
- Workshops and Events
- Referrals
- And more!

If you do not qualify for NextUP, you may qualify for Fostering Success.

### Fostering Success Program

The Fostering Success Program at Copper Mountain College provides specialized educational support services for current and former foster youth. Our goal is to create a nurturing environment that equips students with the tools for personal growth, academic excellence, and successful transitions for their future.

#### Eligibility

- Currently enrolled at Copper Mountain College
- A Current or Former Foster Youth
- Submit a Fostering Success Application
- Submit your Foster Youth Verification

#### Services

- Priority Registration
- Academic/Career/Personal Counseling
- Academic Support and Student Accountability
- Parking Permit
- Academic Supplies
- Meal and Gas Cards
- Workshops and Events
- Referrals

For more information or to apply to the program drop by the CalWORKS counter located in Student Services in the 300 Quad or call us at (760) 366-3791, ext. 5810 or (760) 366-5201, ext. 5810.

## FINANCIAL AID

Board Policy 5130

Copper Mountain College processes federal, state, and institutional aid for students who meet the eligibility requirements for the specific programs. Students are encouraged to file a financial aid application to apply for state and/or federal aid for which they may be eligible. Students are also encouraged to apply for any institutional and outside scholarships possible. Scholarship information is available from CMC's Foundation Office. Various scholarship websites are available on CMC's website at [www.cmccd.edu/admissions/scholarships/](http://www.cmccd.edu/admissions/scholarships/). A free scholarship search is available at [www.fastweb.com](http://www.fastweb.com).

### Financial Aid - How to Apply

Most federal and state aid is based on need. The federal processor determines a student's need for federal student aid using the Free Application for Federal Student Aid (FAFSA®) that the student files each year. Students are encouraged to file the FAFSA® as soon after October 1st as possible. The FAFSA® may be completed online at [www.fafsa.gov](http://www.fafsa.gov). The state also uses the FAFSA® and CADAA (CA Dream Act Application for undocumented students) at <https://dream.csac.ca.gov/landing> to determine need for Cal Grant consideration. The primary Cal Grant deadline is May 2.

After analyzing the information on the FAFSA®, the federal processor will send the applicant a FAFSA® Submission Summary (FSS) and CMC an electronic record of the student's need analysis. Students may review their financial aid status including missing information, academic progress, and awards through their student portal.

### Special or Unusual Circumstances

Financial aid administrators possess the unique ability to exercise professional judgment in cases of special or unusual circumstances that may impact a student's financial situation. This discretionary authority allows administrators to consider factors beyond what is typically captured on the Free Application for Federal Student Aid (FAFSA®) or CA Dream Act Application (CADAA), such as sudden changes in income, unexpected medical expenses, or other significant life events.

Through the professional judgment process, financial aid administrators can assess individual circumstances on a case-by-case basis and make adjustments to a student's financial aid package accordingly, ensuring that financial assistance is tailored to meet the specific needs of each student. This flexibility helps to address unforeseen challenges and ensures that students receive the support they need to pursue their educational goals.

Students who believe they have a special or unusual circumstance that may impact their ability to afford their education should reach out to CMC's Financial Aid Office at (760) 366-5201, ext. 4235.

### To Continue Receiving Financial Aid

Students are required to meet Satisfactory Academic Progress (SAP) standards. The SAP standards are defined as maintaining a cumulative grade point average of at least 2.0 and cumulatively completing 67% of attempted units, all the while completing their program within 150% of the program's published units (for ex. 90 units to complete a 60 unit program). The federal government is willing to aid students as they pursue an education. However, it will not provide aid to students who are not completing their coursework satisfactorily or are not completing their program in a timely manner. Therefore, students are in danger of losing their aid eligibility if they take more courses in a semester than they can reasonably complete or if they do not take the appropriate courses to complete their program's requirements.

Students are advised to meet with a counselor to develop an educational plan, to be realistic about the number of courses they can satisfactorily complete in a given semester, and then to be diligent in class attendance and completion of assignments.

## Withdrawal & Repayment of Funds

In the event something should occur to prevent the student from attending, it is the student's responsibility to drop the class with Admissions & Records located in the Office of Student Services or through the student portal. Failure to officially withdraw may result in failures on transcripts, possible overpayment, and loss of financial aid in future terms.

A student's withdrawal date may be determined by:

1. The date the student officially withdraws through the student portal or in person with Admissions & Records or
2. The date the instructor officially withdraws the student for failure to adhere to attendance requirements after 20% of the course is completed (census)
3. The date that most accurately reflects when the student ceased academic attendance

## Repayment/Return of Title IV Funds (R2T4)

In accordance with federal regulations, students who received federal financial aid and withdrew from all their classes or received FW grades prior to completing 60% of the term will be subject to repayment of federal financial aid funds (Pell, FSEOG). Based on the date of withdrawal the Financial Aid office uses a prorated federal formula (R2T4 calculation) to determine the amount of "unearned" federal financial aid funds received. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the Federal formula. In keeping with federal regulations, the recalculation may require the student to repay some of the unearned aid they had received. Failure to return the funds would result in loss of eligibility for future aid until the funds are repaid.

Students who drop or withdraw from a portion of their classes prior to completing 60% of the term may have an adjustment made to their second disbursement or may be required to repay a portion of the entire grant(s). All money received in the form of Pell Grants and/or Federal Supplemental Educational Opportunity Grants (FSEOG) will be subject to repayment requirements.

If a student owes Copper Mountain College money a HOLD may be placed on the student's record which affects future registration at Copper Mountain College.

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

Cal Grants, Student Success Completion Grants (SSCG), and Chafee Grants- If the recipient is eligible for payment at the time of disbursement, based on the school's census date, but drops below the required number of units applicable to the payment received for a term, the recipient remains eligible for the entire payment.

## Financial Aid Programs

### Federal

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

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

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

**Federal Direct Stafford Loans:** Students must be enrolled in at least 6 units per semester and have a processed FAFSA® form to show eligibility for loans. Students should consider loans as the last resort and are encouraged to apply for scholarships, work study, or other sources that do not require repayment. Excessive borrowing can cause hardship for students and may prevent them from completing their educational program.

### State

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

Access (Expenses, Book, and Supply) payments are disbursed in accordance with school policy unless the student requests another action. The student may make this request at any time; however, any cancellation only affects future payments. Books and Supplies payments cannot be delivered to a third person.

Undocumented students may be eligible for an Entitlement Cal Grant B award. They must complete the California Dream Act Application (CADAA) at: <https://dream.csac.ca.gov/landing>

**Student Success Completion Grants (SSCG):** These state funded grants are awarded to eligible full-time (12+ units) Cal Grant B or C recipients. See the Financial Aid Office for more information.

**Chafee Grant:** Students who are or were in foster care for at least one day, between the ages of 16 and 18 as a dependent or ward of the court and have financial need, may qualify for up to \$5,000 a year for career and technical training or college. They may also be able to use the grant to help pay for child care, transportation and rent while in school. Chafee Grants may be used at any eligible California college or university or career or technical school, as well as schools in other states. The student is encouraged to apply one time at <https://chafee.csac.ca.gov/>

**California College Promise Grant (CCPG, formerly BOGW):** This state program waives the payment of enrollment fees for California residents, eligible AB540 students and, Active Military stationed in California and their dependents, who qualify based on financial need, public assistance, or meet specific income standards. The most effective way to apply for the waiver is to file the FAFSA® or CADAA early enough to be assured of waiver eligibility prior to registration. An alternative application is available in the Financial Aid office, but it does not qualify for other state and federal aid.

**Loss of California College Promise Grant (formerly BOGW):** As stated in SB 1446 and effective Fall 2016 to continue California College Promise Grant eligibility, students must meet institutional Satisfactory Academic Progress standards (SAP). CMC defines California College Promise Grant-SAP as students who have attempted 12 or more units, have a cumulative grade point average (GPA) of 2.0 or above, and have completed more than 50% of their attempted units successfully. California College Promise Grant-SAP is determined after every fall and spring semester.

Consult with CMC Admissions & Records for information regarding the appeal process.

## CALIFORNIA PROMISE PROGRAM

The CMC Promise Program provides no-cost tuition and book vouchers to qualified first and second year students. To qualify for the Promise Program, you must:

- File a Financial Aid Application (FAFSA® or CADAA) for the academic year. Students with a CA Dream Act Application (CADAA) and AB540 or CA residency are also eligible for the Promise Program.
- Be a California resident.
- Be enrolled in at least 12 units.

Copper Mountain College Promise Program will run as long as there is State Funding. Portions or all of this program are subject to change as State funding may change.

## TRANSFER CENTER

Housed with Career Services in the Career & Transfer Center, the Transfer Center's mission is to prepare students to successfully transfer to both public and private baccalaureate-granting educational institutions by providing information, education, and support services. Students should begin researching transfer options early in their academic career since different institutions often require different classes in completing major preparation requirements prior to transfer. The Transfer Center frequently posts announcements on Canvas to keep students updated on transfer-related opportunities. The Transfer Center facilitates various workshops, open application labs, university visits, and an annual college fair. The Transfer Center also hosts visits by CSU, UC, private, and out-of-state Admissions Representatives to assist students on an individual basis with their transfer needs. Students are encouraged to visit the Transfer Center or email for support ([transfercenter@cmccd.edu](mailto:transfercenter@cmccd.edu)).

## VETERANS SERVICES

The Veteran Resource Center (VRC) is located on the main campus in the 300 Quad, Room 381 and is available to assist eligible veterans, dependents, and reservists in obtaining their GI Bill® educational benefits and services. The department also assists applicants with completing applications and forms necessary for GI Bill® benefits and helps veterans with referrals to other agencies and resources. Copper Mountain College is approved to assist individuals under various GI Bill® programs towards Associate in Arts or Associate in Science Degrees, and transfers to four-year institutions. The college is also approved by the California Department of Veterans Affairs for the attendance of veterans' dependents (Cal-Vet Fee Waiver).

Copper Mountain College proudly follows the *Principles of Excellence*:

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

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

Student program requirements are diverse and must be met in order to receive GI Bill® benefits. More information is available on our

website, [www.cmccd.edu/support/veterans-services](http://www.cmccd.edu/support/veterans-services), or students may call 1-866-366-5201, ext. 5813, or stop by VRC during business hours.

Veterans are not required to use GI Bill® education benefits to receive assistance from VRC. All veterans and active duty service members are welcome.

Bud and Betty's Place for Veterans is Copper Mountain College's military student center. All Veterans, active duty military, and dependents are encouraged to visit the center. It offers expanded services and is a space set aside to call their own.

## VETERANS RESOURCE CENTER (VRC) COURSE AND CERTIFICATION REQUIREMENTS

1. **PROOF OF ELIGIBILITY:** Students enrolled at Copper Mountain College (CMC) who are requesting certification of Chapter 33 - Post-9/11 GI Bill® benefits, Chapter 31 – VA Vocational Rehabilitation (VR&E), or Chapter 35 – Dependents' Education Assistance (DEA), are required to provide proof of eligibility of their VA benefits. Check with the CMC Veterans Resource Center (VRC) for specific documentation required.
2. **EDUCATIONAL GOALS AND VA CERTIFICATION:** The Department of Veterans Affairs requires that all students receiving VA benefits must work toward a specific educational objective. At CMC, this objective can be an AA/AS Degree or approved transfer program. It is a requirement that all classes you are enrolled in must be part of the requirements or pre-requisites for your program. This is your responsibility. CMC VRC will check to ensure that all veterans/reservists/dependents are certified in only those courses applicable to the declared program. If any class you are enrolled in does not apply to the major, the Department of Veterans Affairs will be notified of the reduction in course units. Note: Make sure the courses you are taking are required for your major. Before making changes to your classes, check with your VRC counselor.
3. **TRANSFER STUDENT REQUIREMENTS:** Transfer students are required to submit official transcripts and to have all coursework evaluated. VA benefit recipients must have official transcripts on file with CMC VRC from all previous colleges/universities attended. This is required to meet the VA's prior credit evaluation policy. Payment of VA educational benefits may be suspended until transcripts are submitted to CMC and VRC. Note: Evaluation of official transcripts is also required for graduation.
4. **CMC REQUIREMENTS FOR VA CERTIFICATION:** Students receiving VA benefits are required to meet with a VRC counselor to complete and/or update a Student Education Plan (SEP) along with a Veteran's Services Certification Request each semester for enrollment certification to VA.
5. **CHAPTER 33 - POST 9/11 GI BILL® VERIFICATION REQUIREMENTS:** Chapter 33 students are required to electronically verify their continued enrollment with the VA each month (per Section 1010 of P.L. 116-315). If a student fails to verify for two consecutive months, the VA will withhold monthly housing allowance payments until the student verifies. Students enrolled at CMC who are requesting certification of Chapter 33 - Post 9/11 GI Bill® benefits who drop or withdraw from one (or more) of their courses may owe a debt fee back to CMC for tuition and fees due to overpayment (per Section 1019 of P.L. 116-315). If the student fails to pay the debt back to CMC, a registration hold will be placed on their account, and they will not be able to register until the debt has been paid. VA will send debt letters to both the student and the institution regarding the debt.

6. **ATTENDANCE AND PROGRESS STANDARDS:** The Department of Veterans Affairs (VA) has certain policies regarding attendance and progress standards. These policies are outlined in Veterans Administration Regulations Sections 21.4135, 21.4253 and 21.4277 and Department of Veterans Benefits Circular 20 75 54, dated 30 May 1975, concerning a school's liability for overpayments and standards of attendance and progress. The student has the responsibility to adhere to the standards of attendance and progress outlined in both the Veterans Bulletin and Copper Mountain College (CMC) catalog pertaining to attendance and satisfactory progress to be certified for receiving VA educational benefits.
7. **VA PAYMENTS:** Monthly Housing Allowance and stipend amounts vary by GI Bill® chapter and rate of pursuit and campus location. Winter, Summer and short-term classes are computed proportionately for VA payment purposes and only for the period the class is in session. VA benefit payments are based on required attendance in classes. A student is expected to attend all sessions of the classes in which the student is registered. It is the student's responsibility to contact instructors regarding any absence.
8. **VA OVERPAYMENT:** An overpayment may occur due to the student's termination of enrollment or reduction in units. The student will be liable for the overpayment. Should the student receive a VA payment that is an overpayment, it is the student's responsibility to contact the VRC at CMC for procedures on returning the amount of overpayment to VA. The VRC will notify VA of any course status changes per VA requirements.
9. **REPEATING COURSES:** Students may receive benefits when repeating courses in which a grade of F, FW or NP was received if the course is required or a pre-requisite 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 in the catalog. If the student receives a grade of "F", "FW" or "NP", or in some cases "D", for the 2nd time at CMC, then CMC is required to notify VA that the first term in which student received the unsatisfactory grade has now turned into a "Non-Punitive Grade" since the first grade has now been taken out of your GPA calculation and student did not pass it when repeated. This will result in overpayment, and the student will be contacted by VA regarding the overpayment.
10. **UNSATISFACTORY PROGRESS:** If the student does not maintain satisfactory progress, educational benefits will be discontinued by VA. Progress is unsatisfactory if the student is on Probation or Dismissal. Please refer to page 35 of the CMC catalog regarding Probation, Dismissal, and Reinstatement.
11. **CHANGE IN STUDENT INFORMATION OR STATUS:** The student is responsible for notifying the VRC at CMC immediately of any change that would affect VA educational benefits (change of address, change in training time or termination). Not reporting status changes can cause termination of benefits and an overpayment from VA.
12. **GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA) and benefits are subject to change. More information about education benefits offered by VA is available at the official U.S. government Website: GI Bill or [www.gibill.va.gov](http://www.gibill.va.gov).

## VETERANS AND DEPENDENTS ENROLLMENT FEES

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

Eligible veterans and dependents initially determined to be subject to out-of-state tuition should submit a change of status form with required documentation to VRC. VRC may be contacted at (760) 366-5201, ext. 5813 or [cmcvets@cmccd.edu](mailto:cmcvets@cmccd.edu). For recent updates please refer to the VRC web page at [www.cmccd.edu/support/veterans-services/](http://www.cmccd.edu/support/veterans-services/)

As part of the Veterans Benefits and Transition Act of 2018, Copper Mountain College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

## STUDENT ORGANIZATIONS

### Associated Students of CMC (ASCMC)

Board Policy 5400

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

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

### Honor Societies

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

## CAMPUS CLUBS

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

Each year new clubs are chartered as requested by students by Associated Students of Copper Mountain College (ASCMC). Each club is allowed representation at the Inter Club Counsel meetings where activities, projects, and concerns pertaining to club members are discussed. For those who are interested in joining or starting a club, contact the Student Life and Engagement Specialist in the Christine Proudfoot Student Activity Center.



# STUDENT RIGHTS AND RESPONSIBILITIES

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

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

All Copper Mountain Board Policies & Administrative Procedures can be viewed, in their entirety, at <https://cmccd.diligent.community/Portal/Policy.aspx>

## ACADEMIC FREEDOM

Board Policy 4030

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

The College supports the American Association of University Professors (AAUP) Statement of Principle as it relates to Academic Freedom.

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

Teachers are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. The intention of this statement is not to discourage what is "controversial." Controversy is at the heart of free academic inquiry. The passage serves to underscore the need for teachers to avoid persistently intruding material that has no relation to their subject.

College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

## STANDARDS OF CONDUCT AND SCHOLARSHIP

Board Policy 4220 and 5500

### Student Code of Academic Integrity

Copper Mountain Community College District officials and faculty members have an obligation to the academic community and to their students to foster honesty in academic 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 the following:

1. Cheating. Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication. Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Facilitating Academic Dishonesty. Intentionally or knowingly helping or attempting to help another student to violate any provision of this code.
4. Plagiarism. Intentionally or knowingly representing the words or ideas of another person as one's own in any academic exercise. Rewriting, paraphrasing, summarizing, putting a passage into one's own words without recognizing the original source are still plagiarism: credit must be given to the author or creator. Plagiarism can carry serious consequences, resulting in course failure and/or expulsion. Please refer to the "Student Rights and Responsibilities" section of the Copper Mountain College Catalog. The following are examples of plagiarism:
  - A. Copying and pasting text from electronic sources.
  - B. Copying and pasting text from web sites.
  - C. Transcribing text from printed material, such as books, magazines, encyclopedias or newspapers.
  - D. Modifying or scanning any text.
  - E. Replacing words in quoted text with a thesaurus and using the result as your own.
  - F. Using copyrights, trademarks, patents, speeches, and artistic creations without permission or acknowledgment.
  - G. Using photographs, images, video, or audio without permission or acknowledgment.
  - H. Using another student's work and claiming it as your own (even with permission).

- I. Translating texts from a foreign language does not constitute original work and falls under the guidelines for quotations, summaries, and paraphrasing.
- J. Self-plagiarism – submitting the same assignment more than once

## Copyright Infringement for File Sharing

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

## Cause for Discipline

When a student enters Copper Mountain College, we presume each student will contribute positively and appropriately to the roles and responsibilities of being a student at CMC. If, however, the student's conduct is not appropriate, and the student is found in violation of the student code of conduct as listed in the Standards of Conduct policy, then appropriate disciplinary action will be taken.

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

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Superintendent/President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.
11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. 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.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
15. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
16. Unauthorized entry upon or use of college facilities.
17. Lewd, indecent or obscene conduct or expression on college-owned or controlled property, or at college-sponsored or supervised functions.
18. 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.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

## Definitions of Types of Discipline

### 1. Removal From Class

Exclusion of the student by an instructor for the day of the removal and the next class meeting. For online classes, the removal is for up to one week.

Any instructor may order a student removed from their class for the day and the next class meeting. The instructor shall immediately report the removal to their supervising administrator. The supervising administrator will refer any student code of conduct incidents to the Dean of Student Services. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. If an instructor needs assistance in removing a student from class. They may call Security at 760-601-4123.

If referred to the Dean of Student Services, nothing herein will prevent the Dean of Student Services 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 Dean of Student Services for good cause from one (1) or more classes for a period of up to ten (10) consecutive days of instruction.

The Dean of Student Services may order immediate suspension of a student when it is concluded that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits listed in the board policy shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days. (ECS 66017)

**3. Long-term Suspension**

Exclusion of the student by the Dean of Student Services for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more semester/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 Superintendent/President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Superintendent/President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

**6. Written or Verbal Reprimand**

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

## DUE PROCESS

Concerns regarding potential violations of the college's standards of conduct are handled by the Office of the Dean of Student Services. This office carefully reviews the situation, gathering information through interviews, correspondence, and other relevant evidence to determine whether a meeting or hearing is necessary with the student involved.

If the Dean of Student Services determines that a meeting or hearing is necessary based on the information, a date and time will be scheduled, and the student will receive a letter and/or email notification with the details. This notification will include the date, time, and location of the incident, along with the specific standard of conduct that may have been violated. The student will also be invited to prepare and submit any relevant documentation for the meeting and may choose an advisor to accompany them at the hearing or be provided one by the District.

During the meeting, the Dean of Student Services will ensure the student fully understands the process and possible outcomes. Any additional evidence or testimony related to the situation will be reviewed. After considering all the information, the Dean of Student Services will decide whether the allegations are supported or not. If the allegations are unsupported, they may be dismissed, or further investigation may be needed. If the allegations are supported, disciplinary procedures will be outlined, and the student will be notified by letter and email with details about the next steps.

## Appeal Procedure

If a student feels they have been treated unfairly, they have the option to appeal the decision made by the Dean of Student Services. This appeal must be initiated within 15 school days of decision of the Dean of Student Services. The process is as follows:

1. The student should first meet with the Dean of Student Services to discuss their concerns within the 15-day period.
2. If the student is not satisfied with the outcome of this discussion, they can submit a formal written complaint to the Vice President of Student Services within five school days. This complaint should outline which part of the process they believe was unfair or why they feel the evidence did not support the decision.
3. The Vice President of Student Services will then investigate the issue, make a determination, and communicate the outcome to both the student and the Dean of Student Services within 40 school days of receiving the complaint.

## STUDENT GRIEVANCE PROCEDURE

If a student has a reason to believe that they have 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 they have been treated unfairly 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, they 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 appropriate Dean.  
After discussing the matter with the appropriate Dean or their designee, if the student wishes to make a formal complaint, it must be in writing. The Dean or their designee will notify the staff member and conduct an investigation. At this point the name of the student may be kept confidential. The Dean may request a meeting with the student and the staff member if it is believed that the matter can be resolved. At this meeting the student and the staff member are entitled to representation. The Dean or designee shall communicate a decision to the student and staff member within forty (40) school days of the written complaint. If, however, the student is not satisfied, they may then;
- C. Within ten (10) school days of receiving that decision, the student desiring further appeal may appeal to the Chief Instructional Officer for review of the matter and, at the Chief Instructional Officer's discretion, hold a hearing on the matter.
- D. The Chief Instructional Officer shall communicate a decision to the student and staff member within forty (40) school days of the hearing. The decision of the Chief Instructional Officer shall be final.
- E. Due to contractual or other personnel regulations, decisions regarding grievances may not be shared with the student.

# STUDENT PRIVACY RIGHTS AND ACCESS TO RECORDS

## Family Educational Rights and Privacy Act (FERPA)

### Release of Information

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

## STUDENT RECORDS AND DIRECTORY INFORMATION

### Board Policy 5040

The District may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released.

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

1. Officials and employees of the District who have a legitimate educational need to know. A school official is defined as:
  - A person employed by the District in an administrative, supervisory, academic, research, support staff, or security position;
  - A person elected to the Board of Trustees;
  - A student government officer conducting student elections; and/or
  - A person employed by or under contract to the District to perform a special task, such as the attorney or auditor.School officials have a legitimate need to know if they are:
  - Performing a task that is specified in their position description or by a contract agreement;
  - Performing a task related to a student's education;
  - Performing a task related to the discipline of a student; and/or
  - Providing a service or benefit relating to the student such as counseling, job placement or financial aid.
2. To officials of another school or school system, upon request, in which a student seeks, intends, or is directed to enroll, including local, county or state correctional facilities where educational programs are provided.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for, or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
6. To organizations conducting studies for, or on behalf of the college.
7. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, and improving instruction.

8. To accrediting organizations in order to carry out their accrediting functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons.
11. To an alleged victim of any crime of violence of the results of an institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

## Directory Information

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

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

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

## Right to Inspect and Review Records

All currently enrolled or former students have a right to inspect and review all student records relating to them. Student record is defined according to the Family Educational Rights and Privacy Act (FERPA). To access their transcripts, students must file a letter of request with the Office of Student Services. To obtain access to other documents, students must submit a letter of request to the Dean 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 thirty (30) calendar days of receipt of such request, the Superintendent/President, or designee, shall meet with the student and the employee who recorded the information in question, if such employee is presently employed by the District. The Superintendent/President, or designee, shall then sustain or deny the allegations.

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

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

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

If the decision of the Board is unfavorable to the student, or the student accepts 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

## AUTOMATIC TELLER MACHINE

An automatic teller machine (ATM) is located inside Jorge's Place .

## BOOKSTORE

Visit CMC's bookstore online at [www.cmccd.edu/current-students/cmc-bookstore/](http://www.cmccd.edu/current-students/cmc-bookstore/)

## FOOD SERVICES

Jorge's provides food services to students on campus. Free soup is provided daily for students. Hours of operation are published in the current class schedule each semester. Jorge's is located in the 300 Quad, by Office of Student Services. Visit online at [www.JorgesMenu.com](http://www.JorgesMenu.com) .

## HOUSING

There are no facilities for on or off campus housing at Copper Mountain College. Information regarding general housing in the community 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 6750  
Administrative Procedure 6750

### Parking Permits

The District has temporarily waived the requirement to purchase a parking permit for Fall and Spring semesters and Winter and Summer sessions.

### Temporary Parking Permits

Temporary Parking Permits are not required at this time.

### Handicapped Parking

Handicapped parking for vehicles displaying valid placards or plates is available in the main parking lot near the entrance to the 200 Quad, the upper parking lot on the east side of the 100 Quad, the Student Services parking lot near the entrance to the Cashier Office, the parking lot west of the 300 Quad behind the Library, and in the North and South Bell Center parking lots. Handicapped parking is identified by standard markers.

Vehicles parking in handicapped parking spaces must display a valid placard or plate. Only vehicles displaying such identification are permitted to park in handicapped parking.

### Campus Parking Regulations

Operation of motor vehicles on campus shall be conducted in a manner that ensures the safety of other drivers and pedestrians. Vehicles must be operated and parked in accordance with all District, city, and state driving regulations. Drivers will be cited when operating a vehicle in any manner contrary to these Campus Parking Regulations and state law. Vehicles parked in a manner contrary to these regulations may be towed away at the owner's expense.

The posted speed limit for all parking lots and campus roadways is 10 mph. Vehicles are only permitted on designated roads and parking lots. Only authorized vehicles and personnel are permitted on service roadways and maintenance areas.

No vehicle shall be parked in a manner taking more than one (1) parking space and must be parked within a clearly marked space. Exceptions may be made by permission only.

No motor vehicle, moped or motor-driven cycle shall be driven, parked, or left standing on any campus walkway or any interior service roadway or lawn without special permission. No motor vehicle, moped or motor-driven cycle shall be parked or left standing in front of any building entrance, gate, driveway, service road, intersection, fire lane, fire hydrant, or along a red curb. No motor vehicle, moped or motor-driven cycle shall be parked in any undeveloped area.

Parking in Visitor parking spaces is permitted for non-students and non-employees for the posted length of time.

## Enforcement

Campus Parking regulations shall be enforced by Campus Security personnel. The fine for a violation of campus regulations is \$20.00 per violation. The San Bernardino County Sheriff's Department also has jurisdiction on campus roadways and parking lots, and will enforce driving and traffic regulations in accordance with state law.

Payment of fines related for parking violations, or to dispute a citation, is made online at [www.paymycite.com](http://www.paymycite.com). Failure to respond to a citation within 15 days will may result in the following actions:

- A "hold" may be placed upon the academic records of the violator and they may be prohibited from registering for classes until the fine has been paid.
- The fine may be sent to an outside collection agency.
- Failure to respond to the collection notice within 10 days may result in additional fees.
- The Department of Motor Vehicles may be notified of the fine and may be collected at the time the vehicle's registration is renewed.

## TRANSPORTATION

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

## CHILDREN ON CAMPUS

Children are not permitted to attend classes, unless the course necessitates it (e.g., noncredit parenting courses), remain outside a classroom, in the parking lot, in a car, in the student activity center or in the library while their parent/guardian is in class.

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

## PETS/ANIMALS ON CAMPUS

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

## Service Animals

Board Policy & Administrative Procedure 3440

According to the Americans with Disabilities Act (ADA), a service animal is defined as "a dog or miniature horse individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items". Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

Service animals may accompany a person with a disability on campus. If there are any questions as to whether an animal qualifies as a service animal, a determination will be made by ACCESS Services and the Dean of Student Services.

## Emotional Support Animals

Emotional Support Animals are a category of animals that provide necessary emotional support to an individual with a significant mental health disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered service animals under the ADA. It is the District policy individuals are generally prohibited from having an emotional support animal on campus.

Student inquiries regarding emotional support animals should be directed to the ACCESS Coordinator. Employee inquiries regarding emotional support animals should be directed to Human Resources. The appropriate department will consider a request for an individual with a significant mental health disability to have an emotional support animal on campus as a reasonable accommodation through an interactive process.

## SMOKING IN DISTRICT FACILITIES

Board Policy 3555

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

## ATTENDANCE

### First Class Meeting

It is extremely important for students to attend the first class meeting. Instructors may drop students who do not attend the first class meeting. In online classes, a student must complete substantive work as specified by their instructor by the date and time listed in the schedule of classes. If a student is dropped for nonattendance, it is the student's responsibility to verify any dropped classes and to re-register during the add period.

### Class Attendance

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

### Extenuating Circumstances

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

### Leaves of Absence

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

# ACADEMIC REGULATIONS

## CLASSIFICATION AND NUMBERING OF COURSES

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

1. **Credit Courses:** Courses numbered 001-099 are credit courses. A credit course is a part of an approved educational program or major. The credit awarded by Copper Mountain College for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to an Associate Degree or Baccalaureate Degree by the University of California, the California State University or an accredited independent college or university. A few foundational courses in basic skills are offered for credit but do not count toward completion of a program or major.
2. **Noncredit Courses:** Courses numbered 100 and up are noncredit courses. These courses generally provide basic skills, tutoring or training and are not applicable toward graduation.
3. **Community Education Programs:** Classes are designed for students whose primary motive for activity and learning is personal enrichment. Community Education classes carry no units and generate no transcripts. For more information call Academic Services at (760) 366-3791, ext. 5402.

## Common Course Numbering (CCN)

**Beginning in Fall 2025, the Common Course Numbering (CCN) system**—mandated by the state under initiative AB 1111—will be implemented to simplify student transfers and establish uniform course numbering across all California Community Colleges.

Currently in **Phase 1**, the CCN initiative focuses on aligning course numbers for general education and transfer pathway courses. The system is designed to ensure that comparable courses across community colleges share the same course number, thereby streamlining the transfer process to four-year institutions and helping students avoid accumulating excess credits.

Courses designated as part of the CCN system will include a **“C” in their course numbers** (e.g., ENG 003A will become ENGL C1000). Additionally, **some subject area prefixes will change** to meet statewide standards (e.g., PS will become POLS).

All changes—including updated course numbers and prefixes—will be **clearly noted in the class schedules and course catalogs** to help students identify and navigate the transition with ease

## STATE AUTHORIZATION FOR DISTANCE EDUCATION

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

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

## TRANSFERABLE COURSES

Please see page 99 for information.

## CHANGES IN TRANSFERABLE CREDIT

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

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

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

Board Policy 4260

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

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

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

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

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

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

## Limitations of Enrollment

Board Policy 4260

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

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

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

1. The prerequisite or corequisite has not been established according to the District's process of establishing prerequisites and corequisites.
2. The prerequisite or corequisite violates Title 5, Article 1, Section 55003 (Policy for Prerequisites, Corequisites & Advisories).
3. The prerequisite or corequisite is either unlawfully discriminatory, or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal stated in the student's educational plan because the prerequisite or corequisite course has not been made reasonably available.

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

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Dean of Instruction prior to the student's enrollment in the challenged course.

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

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

## COURSE UNITS AND STUDENT LOADS

### Unit of Credit

A "unit of credit" given to a course is based on the widely used and accepted Carnegie Unit. It is a measure of time and study devoted to a course. One credit unit is equivalent to one hour of lecture plus 2 hours of out-of-class work per week or three hours of lab per week per semester. Many courses are made up of a combination of lecture sessions and laboratory sessions.

### Maximum Number of Units

A normal class load for Fall and Spring semesters is considered to be 12-17 units plus an activity class in physical education. Students working full-time are encouraged to carry a reduced load. Students with advanced standing, and having a "C" average or better are permitted to enroll in 19 units plus physical education. (During the Summer session, all students are limited to 8 units.)

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

## Minimum Number of Units

Category	Minimum Units
ASCMC Officers	5
Athletes	12
CARE Students	12
EOPS Students	12
Veterans' Benefits Recipients:	Varies by Program
Financial Aid Recipients:	
Full-time	12
3/4-time	9
Half-time	6

## ENROLLMENT CLASSIFICATION OF STUDENTS

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

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

**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. A student enrolled for 6 or more units during the Summer and Winter terms.

**Part-Time:** A student enrolled for fewer than 12 credit units. A student enrolled for fewer than 6 units during the Summer and Winter terms.

## GRADING SYSTEM

Title 5 (§55023 and 55024)

Administrative Policy 4230

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using the following Grading System:

### Credit Course Grading System

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Fail	0
W	Withdrawal	0
I	Incomplete	0

(Grade points are determined once the final grade is entered)

MW	Military Withdrawal	0
EW	Excused 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)	

## NON-EVALUATIVE SYMBOLS

The following non-evaluative symbols may appear on official college transcripts, but are not factored into the semester's GPA:

- I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The 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" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.

**CIP** – Course In Progress: The "CIP" symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "CIP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "CIP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned a "CIP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol to be recorded on the student's permanent record for the course.

**RD** – Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

**W** – Withdrawal: The "W" 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.

**EW** – Excused Withdrawal: The "EW" occurs when a student withdraws from a course compelled by circumstances beyond their control. The non-evaluative symbol permits the District/college to avoid penalizing students by excluding them from progress probation and dismissal calculations. Excused withdrawal shall not be counted toward permitted number of withdrawals or counted as an enrollment attempt. The intent is to allow students the ability to drop courses without penalty due to extenuating circumstances, including but not limited to: Job transfer outside the geographical region; Illness in the family where the student is the primary caregiver; The student is the subject of an immigration action; Death of an immediate family member; Chronic or acute illness; Verifiable accidents; or Natural disasters directly affecting the student.

**MW** – Military Withdrawal: "MW" occurs when a student who is a member of an active or reserve United States Military Service receives orders compelling a withdrawal from a term. Upon verification of such orders, a student can petition to withdraw from classes and when authorized, the student will be withdrawn with a "MW", military withdrawal, designation on transcript. A military withdrawal will not be used in calculating a grade-point average or for progress probation.

#### Noncredit Course Grading System for Adult Education

**P** – Pass (course was completed and is at least satisfactory)

**NP** – No Pass (course was completed and student failed)

**CIP** – Course work is in progress and the student is expected to re-enroll in the course again in the next term.

#### Noncredit Course Grading System for Career Technical Education

The default grading system for noncredit courses is P/NP. A student may request a letter grade option. The letter grades earned in noncredit courses do not count toward student GPA calculations and no college credit is earned. Grade symbols available for noncredit CTE courses are:

**A** – Excellent

**B** – Good

**C** – Satisfactory

**P** – Pass (course was completed and is at least satisfactory)

**D** – Less than satisfactory

**F** – Fail

**NP** – No Pass (course was completed and student failed)

**CIP** – Course work is in progress and the student is expected to re-enroll in the course again in the next term.

**I** – Incomplete

**W** – Withdrawal

## GRADE POINT AVERAGE

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

Course	Units	Grade	Grade Per Unit	Points For Class
ENG 001B	3	B	3	9
ART 007A	3	A	4	12
HE 001	3	C	2	6
BI 004	3	B	3	9
BI 004L	1	B	3	3
HIST 017	3	A	4	12
<b>Totals</b>	<b>16</b>			<b>51</b>

Total Grade Points (51),

divided by Total Units Attempted (16),

equals Grade Point Average (3.1875 GPA).

## 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 cases of extenuating circumstances exist, a student or their representative may petition to be allowed to withdraw from a class or classes before or after the grade responsibility date. The petitioning process is to commence with the Dean of Student Services. Extenuating circumstances include cases of accidents, illnesses, or other circumstances beyond the control of the student which prevent them from completing the class or classes. Where such withdrawals are approved, the symbol "EW" 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.

- 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.
- A change of grade may be made in only one of two ways:
  - An **INCOMPLETE (I\*)** is changed to a final grade. See **GRADING SYSTEM, Non-Evaluative Symbols** for definition and limitations.
  - GRADE CHANGE** (California Code of Regulations, Title 5 § 55025) 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 California Code of Regulations, Title 5 § 55760 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.
- The Dean of Instruction shall approve all Change of Grade and Incomplete Grade forms based upon the Grading Policy adopted by the Board of Trustees.
- All requests for Grade Changes that do not adhere to the Grading Policy shall be returned to the instructor submitting the request.

## GRADE APPEALS PROCEDURE

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

## GRADE GRIEVANCE PROCEDURE

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

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

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

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

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

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

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

**LEVEL 1:** Prior to filing a Petition for Grade Change, the student must attempt to solve the problem. When grades are available, the student is expected to contact their 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, after informing the instructor of their intent to file a Petition for Grade Change, the student may progress to Level 2.

**LEVEL 2:** The student submits a Petition for Grade Change to the Academic Services and may request a meeting with the Dean of Instruction. The Petition for Grade Change must include, in detail, the student's basis for initiating the grievance. The student shall submit the Petition for Grade Change within five (5) school days after meeting with the instructor. The Dean of Instruction shall meet with the instructor and student (if requested) within five (5) school days of reception of the Petition 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, fraud, bad faith, or incompetency, 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 Instruction or designee, and the Office of Student Services.

If the problem cannot be resolved at this level, after informing the instructor and supervisor of their intent, the student may progress to Level 3.

**LEVEL 3:** The student requests a meeting with the Chief Instructional Officer to resolve the grievance. The student must include the original Petition for Grade Change and all supporting documentation. The student shall initiate this request within five (5) school days after meeting with the Dean and instructor. The Chief Instructional Officer shall meet with the instructor and student within five (5) school days of reception of the Petition for Grade Change 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 instructor and student, the Chief Instructional Officer 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 Chief Instructional Officer will be communicated in writing with copies to the student involved, the faculty member involved, the Dean, and the Office of Student Services. The Chief Instructional Officer's decision completes and exhausts the Copper Mountain Community College District's Grade Grievance Procedure.

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

## ACADEMIC HONORS

### President's List

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

### Honor Roll

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

## GRADUATION WITH HONORS

The District recognizes academic accomplishment by awarding associate degrees with Highest Honors, High Honors, and Academic Distinction designations. All degree applicable work from all transfer colleges attended will be included in the computation of the cumulative grade point average for graduation honors.

To recognize academic accomplishment, students completing associate degree programs with prescribed cumulative grade point averages are to be recognized through the college commencement exercises and diplomas awarded as honor students.

Academic Renewal requests prior to graduation will not be processed for graduation honors.

Academic honors are awarded as follows:

Honor	Cumulative GPA
Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Academic Distinction	3.50 - 3.74

# PROBATION, DISMISSAL, AND REINSTATEMENT

Board Policy 4250

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

## Standards for Probation

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

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

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

A student on academic probation shall be in Academic Good Standing when the student's term and cumulative grade point average is 2.0 or higher upon completing 12 semester units with evaluative grade marks. A student on progress probation shall be in Progress Good Standing when the percentage of units in the categories of "W", "I", "NC", and "NP" drops below 50 percent.

**Probation effects of Promise Grant eligibility:** After 2 consecutive unsuccessful semesters, students will lose their Promise Grant eligibility. Contact Financial Aid for appeal information.

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

## Notification of Probation and Enrollment Limitations

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

Students who are on probation are at risk of Disqualification status and dismissal without noticeable improvement in the semester immediately following probation. Disqualified students lose all priority registration privileges and enroll after all other students. Beginning Fall semester of 2016, students who lose priority registration privileges may also lose the Promise Grant. Appeals may be filed through Financial Aid.

## Standards for Dismissal

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

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

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

Disqualified students lose all priority registration privileges and enroll after all other students. Beginning Fall semester of 2016, students who lose priority registration privileges may also lose the Promise Grant. Appeals may be filed through Admissions & Records.

## Notification of Dismissal and Appeal

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

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

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

Petitions will be reviewed by the Dean of Student Services. The Dean of Student Services office is located in Office of Student Services, McDonald Hall, 300 Quad.

The student will be continued on probation until the Dean of Student Services decides on the student's appeal.

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

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

Students on dismissal will lose California Promise Grant eligibility.

## Reinstatement

A student applying for reinstatement shall not be reinstated until a minimum of two terms have elapsed. In considering whether or not

students may be reinstated after a dismissal and two terms absence, the following criteria should be considered:

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

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

## REPETITION OF COURSES Substandard Grades

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

Under certain extenuating and documented circumstances, a student who has taken a class three times and received three non-passing grades each time ("F", "D", "W", or "NC") the student may petition for another opportunity (a fourth and final time) to pass the course. The student must appeal in writing with appropriate documentation of the extenuating circumstances well in advance of registration. The appeal should be directed to the Dean of Student Services.

## Students with Disabilities

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

## Grades of "C" or Better

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

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

## Work Experience

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

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

## ACADEMIC RENEWAL POLICY

Title 5 (§55046)

Administrative Policy 4240

A student may petition to have units taken eliminated from the computation of their cumulative grade point average. 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 covered by academic renewal will apply toward graduation or other educational objectives. All courses, units, and grades shall remain legible on the permanent record to ensure a true and complete academic record of the student's college courses.

## Request For Academic Renewal

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

Student must achieve:

- 15 semester units with a minimum of a 3.0 GPA, or
- 30 semester units with a minimum of a 2.5 GPA, or
- 45 semester units with a minimum of a 2.0 GPA

At least 12 months must have elapsed from the time the course work to be removed was completed.

Completion of the required units and GPA will be based on evidence from official transcripts from an accredited academic institution.

A total of 18 units of coursework may be eliminated from consideration in the cumulative grade point average. The student may request academic renewal only once.

Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records, or with the instructor's ability to determine a student's final grade.

The request for academic renewal shall be directed to the Dean of Student Services.

## CREDIT FOR PRIOR LEARNING

Board Policy and Administrative Procedure 4235

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination.
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination.
- Achievement of a satisfactory score on the College Level Examination Program (CLEP).
- Evaluation of Joint Service Transcripts (JST).
- Achievement of an examination administered by other agencies approved by the District.
- Evaluation of industry-recognized credential documentation.
- Evaluation of student-created portfolios.
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.

**Determination of Eligibility for Credit for Prior Learning**

- The student must have previously earned credit or noncredit from the District or be currently registered in the District.
- Current students must have an education plan on file.
- The course is listed in the current college catalog.
- The student is not currently enrolled in the course to be challenged.
- Credit by Examination: The student is registered in the District, in good standing, and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department).

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

**Prior Learning Determination and Assessment Grading Policy**

- Discipline faculty shall determine credit eligibility for all Credit for Prior Learning and credit by exam methods.
- Once an equivalency has been established, it shall be recorded with the Admissions & Records office and granted to subsequent students who also qualify.
- Grading shall be according to the regular grading system in accordance with AP 4230 - Grading and Academic Record Symbols.
- Students shall be offered a "Pass/No Pass" option, in accordance with AP 4232 - Pass/No Pass Grading Option, if that option is ordinarily available for the course.
- The Academic Senate shall ensure that discipline faculty have primary purview for granting credit course equivalency.

**Transcription of Credit for Prior Learning**

The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

**Transcription of Credit by Exam**

The student's academic record shall reflect credit for the course for which a challenge exam was successfully passed as though the student had taken the class in a normal setting

**Credit for Military Service/Training**

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory, and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Admissions & Records Office.
- Honorably discharged individuals who have held Military Health Care Occupations equal but not limited to [Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C)] may apply for Advanced Placement into RN Program according to the TRAINED MILITARY HEALTHCARE PERSONNEL CHALLENGE/ADVANCED PLACEMENT ADMISSION POLICY. For more information, visit the registered nursing website or contact CMC's Nursing Department.
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data

Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

**Industry Recognized Credentials**

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Admissions & Records office.
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate faculty designee.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty according to the process established by Academic Senate.
  - The student contacts the faculty designee to receive further instructions for industry recognized credential(s) assessment.
  - The student submits all industry recognized credential documents to the faculty designee for assessment of prior learning.
  - If the faculty designee determines the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admission & Records Office to be kept on file and recorded on the student transcript.
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes.

**Advanced Placement**

See AP 4236 Advanced Placement Credit

**International Baccalaureate**

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination according to the Academic Senate approved IB table published in the catalog and on the college website under the following circumstances:

- Official IB transcripts must be on file in the Admissions & Records Office.
- The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide.

**College Level Examination Program**

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) according to the Academic Senate approved CLEP table published in the catalog and on the college website under the following circumstances:

- Official CLEP transcripts must be on file in the Admissions & Records Office.
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide.

**Student-Created Portfolio Assessment**

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate faculty designee under the following circumstances:

- A discipline approved portfolio assessment rubric for the course is on file.

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Admissions & Records Office.
- The student meets with the faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the faculty designee for assessment of prior learning.
- If the faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the faculty designee shall sign the petition with the appropriate grade and forward it to the Admissions & Records Office to be kept on file and recorded on the student transcript.

### Credit by Examination/Course Challenge

The faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well-prepared to warrant being given this opportunity.

This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The District will award college course credit for successful completion of a District examination administered by the appropriate discipline faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program.
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the current catalog.

A student seeking Credit by Exam/Course Challenge must take the following steps (*Current Procedure as listed on Petition to Challenge a Course by Exam for Credit*):

1. Obtain the Credit by Exam/Course Challenge Petition form from Academic Services. Academic Services will "check COR for eligibility". If the course is eligible for Credit by Exam/Course Challenge, Academic Services will return the form to the student. If the course is not eligible, the student cannot proceed with the challenge.
  - a. If the course is eligible for Credit by Exam/Course Challenge, the student completes the Credit by Exam/Course Challenge Petition form, attaching any documentation supporting the request.
2. Submit the completed form and supporting documents to Admissions & Records for verification of eligibility.
3. If the student is eligible, Student Services (SS) forwards the petition to the appropriate Dean's office. The Dean's office will contact the instructor. If the instructor agrees to administer the exam or challenge, both the instructor and the Dean will sign the form, and the Dean's office will contact the student. The actual exam-taking process is decided between the instructor and the student.
4. The student receives a copy of the approved petition from the Dean's office and pays the challenge fee.
5. The student will take proof of payment (receipt) to the Dean's office prior to taking the challenge exam.
6. Following the exam or challenge, the instructor informs the Dean's office of the result, and signs the form. Academic

Services sends the finalized form to Admissions & Records for entry into the database. Admissions & Records posts credit on the student's transcript, if appropriate.

### Special Credit by Exam Process for Articulated High-School Courses

Certain courses at local K-12 Districts are similar to courses offered at Copper Mountain College. Such courses are determined using an articulation process where the CMC discipline faculty reviews the course outline of the high school course. If it is determined that a student would be sufficiently prepared to take a challenge exam (the final exam for the college course), an articulation agreement is put into place and the following procedure and permissions apply:

High School teachers indicate that they would like to make a challenge test available to their students.

Students register for the exam and grant permission for appropriate grade sharing to enable the credit by exam process. CMC discipline faculty provide the exam to the high school teacher and the exam is administered during the high school day on the high school campus.

CMC discipline faculty may elect to grade the challenge exams. In this case, high school teachers then provide the course grade and ungraded exam to the CMC faculty member who marks the exams and determines the appropriate course grade to be included on the college transcript.

CMC discipline faculty may also permit the high school teacher to grade the challenge exams. In this case, high school teachers then provide the course grade and exam grade to the CMC faculty member who reviews the information determines the appropriate course grade to be included on the college transcript.

Articulation agreements are on file in Academic Services.

The CATEMA database system is currently utilized to facilitate the high-school articulated credit by exam process.

## INDEPENDENT STUDY PROJECTS

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

The Independent Study assignment is initiated by a request from the student applicant to the primary (full-time) instructor of record. Forms are available from counseling staff in Student Services, 300 Quad, and in Academic Services, 100 Quad. A student must present the Independent Study petition during the first three (3) class meetings of regularly scheduled classes during Fall or Spring semester. In the absence of a full-time department faculty member, the assignment of an instructor to an Independent Study course is the responsibility of the Deans in Academic Services. The learning outcomes, related learning activities, contact hours, and course modality must meet the academic standards and requirements of the course outline of record and related course syllabus.

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

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

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

**COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS**

Students may earn credit for College Board Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet Cal-GETC certification, CSU admissions, UC admissions, and Copper Mountain College AA/AS general education (GE) and/or major requirements.

Students must have the College Board send official AP exam results to the Admissions Office for use on the AA/AS or GE patterns.

**Course credit and units granted at Copper Mountain College may differ from course credit and units granted by a transfer institution.**

EXAM	Passing AP Exam Score	AA (MAJOR AND/OR GE) FOR Copper Mountain College	Cal-GETC	CSU - UNITS EARNED TOWARD TRANSFER <sup>1</sup>	UC – UNITS EARNED TOWARD TRANSFER <sup>1</sup>
Art History	3	CMC GE Area 3 Arts & Humanities 3 semester units	Area 3A or 3B+ 3 semester units	6 semester units	8 quarter/5.3 semester units
Art (Studio): 2D Design <sup>5</sup>	3	Credit for the major may be granted upon petition to the Art Dept. and portfolio review Major Elective: 3 semester units	N/A	3 semester units	8 quarter/5.3 semester units
Art (Studio): 3D Design <sup>5</sup>	3	Credit for the major may be granted upon petition to the Art Dept. and portfolio review Major Elective: 3 semester units	N/A	3 semester units	8 quarter/5.3 semester units
Art (Studio): Drawing <sup>5</sup>	3	Credit for the major may be granted upon petition to the Art Dept. and portfolio review Major Elective: 3 semester units	N/A	3 semester units	8 quarter/5.3 semester units
Biology	3	CMC GE Area 5 Natural Sciences 4 semester units	Area 5B and 5C 4 semester units	6 semester units	8 quarter/5.3 semester units
Calculus AB <sup>4,6</sup>	3	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning 3 semester units	Area 2 5 semester units	3 semester units	4 quarter/2.6 semester units
Calculus BC <sup>4,6</sup>	3	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning 3 semester units	Area 2 10 semester units	6 semester units	8 quarter/5.3 semester units
Calculus BC/AB Subscore <sup>4,6</sup>	3	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning 3 semester units	Area 2 3 semester units	3 semester units	N/A

EXAM		AA (MAJOR AND/OR GE) FOR Copper Mountain College	Cal-GETC	CSU - UNITS EARNED TOWARD TRANSFER <sup>1</sup>	UC - UNITS EARNED TOWARD TRANSFER
Chemistry	3	CMC GE Area 5 Natural Sciences 4 semester units	Area 5A and 5C 4 semester units	6 semester units	8 quarter/5.3 semester units
Chinese Language & Culture	3	CMC GE Area 3B Humanities 5 semester units	Area 3B 3 semester units	6 semester units	8 quarter/5.3 semester units
Comparative Government & Politics	3	CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 4 3 semester units	3 semester units	4 quarter/2.6 semester units
Computer Science A <sup>2</sup>	3	N/A	N/A	3 semester units	8 quarter/5.3 semester units
Computer Science AB <sup>2</sup>	3	N/A	N/A	6 semester units	N/A
Computer Science Principles	3	N/A	N/A	6 semester units	8 quarter/5.3 semester units
English Language	3	CMC GE Area 1A English Composition 3 semester units	N/A	6 semester units	N/A
English Language & Composition <sup>7</sup>	3	CMC GE Area 1A English Composition 3 semester units	Area 1A 3 semester units	6 semester units	8 quarter/5.3 semester units
English Literature	3	CMC GE Area 1A <b>AND</b> CMC GE Area 3 Humanities 6 Semester units	N/A	6 semester units	N/A
English - Literature & Composition <sup>7</sup>	3	CMC GE Area 1A <b>AND</b> CMC GE Area 3 Humanities 6 Semester units	Area 1A <b>or</b> 3B+ 3 semester units	6 semester units	8 quarter units/5.3 semester units
Environmental Science <sup>3</sup>	3	CMC GE Area 5 Natural Sciences 4 semester units with lab	Area 5A and 5C 3 semester units	4 semester units	4 quarter/2.6 semester units
European History	3	CMC GE Area 3B Humanities <b>OR</b> CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 3B <b>or</b> 4+ 3 semester units	6 semester units	8 quarter/5.3 semester units
French Language	3	N/A	N/A	6 semester units	N/A

EXAM		AA (MAJOR AND/OR GE) FOR Copper Mountain College	Cal-GETC	CSU – UNITS EARNED TOWARD TRANSFER <sup>1</sup>	UC – UNITS EARNED TOWARD TRANSFER
French Language & Culture	3	CMC GE Area 3B Humanities 5 semester units	Area 3B 3 semester units	6 semester units	8 quarter/5.3 semester units
French Literature	3	N/A	N/A	6 semester units	N/A
German Language	3	N/A	N/A	6 semester units	N/A
German Language & Culture	3	CMC GE Area 3B Humanities 5 semester units	Area 3B 3 semester units	6 semester units	8 quarter/5.3 semester units
Human Geography	3	CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 4 3 semester units	3 semester units	4 quarter/2.6 semester units
Italian Language & Culture	3	CMC GE Area 3B Humanities 5 semester units	Area 3B 3 semester units	6 semester units	8 quarter/5.3 semester units
Japanese Language & Culture	3	CMC GE Area 3B Humanities 5 semester units	Area 3B 3 semester units	6 semester units	8 quarter/5.3 semester units
Latin	3	CMC GE Area 3B Humanities 5 semester units	Area 3B 3 semester units	6 semester units	8 quarter/5.3 semester units
Latin: Literature	3	N/A	N/A	6 semester units	N/A
Latin: Vergil	3	N/A	N/A	3 semester units	N/A
Macroeconomics	3	CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 4 3 semester units	3 semester units	4 quarter/2.6 semester units
Microeconomics	3	CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 4 3 semester units	3 semester units	4 quarter/2.6 semester units
Music Theory	3	N/A	N/A	6 semester units	8 quarter/5.3 semester units
Physics 1 <sup>4,8</sup>	3	CMC GE Area 5 Natural Sciences 4 semester units	N/A	4 semester units	8 quarter/5.3 semester units
Physics 1: Algebra-Based	3	CMC GE Area 5 Natural Sciences 4 semester units	Area 5A and 5C 4 semester units	N/A	N/A
Physics 2 <sup>4,8</sup>	3	CMC GE Area 5 Natural Sciences 4 semester units	N/A	4 semester units	8 quarter/5.3 semester units
Physics 2: Algebra-Based	3	CMC GE Area 5 Natural Sciences 4 semester units	Area 5A and 5C 4 semester units	N/A	N/A

EXAM		AA (MAJOR AND/OR GE) FOR Copper Mountain College	Cal-GETC	CSU – UNITS EARNED TOWARD TRANSFER <sup>1</sup>	UC – UNITS EARNED TOWARD TRANSFER
Physics B <sup>4</sup>	3	N/A	N/A	6 semester units	N/A
Physics C: Electricity and Magnetism <sup>4,8</sup>	3	CMC GE Area 5 Natural Sciences 4 semester units	Area 5A and 5C 3 semester units	4 semester units	4 quarter/2.6 semester units
Physics C: Mechanics <sup>4,8</sup>	3	CMC GE Area 5 Natural Sciences 4 semester units	Area 5A and 5C 3 semester units	4 semester units	4 quarter/2.6 semester units
Pre-Calculus	3	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning 3 semester units	N/A	3 semester units	N/A
Psychology	3	CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 4 3 semester units	3 semester units	4 quarter/2.6 semester units
Seminar	3	N/A	N/A	3 semester units	N/A
Spanish Language	3	CMC GE Area 3B Humanities 5 semester units	N/A	6 semester units	N/A
Spanish Language and Culture	3	CMC GE Area 3B Humanities 5 semester units	Area 3B 3 semester units	6 semester units	8 quarter/5.3 semester units
Spanish Literature	3	CMC GE Area 3B Humanities 5 semester units	N/A	6 semester units	N/A
Spanish Literature and Culture	3	CMC GE Area 3B Humanities 5 semester units	Area 3B 3 semester units	6 semester units	8 quarter/5.3 semester units
Statistics	3	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning 4 semester units	Area 2 3 semester units	3 semester units	4 quarter/2.6 semester units
U.S. Government and Politics	3	CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 4 3 semester units	3 semester units	4 quarter/2.6 semester units
U.S. History	3	CMC GE Area 3B Humanities <u>OR</u> CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 3B <u>or</u> 4+ 3 semester units	6 semester units	8 quarter/5.3 semester units
World History	3	CMC GE Area 3B Humanities <u>OR</u> CMC GE Area 4 Social & Behavioral Sciences 3 semester units	N/A	6 semester units	8 quarter/5.3 semester units
World History: Modern	3	CMC GE Area 3B Humanities <u>OR</u> CMC GE Area 4 Social & Behavioral Sciences 3 semester units	Area 3B <u>or</u> 4+ 3 semester units	3 semester units	8 quarter/5.3 semester units

**AA/AS:** A student who receives AP credit and then takes the equivalent Copper Mountain College course will have the unit credit for such duplication deducted prior to being awarded the AA/AS degree.

Credit by Advanced Placement exam is noted and listed on a student's transcript with units assigned and no grade.

**Cal-GETC:** AP exams must be used in area indicated regardless of where the certifying CCC's discipline is located.

+ Indicates AP exams may be used in either area regardless of where the certifying CCC's discipline is located.

<sup>1</sup>These units count toward eligibility for admission. See Executive Orders 1036 and 1100 for details.

<sup>2</sup>If a student passes more than one AP exam in calculus or computer science, only one exam may be applied to the baccalaureate.

<sup>3</sup>Students who pass AP Environmental Science earn 4 units of credit.

<sup>4</sup>If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate.

<sup>5</sup>AP Art Exam Limitations: Maximum credit 8 quarter/5.3 semester units for 2D Design, 3D Design, and Drawing

<sup>6</sup>AP Calculus Exam Limitations: Maximum credit 8 quarter/5.3 semester units for Calculus AB and Calculus BC

<sup>7</sup>AP English Exam Limitations: Maximum credit 8 quarter/5.3 semester units for English: Language & Composition and English: Literature & Composition. *Only one of the two English courses required for transfer admission may be satisfied with an AP exam score.*

<sup>8</sup>AP Physics Exam Limitations: Maximum credit 8 quarter/5.3 semester units for Physics 1, Physics 2, Physics C: Electricity and Magnetism, and Physics C:

**CSU System-wide Credit for External Examinations - CLEP**

Students may earn credit for College-Level Examination Program (CLEP). CLEP credit can be used to meet CSU admission, AA/AS General Education (GE), and/or major requirements. **UC does not award units for CLEP credit. CLEP cannot be used to fulfill Cal-GETC requirements.**

Students must have the College Board send official CLEP exam results to the Admissions Office for use toward the AA/AS major or GE pattern. **Course credit and units granted at Copper Mountain College may differ from course credit and units granted by a transfer institution.**

EXAM	AA/AS (MAJOR and/or GE) for Copper Mountain College	Minimum passing CLEP Score	CSU Minimum Semester Credits Earned <sup>1</sup>
CLEP American Government	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	50	3 semester units
CLEP American Literature	CMC GE Area 3 Arts & Humanities – 3 semester units	50	3 semester units
CLEP Analyzing and Interpreting Literature	CMC GE Area 3 Arts & Humanities – 3 semester units	50	3 semester units
CLEP Biology	CMC GE Area 5 Natural Sciences – 3 semester units	50	3 semester units
CLEP Calculus	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning – 3 semester units	50	3 semester units
CLEP Chemistry	CMC GE Area 5 Natural Sciences – 3 semester units	50	3 semester units
CLEP College Algebra	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning – 3 semester units	50	3 semester units
CLEP College Algebra – Trigonometry	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning – 3 semester units	50	3 semester units
CLEP College Composition	Not Applicable	50	0
CLEP College Composition - Modular	Not Applicable	50	0
CLEP College Mathematics	Not Applicable	50	0
CLEP English Composition (no essay)	Not Applicable	50	0
CLEP English Composition (with essay)	Not Applicable	50	0
CLEP English Literature	Not Applicable	50	3 semester units
CLEP Financial Accounting	Not Applicable	50	3 semester units
CLEP French <sup>2</sup> Level I	Not Applicable	50	6 semester units
CLEP French <sup>2</sup> Level II	CMC GE Area 3 Arts & Humanities – 3 semester units	50	12 semester units (Prior to Fall 2015) 3 semester units
CLEP Freshman College Composition	Not Applicable	50	0

EDAM	AJUIS (MAJOR and/or GE) for Copper Mountain College	Minimum passing CLEP Score	CSU Minimum Semester Credits Earned <sup>1</sup>
CLEP German <sup>2</sup> Level I	Not Applicable	50	6 semester units
CLEP German <sup>2</sup> Level II	CMC GE Area 3 Arts & Humanities – 3 semester units	60	12 semester units (Prior to Fall 2015) 9 semester units
CLEP History, United States I	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	50	3 semester units
CLEP History, United States II	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	50	3 semester units
CLEP Human Growth and Development	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	50	3 semester units
CLEP Humanities	CMC GE Area 3 Arts & Humanities – 3 semester units	50	3 semester units
CLEP Information Systems and Computer Applications	Not Applicable	50	3 semester units
CLEP Introduction to Educational Psychology	Not Applicable	50	3 semester units
CLEP Introductory Business Law	Not Applicable	50	3 semester units
CLEP Introductory Psychology	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	50	3 semester units
CLEP Introductory Sociology	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	50	3 semester units
CLEP Natural Sciences	CMC GE Area 5 Natural Sciences – 3 semester units	50	3 semester units
CLEP Pre-Calculus	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning – 3 semester units	50	3 semester units
CLEP Principles of Accounting	Not Applicable	50	3 semester units
CLEP Principles of Macroeconomics	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	50	3 semester units
CLEP Principles of Management	Not Applicable	50	3 semester units
CLEP Principles of Marketing	Not Applicable	50	3 semester units
CLEP Principles of Microeconomics	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	50	3 semester units
CLEP Social Science and History	Not Applicable	50	0

EXAM	AJAS (MAJOR and/or GE) for Copper Mountain College	Minimum passing CLEP Score	CSU Minimum Semester Credits Earned <sup>1</sup>
CLEP Spanish <sup>2</sup> Level I	Not Applicable	50	6 semester units
CLEP Spanish <sup>2</sup> Level III	CMC GE Area 3 Arts & Humanities - 3 semester units	60	12 semester units (Prior to Fall 2015) 9 semester units
CLEP Spanish with Writing Level I	Not Applicable	50	6 semester units
CLEP Spanish with Writing Level II	CMC GE Area 3 Arts & Humanities - 3 semester units	60	6 semester units
CLEP Trigonometry	CMC GE C4-B Language & Rationality - 3 semester units	50	3 semester units
CLEP Western Civilization I	CMC GE Area 3 Arts & Humanities or Area 4 Social & Behavioral Sciences - 3 semester units	50	3 semester units
CLEP Western Civilization II	CMC GE Area 4 Social & Behavioral Sciences - 3 semester units	50	3 semester units

<sup>1</sup>These units count toward eligibility for admission. See Executive Orders 1036 and 1100 for details.

<sup>2</sup>If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit.

### DNANTES Subject Standardized Test Credit for External Examinations - DSST

Students may earn credit for DNANTES Subject Standardized Test (DSST). DSST credit can be used to A.A.S. General Education (GE), and/or major requirements. CSU accepts DSST exams for credit for prior learning. UC does not award units for DSST exams. DSST cannot be used to fulfill Cal-GETC requirements.

Students must send their official DNANTES transcript to the Admissions Office for use toward the A.A.S. major or GE pattern. Course credit and units granted at Copper Mountain College may differ from course credit and units granted by a transfer institution.

EXAM	A.A.S. (MAJOR and/or GE) for Copper Mountain College	Minimum passing DSST Score	CMC Minimum Semester Credits Earned
DSST A History of the Vietnam War	Not Applicable	400	3 semester units
DSST Art of the Western World	CMC GE Area 3 Arts & Humanities	400	3 semester units
DSST Astronomy	CMC GE Area 5 Natural Sciences	400	3 semester units
DSST Business Ethics & Society	Not Applicable	400	3 semester units
DSST Business Mathematics	Not Applicable	400	3 semester units
DSST Criminal Justice	Not Applicable	400	3 semester units
DSST Environment and Humanity	Not Applicable	400	3 semester units
DSST Ethics in America	CMC GE Area 3 Arts & Humanities	400	3 semester units
DSST Foundations of Education	Not Applicable	400	3 semester units
DSST Fundamentals of College Algebra	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning	400	3 semester units
DSST Fundamentals of Counseling	Not Applicable	400	3 semester units
DSST Fundamentals of Cybersecurity	Not Applicable	400	3 semester units
DSST Hero's to Your Health	Not Applicable	400	3 semester units
DSST Human Cultural Geography	Not Applicable	400	3 semester units
DSST Human Resources Management	Not Applicable	400	3 semester units

EXAM	AJUIS (MAJOR and/or GE) for Copper Mountain College	Minimum passing DSST Score	CMC Minimum Semester Credits Earned
DSST Introduction to Business	CMC GE Area 4 Social & Behavioral Sciences	400	3 semester units
DSST Introduction to Computing	Not Applicable	400	3 semester units
DSST Introduction to Law Enforcement	CMC GE Area 4 Social & Behavioral Sciences	400	3 semester units
DSST Introduction to World Religions	CMC GE Area 3 Arts & Humanities	400	3 semester units
DSST Lifespan Developmental Psychology	CMC GE Area 4 Social & Behavioral Sciences	400	3 semester units
DSST Management Information Systems	Not Applicable	400	3 semester units
DSST Organizational Behavior	Not Applicable	400	3 semester units
DSST Personal Finance	Not Applicable	400	3 semester units
DSST Principles of Finance	Not Applicable	400	3 semester units
DSST Principles of Physical Science	CMC GE Area 5 Natural Sciences – 3 semester units	400	3 semester units
DSST Principles of Public Speaking	CMC GE Area 1B Oral Communication & Critical Thinking	400	3 semester units
DSST Principles of Statistics	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning – 3 semester units	400	3 semester units
DSST Principles of Supervision	Not Applicable	400	3 semester units
DSST Substance Abuse (Formerly Drug & Alcohol Abuse)	Not Applicable	400	3 semester units
DSST Technical Writing	Not Applicable	400	3 semester units
DSST The Civil War and Reconstruction	Not Applicable	400	3 semester units

**CSU & UC System-wide Credit for External Examinations – IB (International Baccalaureate Examination Program)**

Students may earn credit for International Baccalaureate (IB) Tests. IB Credit can be used to meet CMC GE, CSU admissions, UC admissions, and Cal-GETC certification. Students who complete the IB diploma with a score of 30 or above will receive 20 semester units toward their University of California (UC) degree. Students who receive IB certificates with scores of 5, 6, or 7 on **Higher Level (HL) exams** will receive 5.3 semester units per exam at UC. An acceptable IB score for Cal-GETC equates to either 3 semester or 4 quarter units for certification purposes. **Each campus in the University of California and the California State University systems determine credit awarded and how they will apply IB external examinations toward credit in the major.**

Students must have the College Board send official IB exam results to the Admissions Office (hand carried copies will not be accepted) for use on the AAJAS or Cal-GETC GE patterns.

Course credit and units granted at Copper Mountain College may differ from course credit and units granted by a transfer institution.

EXAM	AAJAS (MAJOR and/or GE) for Copper Mountain College	Minimum Passing IB Score	CSU Minimum Semester Credits Earned <sup>1</sup>	UC <sup>2</sup>	Cal-GETC Area for Certification
IB Biology HL	CMC GE Area 5 Natural Sciences – 3 semester units	5	6 semester units	5.3 semester units	5B (without lab credit)
IB Chemistry HL	CMC GE Area 5 Natural Sciences – 3 semester units	5	6 semester units	5.3 semester units	5A (without lab credit)
IB Economics HL	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	5	6 semester units	5.3 semester units	4
IB Geography HL	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	5	6 semester units	5.3 semester units	4
IB History (any region) HL	CMC GE Area 3 Arts & Humanities or GE Area 4 Social & Behavioral Sciences – 3 semester units	5	6 semester units	5.3 semester units	3B or 4 <sup>3</sup>
IB Language A: Literature HL	CMC GE Area 3 Arts & Humanities – 3 semester units	4 (CMC & CSU) 5 (UC)	6 semester units	5.3 semester units	3B
IB Language A: Language and Literature HL	CMC GE Area 3 Arts & Humanities – 3 semester units	4 (CMC & CSU) 5 (UC)	6 semester units	5.3 semester units	3B
IB Language A1 (any language) HL	Not Applicable	4 (CSU) 5 (UC)	6 semester units	Not Applicable	Not Applicable
IB Language A2 (any language) HL	Not Applicable	4 (CSU) 5 (UC)	6 semester units	Not Applicable	Not Applicable
IB Language B (any language) HL <sup>2</sup>	Not Applicable	4 (CSU) 5 (UC)	6 semester units	5.3 semester units	Not Applicable

EXAM	AJAAAS (MAJOR and/or GE) for Copper Mountain College	Minimum Passing IB Score	CSU Minimum Semester Credits Earned <sup>1</sup>	UC <sup>2</sup>	Cal-GETC Area for Certification
IB Mathematics HL	Not Applicable	4 (CSU) 5 (UC)	6 semester units	5-3 semester units	Not Applicable
IB Mathematics: Analysis and Approaches HL	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning – 3 semester units	4 (CMC & CSU) 5 (UC)	6 semester units	5-3 semester units	2
IB Mathematics: Applications and Interpretation HL	CMC GE Area 2 Mathematical Concepts & Quantitative Reasoning – 3 semester units	4 (CMC & CSU) 5 (UC)	6 semester units	Not Applicable	2 (may not be at all UC)
IB Physics HL	CMC GE Area 5 Natural Sciences – 3 semester units	5	6 semester units	5-3 semester units	5A (without lab credit)
IB Psychology HL	CMC GE Area 4 Social & Behavioral Sciences – 3 semester units	5	3 semester units	5-3 semester units	4
IB Theater HL	CMC GE Area 3 Arts & Humanities – 3 semester units	4 (CMC & CSU) 5 (UC)	6 semester units	5-3 semester units	5A

\* IB exam may be used in either area regardless of where the certifying CDC's discipline is located.

<sup>1</sup>These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1036 and 1100 for details.

<sup>2</sup> The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

# CERTIFICATE, DEGREE, GRADUATION AND TRANSFER REQUIREMENTS

## OUTGOING OFFICIAL TRANSCRIPTS

Students may obtain an official transcript from the Office of Student Services, Admissions & Records by written request either online through [www.cmccd.edu/transcripts/](http://www.cmccd.edu/transcripts/), or by requesting an Official College Transcript Request form in person from the Office of Student Services, Admissions & Records. Students are allowed 2 free lifetime official transcripts. For current fees, refer to the Copper Mountain College website.

Official transcripts sent directly from Copper Mountain College to the specified destination are sealed and considered "official". If a student received an "Official Transcript" and plans to forward it to another destination, the student must not open the envelope as it will be considered "unofficial" if opened.

## ONLINE SCIENCE LAB COURSES

Some colleges or universities may not give academic credit for online science laboratory courses. Students should verify this with the college or university to which they are transferring if taken in an online format.

## GENERAL EDUCATION CERTIFICATION

Students transferring to a CSU or UC can request verification that they have completed their lower-division general education (GE) requirements. This GE certification may be issued at any time after the required courses are completed. It is recommended that students request the GE certification when they ask for their final transcripts to be sent to the university. The GE certification is a separate request. Consult your counselor or Admissions & Records for the form.

## TRANSFERRED COURSEWORK

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

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

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

## FOREIGN TRANSCRIPT EVALUATIONS

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

## UNIT CREDIT FOR MILITARY SERVICE

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

Students electing to follow the CSU General Education Certification Course Pattern may also satisfy Area E- Life Long Learning and Self-Development through completion of basic military education. Completed military courses and the schools at which the work was completed must be documented on forms DD214, DD295 or other official documents such as the Army/ACE Registry Transcript System (AARTS), Sailor/Marine/

ACE Registry Transcripts (SMART), Community College of the Air Force, and/or the United States Coast Guard transcript.

To have formal military education credit accepted, the student must present the Veterans Services office at the main office in 300 Quad, Room 381, or Military Base Office (MCAGCC) their DD214 or an official copy of their military transcripts. The CMC counselor determines the units applied to the associate degree.

## STATE CERTIFICATE OF ACHIEVEMENT

A State Certificate of Achievement may be awarded to a student who has completed a required sequence of courses in an occupational field. The Certificate is not automatically awarded when a student completes the requirements. Students must file a "Petition to Earn a Certificate of Achievement" 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 can be submitted.

The certificate requires fewer than 60 units of college work. 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.

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

## LOCAL CERTIFICATE OF PROFICIENCY

A Local Certificate of Proficiency may be awarded to a student who has completed a required sequence of courses in a vocational field. Certificates are not automatically awarded when a student completes the requirements. Students must file a "Petition to Earn a Certificate of Proficiency" in the Office of Student Services during the semester in which they are completing the requirements. The Local Certificate of Proficiency requires 18 or fewer units of college work. 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.

See Degree and Certificate Programs section in this catalog for specific certificate requirements.

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

## LOCAL NONCREDIT CERTIFICATE OF COMPLETION

A Local Noncredit Certificate of Completion or Certificate of Competency may be awarded to a student who has completed a required sequence of noncredit courses relating to career or college preparation. Certificates are not automatically awarded when a student completes the requirements. Students must file a "Petition to Earn a Certificate of Completion or Competency" in the Office of Student Services during the semester in which they are completing the requirements. All required courses must be passed with a "P" (Pass) mark noted on the transcript.

See Degree and Certificate Programs section in this catalog for specific certificate requirements.

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

## CATALOG RIGHTS POLICY

Students are responsible for meeting all 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 continuous enrollment, or at the time of graduation. Dual enrollment students are granted catalog rights with Copper Mountain College (CMC) beginning when they take their first CMC course, as long as they matriculate to CMC during the first 16-week semester after their high school graduation.

College authorities may authorize or require substitutions for discontinued courses or for courses not offered. CMC requires that students declaring or changing a major program of study must complete the major requirements in effect at the time of the declaration or 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. Changing a major program of study does not change catalog rights for general education or other graduation requirements beyond the major.

Students maintain continuous enrollment when they complete at least one (1) fall or spring semester during each academic year. An academic year begins with fall and ends with summer. Whenever enrollment is interrupted for two or more consecutive semesters, not including summer or winter, students must choose the requirements in effect at the time of re-enrollment, continued attendance following re-enrollment, or graduation. Absence due to an approved educational leave is not considered an interruption in attendance if the absence does not exceed two (2) years.

## EVALUATION REQUIREMENT FOR ASSOCIATE DEGREE

Degree seeking students who have taken coursework at other institutions will need to file a "Request for Evaluation of Credit" with Admissions & Records. Official transcripts must be on file before an evaluation may be processed.

## GRADUATION REQUIREMENTS

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

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

## GRADUATION

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

Formal commencement activities are held at the end of each 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 commencement ceremonies, as long as they are within eight (8) units of completing their degree requirements during that summer session.



# ACADEMIC SERVICES

*Committed to your Educational Goals*

Our goal is to ensure the best possible learning experience for our students at CMC with the highest standards in teaching, learning and service. Whether your goal is mastery in basic skills, career development, university transfer, associate degrees and certificates, or personal development – Academic Services is here to help make it happen for you. Our comprehensive curriculum and passion for the success of every individual student will help prepare you to achieve your educational, employment, and lifelong learning goals.

<b>MAJOR</b>	<b>Certificate of Proficiency</b>	<b>Certificate of Achievement</b>	<b>Non-Transfer Degree</b>	<b>Transfer Degree</b>	<b>Transfer Degree with a Guarantee</b>
<b>Adult High School Diploma &amp; GED</b>					
<b>Anthropology</b>					
· Associate in Arts in Anthropology for Transfer					✓
<b>Art</b>					
· Associate in Arts in Art History for Transfer					✓
· Associate in Arts in Studio Arts for Transfer					✓
<b>Automotive Technology</b>					
· Associate in Science in Automotive Technology			✓		
· Automotive Technology		✓			
· Air Conditioning & Heating Services & Repair		✓			
· Alternative Fuel Vehicles		✓			
· Engine Performance and Driveability		✓			
· Steering & Suspension Service		✓			
· Transmission Service, Repair & Overhaul		✓			
<b>Biology</b>					
· Associate in Science in Biology for Transfer					✓
<b>Business</b>					
· Associate in Science in Business Administration 2.0 for Transfer					✓
· Associate in Arts in Business Administration				✓	
· Associate in Science in General Business			✓		
· Accounting		✓			
· Bookkeeping	✓				
· Office Assistant	✓				
<b>Chemistry</b>					
· Associate in Science in Chemistry for Transfer					✓
<b>Communication</b>					
· Associate in Arts in Communication Studies 2.0 for Transfer					✓

<b>MAJOR</b>	<b>Certificate of Completion</b>	<b>Certificate of Proficiency</b>	<b>Certificate of Achievement</b>	<b>Non-Transfer Degree</b>	<b>Transfer Degree</b>	<b>Transfer Degree with a Guarantee</b>
<b>Computer Information Systems</b>						
· Associate in Science in Computer Information Systems				✓		
· Computer Information Systems			✓			
· Computer-Aided Design and Drafting (CADD) Technician			✓			
<b>Computer Programming</b>						
· Associate in Science in Computer Programming				✓		
· Computer Programming			✓			
<b>Computer Science</b>						
· Associate in Science in Computer Science for Transfer						✓
· Associate in Science in Computer Science					✓	
· Computer Ethical Hacking Specialist		✓				
· Computer Network Specialist/Net Training		✓				
· Computer Network Supervisor			✓			
· Computer Security Specialist		✓				
· Computer Support Specialist		✓				
<b>Construction</b>						
· Residential Construction and Maintenance Noncredit	✓					
· Residential Construction and Maintenance			✓			
<b>Criminal Justice/Administration of Justice</b>						
· Associate in Science in Administration of Justice for Transfer						✓
· Associate in Science in Criminal Justice					✓	
<b>Culinary Arts</b>			✓			
<b>Early Childhood Education</b>						
· Associate in Science in Early Childhood Education for Transfer						✓
· Qualified Early Childhood Educator: Teacher			✓			
<b>Economics</b>						
· Associate in Arts in Economics for Transfer						✓
· Associate in Arts in Economics					✓	
<b>Elementary Teacher Education</b>						
· Associate in Arts in Elementary Teacher Education for Transfer						✓
<b>Emergency Medical Technician</b>		✓				
<b>English</b>						
· Associate in Arts in English for Transfer						✓
· Associate in Arts in English					✓	

<b>MAJOR</b>	<b>Certificate of Completion</b>	<b>Certificate of Proficiency</b>	<b>Certificate of Achievement</b>	<b>Non-Transfer Degree</b>	<b>Transfer Degree</b>	<b>Transfer Degree with a Guarantee</b>
<b>Environmental Science</b>						
· Associate in Science in Environmental Science for Transfer						✓
· Desert Studies			✓			
<b>Fire Technology</b>						
· Associate in Science in Fire Technology				✓		
· Fire Technology			✓			
· Wildland Fire Technology Noncredit	✓					
· Wildland Fire Technology			✓			
<b>Health Sciences</b>						
· Home Health Aide		✓				
· Nurse Assistant		✓				
<b>History</b>						
· Associate in Arts in History for Transfer						✓
· Associate in Arts in History					✓	
<b>Hospitality</b>						
· Associate in Science in Hospitality Management for Transfer						✓
<b>Kinesiology</b>						
· Associate in Arts in Kinesiology for Transfer						✓
<b>Liberal Studies</b>						
· Associate in Arts in Liberal Studies for Elementary School Preparation at CSUSB					✓	
<b>Liberal Arts</b>						
· Associate in Arts in Liberal Arts: Arts & Humanities					✓	
· Associate in Arts in Liberal Arts: Mathematics & Science					✓	
· Associate in Arts in Liberal Arts: Social & Behavioral Sciences					✓	
<b>Mathematics</b>						
· Associate in Science in Mathematics for Transfer						✓
<b>Nursing</b>						
· Associate in Science in Registered Nursing				✓		
· Associate in Science in Vocational Nursing				✓		
· Vocational Nursing			✓			
<b>Physics</b>						
· Associate in Science in Physics for Transfer						✓

<b>MAJOR</b>	Certificate of Completion	Certificate of Proficiency	Certificate of Achievement	Non-Transfer Degree	Transfer Degree	Transfer Degree with a Guarantee 
<b>Political Science</b>						
· Associate in Arts in Political Science for Transfer						✓
· Associate in Arts in Political Science					✓	
<b>Psychology</b>						
· Associate in Arts in Psychology for Transfer						✓
<b>Sociology</b>						
· Associate in Arts in Sociology for Transfer						✓
· Associate in Arts in Sociology					✓	
<b>Spanish</b>						
· Associate in Arts in Spanish for Transfer						✓



# ASSOCIATE DEGREE

## Transfer to a Four-Year College or University

Students planning to earn an Associate Degree while preparing to transfer must complete the California General Education Transfer Curriculum (Cal-GETC) transfer general education pattern as well as the course requirements specified in the program of study for the declared major or area of emphasis. Students should consult with their transfer institution and their CMC counselor when planning their Student Education Plan (SEP).

Below is general information about transfer to the California State University and University of California systems.

### Transfer Pathways to California State University (CSU)

Students preparing to transfer to CSU must follow the general education requirements outlined in the Cal-GETC pattern (pages 63-64) or consult the specific CSU campus they plan to transfer to for their campus-specific general education (GE) requirements. See a faculty advisor or counselor for assistance.

Earning an AA-T or an AS-T degree makes it easy to transfer from a California community college into the CSU system. The joint transfer program between the California Community Colleges and the California State Universities makes it easier for students to transfer between the two school systems. For the first time in California history, community college students who complete an AA-T or AS-T will be guaranteed admission to the California State University (CSU) system.



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

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

Transfer students enter the CSU system with Junior standing. If students are admitted to a program deemed similar to their AA-T or AS-T, they will only need to complete 60 additional semester units (or 90 quarter units) to earn a bachelor's degree, and will not be required to repeat courses that are similar to those completed at the community college as part of their associate degree.

For more information go to: <https://icangotocollege.com/>

### Transfer Pathways to University of California (UC)

Students preparing to transfer to the UC system must follow the Cal-GETC requirements on pages 63-64. See your faculty advisor or counselor for assistance. Cal-GETC is also accepted at CSU.

The Transfer Pathways currently covers the UC's most popular majors, including biology, economics and sociology. By following one of the UC's Transfer Pathways, students will take a single set of courses to prepare for their major at any one of the nine UC undergraduate campuses. Following a pathway does not guarantee admission to the UC, but it will put you on the path to preparing for your major and help position you to graduate on time from any UC campus.

Six UC campuses offer a Transfer Admission Guarantee (TAG) for California community college students in certain majors.

Visit their transfer preparation website for more information including pathways for students working on an Associate Degree for Transfer (AD-T):

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# ASSOCIATE DEGREE

## With Emphasis on Employment Preparation

The Employment Preparation Degree is not designed to prepare students for university transfer, and is identified in this catalog as "Associate in Arts or Science Degree with emphasis on employment preparation". Students must complete the course requirements as specified in the program of study for the declared major, and the CMC general education requirements listed on pages 58-59.

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*Students are strongly advised to consult with an advisor or counselor early in their first semester at CMC and every semester thereafter. They will help to ensure the student remains on track for graduation and transfer. Transfer eligibility may vary between institutions. A student's counselor will advise them of important requirements and keep them apprised of any changes.*

# CALIFORNIA COMMUNITY COLLEGES

# PROGRAM AND COURSE LISTINGS

## Course Identification (C-ID)

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

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

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

## Common Course Numbering (CCN)

**Beginning in Fall 2025, the Common Course Numbering (CCN) system—mandated by the state under initiative AB 1111—will be implemented to simplify student transfers and establish uniform course numbering across all California Community Colleges.**

Currently in **Phase 1**, the CCN initiative focuses on aligning course numbers for general education and transfer pathway courses. The system is designed to ensure that comparable courses across community colleges share the same course number, thereby streamlining the transfer process to four-year institutions and helping students avoid accumulating excess credits.

Courses designated as part of the CCN system will include a **“C” in their course numbers** (e.g., ENG 003A will become ENGL C1000). Additionally, **some subject area prefixes will change** to meet statewide standards (e.g., PS will become POLS).

All changes—including updated course numbers and prefixes—will be **clearly noted in the class schedules and course catalogs** to help students identify and navigate the transition with ease.

## Course Abbreviations Catalog, Schedules & Transcripts

Academic Skills Center	ASC
ACCESS	ACC
Accounting	ACCT
Adult Education	AE
American Sign Language	ASL
Anthropology	ANTH
Art	ART
Astronomy	A
Automotive Technology	AUTO
Biology	BI
Business - Administrative	BUAA
Business - Accounting	BUAC
Business - Management	BUMA
Business - Work Experience	BUWE
Chemistry	CH
Child Development	CD
Child Development - Parenting	CD-PAR
Communication	COMM
Computer Aided Drafting and Design	CADD
Computer Information Systems	CIS
Computer Science	CS
Construction	CNST
Criminal Justice	CJ
Culinary Arts	CULN
Culinary - Work Experience	CUWE
Economics	ECON
Education	EDUC
Emergency Medical Responder	EMR
Emergency Medical Technician	EMT
English	ENG / ENGL
Environmental Science	ENV
Ethnic, Gender, Social Justice	EGSJ
Fire Technology	FIRE
Fire - Wildland Fire Technology	FIRE-WFT
Fire - Work Experience	FIWE
Geography	GEOG
Geology	G
Health Sciences	HS
History	HIST
Home Health Aide	HHA
Hospitality	HOSP
Kinesiology	KIN
Mathematics	MATH
Music	MUS
Nurse Assistant	NA
Nursing, Registered	N
Philosophy	PHIL
Physical Education	PE
Physics	PH
Political Science	PS / POLS
Psychology	PSY / PSYC
Real Estate	REAL
Social Work	SW
Sociology	SOC
Spanish	SPAN
Speech	SP
Statistics	STAT
Student Development	STDV
Theatre Arts	TA
Varsity Sports - Men	VSM
Varsity Sports - Off Season	VSO
Varsity Sports - Women	VSW
Vocational Nursing	VN
Water Technology	WTEC
Work Experience - General	WEG

## PROGRAM AND COURSE DESCRIPTIONS

The degree and certificate programs on the following pages are arranged alphabetically. The programs are listed in summary on pages 53-56.

The complete listing of degree and certificate programs are followed by the descriptions of the courses offered by the college. Courses are listed alphabetically by course number/ID. For example, MATH 001A Calculus is listed under "M".

## PREREQUISITES, COREQUISITES, AND ADVISORIES

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

Prerequisite requirements must be met **before** enrollment is permitted; corequisite courses must be enrolled in during the same semester; advisory courses are strongly recommended for success in a particular course, but will not prevent a student from taking the course. These requirements are intended to offer students a reasonable chance of success.

Courses taken as prerequisites to other courses must be completed with a grade of "C" or better.

See page 31 for the definition of these terms and for additional information on enrollment limitations. Students should discuss questions regarding course eligibility with their counselors.

## TRANSFERABLE COURSES

Please see page 99 for information.

## GENERAL EDUCATION PATTERNS

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

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

The next few pages list the CMC General Education Pattern, and Cal-GETC.

Please note: If you are pursuing the Biology, Chemistry, or Environmental Science ADT, you need to consult your counselor for information about your general education pattern.

## GAINFUL EMPLOYMENT PROGRAMS

### Disclosures

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

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

CMC has information about these programs available on the website at [www.cmccd.edu/current-students/gainful-employment/](http://www.cmccd.edu/current-students/gainful-employment/). Here is where some of the possible occupations this degree/certificate may lead to, how long it might take and how much it might cost to complete the program. CMC will continue to provide more information, such as job placements rates, as it becomes available.

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



<b>AREA 4 SOCIAL &amp; BEHAVIORAL SCIENCES</b>	
<b>One course (3 semester units)</b>	
<b>IP</b>	<p>ANTH 002 Cultural Anthropology (3)</p> <p>ANTH 003 Archaeology: An Introduction to Prehistory (3)</p> <p>CD 010 Child Growth &amp; Development (4) (Eff FA10)</p> <p>CD 012 Child, Family, &amp; Community (3) (Eff FA12)</p> <p>CD 074 Teaching in a Diverse Society (3) (Eff FA21)</p> <p>CJ 001 Introduction to Criminal Justice (3)</p> <p>CJ 002 Criminal Law (3) (Eff SP11)</p> <p>CJ 010 Juvenile Delinquency (3) (Eff SP11)</p> <p>CJ 032 Introduction to Criminology (3) (Eff SP11)</p> <p>ECON 001 Principles of Macroeconomics (3)</p> <p>ECON 002 Principles of Macroeconomics (3)</p> <p><sup>^</sup>EGSJ 014 Introduction to Race &amp; Ethnicity (3)</p> <p>EGSJ 020* Native American Studies (3)</p> <p>EGSJ 030* Identity &amp; Ideology: Intro to Chicano/a &amp; Latino/a Studies (3)</p>
<b>N</b>	<p>GEOG 002 Cultural Geography (3)</p> <p>GEOG 007 World Regional Geography (3) (Eff FA15)</p> <p>HS 001 Personal &amp; Community Health (3)</p> <p>HS 013 General Nutrition (3)</p> <p>HIST 003* History of World Civilizations I (3)</p> <p>HIST 004* History of World Civilizations II (3)</p> <p>HIST 017* U.S. History Through Reconstruction (3)</p> <p>HIST 018* U.S. History from Reconstruction to Present (3)</p> <p>HIST 019 California History (3)</p> <p>PHIL 013 Perspectives on Death &amp; Dying (3)</p> <p>POLS C1000 Introduction to Government (3)</p> <p>PS 002 Introduction to Comparative Governments (3)</p> <p>PS 004 Introduction to International Relations (3)</p>
<b>M</b>	<p>PSY 003 Developmental Psychology (3)</p> <p><sup>^</sup>PSY 010 Introduction to Marriage &amp; Family (3)</p> <p>PSY 012 Human Sexuality (3) (Eff FA13)</p> <p>PSY 033 Personal &amp; Social Adjustment (3)</p> <p>PSYC C1000 Introduction to Psychology (3)</p> <p>SOC 001 Introduction to Sociology (3)</p> <p>SOC 002 Social Problems (3)</p> <p><sup>^</sup>SOC 010 Introduction to Marriage &amp; Family (3)</p> <p><sup>^</sup>SOC 014 Introduction to Race &amp; Ethnicity (3)</p> <p>STDV 065 College and Personal Success (3) (Eff FA18)</p> <p>SW 015 Introduction to Social Work (3)</p> <p><sup>^</sup> SOC 014 and EGSJ 014; PSY 010 and SOC 010 are comparable courses. Therefore, credit is awarded for only one course.</p>
<b>AREA 5 NATURAL SCIENCES</b>	
<b>One course (3 semester units)</b>	
<b>IP</b>	<p>A 001 Descriptive Astronomy (3)</p> <p>A 001L Descriptive Astronomy Lab (1)</p> <p>ANTH 001 Introduction to Physical Anthropology (3)</p> <p>BI 004 Elements of Biology (3)</p> <p>BI 004L Elements of Biology Lab (1)</p> <p>BI 005 Molecular &amp; Cellular Biology (5) (Eff FA13)</p> <p>BI 006 Biology of Organisms (5) (Eff FA13)</p> <p>BI 015 General Microbiology (5)</p>
<b>N</b>	<p>BI 022 Human Anatomy (4)</p> <p>BI 023 Human Physiology (5)</p> <p>CH 001A General Chemistry (5)</p> <p>CH 001B General Chemistry (5)</p> <p>CH 003 Introductory General Chemistry (4)</p> <p>ENV 001 Environmental Science (3) (Eff FA23)</p> <p>G 001 Physical Geology (4)</p> <p>G 010 The Earth Sciences (4)</p>
<b>M</b>	<p>GEOG 001 Physical Geography (3)</p> <p>PH 001 Introductory Physics (4)</p> <p>PH 002A College Physics (4)</p> <p>PH 002B College Physics (4)</p> <p>PH 004A Physics for Scientists &amp; Engineers (4)</p> <p>PH 004B Physics for Scientists &amp; Engineers (4)</p> <p>PH 004C Physics for Scientists &amp; Engineers (4)</p>
<b>AREA 6 ETHNIC STUDIES</b>	
<b>One course (3 semester units)</b>	
<b>IP</b>	<p>EGSJ 020* Native American Studies (3)</p>
<b>N</b>	<p>EGSJ 030* Identity and Ideology: Intro to Chicano/a &amp; Latino/a Studies (3)</p>



AREA 4. SOCIAL & BEHAVIORAL SCIENCES			
Two courses from two different disciplines. (6 semester units)			
<b>M</b>	<p>ANTH 002 Cultural Anthropology (3)                      ANTH 003 Archaeology. An Introduction to Prehistory (3)                      CD 010 Child Growth &amp; Development (4)                      CJ 032 Introduction to Criminology (3) [Phase out F27]                      ECON 001 Principles of Macroeconomics (3)                      ECON 002 Principles of Microeconomics (3)                      ^EGS1 014 Introduction to Race &amp; Ethnicity (3)                      EGS1 030* Identity and Ideology: Intro to Chicano/a &amp; Latino/a Studies (3)                      GEOG 002 Cultural Geography (3)                      GEOG 007 World Regional Geography (3)</p>	<p>HIST 003* History of World Civilizations I (3)                      HIST 004* History of World Civilizations II (3)                      HIST 017* U.S. History Through Reconstruction (3)                      HIST 018* U.S. History from Reconstruction to Present (3)                      HIST 019 California History (3)                      PHIL 012 Religions of the World (3)                      POLS C1000 Introduction to Government (3)                      PS 002 Introduction to Comparative Governments (3)                      PS 004 Introduction to International Relations (3)                      PSY 003 Developmental Psychology (3)</p>	<p>PSY 005 Behavioral &amp; Social Science Research Methods (4)                      ^PSY 010 Introduction to Marriage &amp; Family (3)                      PSY 012 Human Sexuality (3)                      PSYC C1000 Introduction to Psychology (3)                      SOC 001 Introduction to Sociology (3)                      SOC 002 Social Problems (3)                      ^SOC 010 Introduction to Marriage &amp; Family (3)                      ^SOC 014 Introduction to Race &amp; Ethnicity (3)                      ^EGS1 014 and SOC 014: PSY 010 and SOC 010 are comparable courses. Therefore, credit is awarded for only one course.</p>
AREA 5 PHYSICAL & BIOLOGICAL SCIENCES			
Two courses, including one course from 5A, and one course from 5B. One of the two courses must include a laboratory (7 semester units)			
<b>M</b>	<p><b>5A PHYSICAL SCIENCES</b>                      A 001 Descriptive Astronomy (3)                      A 001L Descriptive Astronomy Lab (1)                      CH 001A General Chemistry (5)                      CH 001B General Chemistry (5)                      CH 003 Introductory General Chemistry (4)</p>	<p>CH 010A Organic Chemistry (5) (EFF FA15)                      CH 010B Organic Chemistry (5) (EFF FA15)                      G 001 Physical Geology (4)                      G 010 The Earth Sciences (4)                      GEOG 001 Physical Geography (3)</p>	<p>PH 001 Introductory Physics (4)                      PH 002A College Physics (4)                      PH 002B College Physics (4)                      PH 004A Physics for Scientists &amp; Engineers (4)                      PH 004B Physics for Scientists &amp; Engineers (4)                      PH 004C Physics for Scientists &amp; Engineers (4)                      BI 022 Human Anatomy (4)                      BI 023 Human Physiology (5)                      ENV 001 Introduction to Environmental Science (3)</p>
<b>IP</b>	<p><b>5B BIOLOGICAL SCIENCES</b>                      ANTH 001 Introduction to Physical Anthropology (3)                      BI 004 Elements of Biology (3)                      BI 004L Elements of Biology Lab (1)</p>	<p>BI 005 Molecular &amp; Cellular Biology (5) (EFF FA13)                      BI 006 Biology of Organisms (5) (EFF FA13)                      BI 015 General Microbiology (5)</p>	
	<p><b>5C LABORATORY</b> Met with the completion of a 1-unit laboratory course from 5A or 5B. Courses with 4 or more units include a lab which also meets this requirement.</p>		
AREA 6 ETHNIC STUDIES			
One course (3 semester units)			
	<p>EGS1 020 Native American Studies (3)</p>	<p>EGS1 030* Identity and Ideology: Intro to Chicano/a &amp; Latino/a Studies (3) (EFF FA23)</p>	

# DEGREE, CERTIFICATE AND PROGRAMS OF STUDY

## ADULT EDUCATION PROGRAM

The Adult High School Diploma provides adult learners the opportunity to complete the requirements necessary to earn a high school diploma granted by Copper Mountain College. Previous work done in accredited high schools can be transferred and counted to satisfy the requirements. Students must successfully earn a total of 160 high school credits in categories that are defined and aligned with Title 5 § 55154. Students must also demonstrate competence in reading, writing, and mathematics. Students should note that there is a 20-credit residency requirement.

This program offers a selection of noncredit courses required to earn the adult high school diploma. Courses are generally offered in a self-paced format, and students may enroll at any time during the semester. Support and assessment is provided by qualified faculty.

In collaboration with a counselor, students may be able to select college courses that satisfy the high school requirement while earning college credits.

For adult learners entering the adult high school completion program, previous work done in accredited high schools, except for physical education courses, can be transferred to this program. Another advantage to the high school diploma program is that students can even take college courses at Copper Mountain College to fulfill their high school credit requirements, thereby completing their high school coursework while simultaneously getting college credit. Students who choose to enroll in college courses may also be eligible for financial aid. Pregnant or parenting minors may enter the program under the age of 18. For information on the High School Completion program please call the Adult Education Program at (442) 241-5534 or email us: [aep@cmccd.edu](mailto:aep@cmccd.edu)

CMC also offers a program to prepare students for the official GED Test. Most businesses and governmental agencies accept the GED Certificate in lieu of the high school diploma, and our courses help the adult learner gain the skills needed to succeed. For information on the GED Preparation program please call the Adult Education Program at (442) 241-5534 or email us: [aep@cmccd.edu](mailto:aep@cmccd.edu).

The Military Academic Skills Program (MASP) is offered approximately 10 times a year in four-week modules at the Marine Corps Air Ground Combat Center campus in Twentynine Palms. This course is offered at no charge. While priority is given to active-duty service members, this refresher course in English and/or math skills is available to anyone. For information regarding MASP, please call Military Base Programs at (760) 366-3791, ext. 4368. See English as a Second language (ESL), listed separately, for more information.

### ADULT HIGH SCHOOL DIPLOMA

#### Program Learning Outcomes

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

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

Dept./No.	Title	High School Credits	Dept./No.	Title	High School Credits
AE 310A & B	English Composition .....	10	AE 453	Economics.....	5
AE 312A & B	Introduction to Literature .....	10	AE 460A & B	Biology.....	10
AE 320A & B	American Literature .....	10	AE 465A & B	Physical Science.....	10
AE 321A & B	British Literature .....	10	AE 366A & B	Earth Science .....	10
AE 330A & B	Beginning Math Skills.....	10	AE 368	Environmental Science.....	10
AE 432A & B	Pre-Algebra .....	10	AE 470	Health Science .....	5
AE 434A & B	Algebra .....	10	AE 340A & B	World Geography & Cultures.....	10
AE 450A & B	World History.....	10	AE 384	Women's Studies .....	5
AE 451A & B	United States History .....	10	AE 387	Introduction to Archaeology .....	5
AE 452	American Government .....	5	AE 388	Gothic Literature.....	5

Although all courses are noncredit, and thus have a unit rating of "0" in a collegiate curriculum, a total of 160 high school credits are required to earn an Adult High School Diploma. One hundred and fifteen (115) credits are discipline specific; the remaining forty-five (45) credits are electives. Transfer credits from previous accredited institutions are accepted toward the 160 credit requirement. Students are also eligible to enroll in appropriate college-level courses to meet requirements.

Advisor: E. Weatherup

### GED PREPARATION

The General Education Development (GED) Preparation Program is an alternative to the adult high school diploma that is accepted by many employers, colleges, vocational training programs and governmental agencies. Students who wish to prepare for this high school equivalency exam prepare in five areas: science, social studies, language arts - reading, mathematics, and language arts-writing. Successful candidates receive their official GED Certificate from the state of California.

AE 390 GED Prep Science  
AE 392 GED Prep Social Studies

AE 395 GED Prep Language Arts  
AE 396 GED Prep Math Reasoning

# ANTHROPOLOGY



## ASSOCIATE IN ARTS IN ANTHROPOLOGY for transfer

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

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

With the goal of understanding people in all parts of the world, anthropology is useful to anyone living or working in a multicultural environment, such as the business world, health sciences, or any other profession which involves working with people from diverse backgrounds. The courses within this department are designed to provide students with survival skills for the global community in which we live, a community in which all of the world's people are interdependent. Anthropologists with graduate degrees work in archaeological excavation, exploration, and museum management to the analysis of cultures, linguistics, forensics, primateology, teaching, and consulting with governmental and educational institutions. To earn an A.A.-T degree, students must complete:

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

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC General Education-Breadth Requirements; and
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) A grade of "C" or better in all courses required for the major or area of emphasis.

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
ANTH 001	Introduction to Physical Anthropology.....	3
ANTH 002	Cultural Anthropology .....	3
ANTH 003	Archaeology, An Introduction to Prehistory .....	3
SOC 003	Fundamentals of Statistics.....	4
EGSJ 020	Native American Studies.....	3
Select one (1) course from the following (3 units):		
GEOG 002, PHIL 012, or SOC 014	.....	3
Total Units for the Major.....		19
Cal-GETC General Education Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	D. Pieper	

# ART



## ASSOCIATE IN ARTS IN ART HISTORY for transfer

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

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

This Associate in Arts in Art History for Transfer also includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) A grade of “C” or “P” or better in all courses required for the major or area of emphasis.

The Associate in Arts in Art History for Transfer is designed to provide students with strong foundations for the study of Art History at a baccalaureate level and to assist in the seamless transfer to a California State University. Students wishing to major in Art History should first confer with an art program advisor to discuss career and possible transfer plans so that specific requirements can be met. Students intending to transfer to a four-year college should also consult that college for specific requirements, visit the Assist website at [www.assist.org](http://www.assist.org), and consult with a CMC counselor.

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
ART 001A	Fundamentals of Drawing and Composition.....	3
ART 050	History of Western Art: Prehistory through the Middle Ages.....	3
ART 051	Western Art History: Renaissance to Contemporary .....	3
Select one (1) course from the following (3 units):		
ART 052, ART 053 .....		3
Select two (2) courses from the following (6 units):		
ART 052 or ART 053 may be selected if it has not been used to fulfill a requirement above:		
ART 003A, ART 004, ART 005A, ART 007A, ART 011A, ART 031, ART 040, ART 052, ART 053; ART 023A or ART 009A .....		6
Total Units for the Major.....		18
Cal-GETC General Education Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60-63
Advisor:	C. Allred	



## ASSOCIATE IN ARTS IN STUDIO ARTS for transfer

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

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

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

The Associate in Arts in Studio Arts for Transfer also includes the following completion requirements:

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

The Associate in Arts in Studio Arts for Transfer is designed to provide students with strong foundations for the study of studio art and to assist in the seamless transfer to a California State University. Students wishing to major in Art should first confer with an art program advisor to discuss career and possible transfer plans so that specific requirements can be met. Students intending to transfer to a four-year college should also consult that college for specific requirements, visit the Assist website at [www.assist.org](http://www.assist.org), and consult with a CMC counselor.

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
ART 001A	Fundamentals of Drawing and Composition .....	3
ART 003A	Introduction to Two-Dimensional Design .....	3
ART 004	Three-Dimensional Design .....	3
ART 051	Western Art History: Renaissance to Contemporary ....	3
Select one (1) course from the following (3 units):		
ART 050, ART 052, ART 053 .....		3
Select three (3) courses from the following (9 units):		
ART 007A, ART 009A, ART 011A, ART 023A, ART 031, ART 040;		
you may also choose ART 001B or ART 005A		
as one of your 3 courses.....		9
Total Units for the Major.....		24
Cal-GETC General Education Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	C. Allred	

# AUTOMOTIVE TECHNOLOGY

The Automotive Technology Program curriculum is designed to meet the requirements and standards set forth by the NSE Education Foundation and to provide the automotive student with a solid foundation in the fundamentals of state of the art automotive systems theory and repair practices. This approach is intended to provide the student with the minimum training necessary to gain an entry-level position within the automotive service and/or repair industry.

## ASSOCIATE IN SCIENCE IN AUTOMOTIVE TECHNOLOGY

with emphasis on employment preparation

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
AUTO 004	Principles of Automotive Technology .....	4
AUTO 018	Engine Performance I .....	4
AUTO 020	Automotive Electrical Systems I .....	4
AUTO 021	Automotive Electrical Systems II .....	4
AUTO 029	Engine Performance II .....	4
AUTO 035	Automotive Steering, Suspension and Alignment ...	4
AUTO 036	Automotive Brake Systems .....	4
AUTO 044	Automotive Engine Repair .....	4
AUTO 045	Automatic Transmissions and Transaxles	
AUTO 065	or Manual Transmissions & Transaxles.....	4
AUTO 028	Introduction to Hybrid & Electric Vehicle Technology	
AUTO 078	or Hybrid and Alternative Fuel Vehicles.....	3-4
BUMA 010	Introduction to Business .....	3
Restricted Electives - choose at least three (3) units from the following:		
AUTO 027, AUTO 060, CIS 070A, AUTO 045 or AUTO 065, and AUTO 028 or AUTO 078 .....		3-5
Required Courses .....		42-43
Restricted Electives .....		3-5
CMC General Education Requirement .....		21
MINIMUM DEGREE UNITS .....		66
Advisor:	T. Hudgins	

## CERTIFICATE OF ACHIEVEMENT IN AUTOMOTIVE TECHNOLOGY

with emphasis on employment preparation

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
AUTO 004	Principles of Automotive Technology .....	4
AUTO 018	Engine Performance I .....	4
AUTO 020	Automotive Electrical Systems I .....	4
AUTO 021	Automotive Electrical Systems II .....	4
AUTO 035	Automotive Steering, Suspension and Alignment ...	4
AUTO 036	Automotive Brake Systems .....	4
AUTO 044	Automotive Engine Repair .....	4
AUTO 028	Introduction to Hybrid & Electric Vehicle Technology or	
AUTO 078	Hybrid and Alternative Fuel Vehicles.....	3-4
Restricted Electives - choose at least three (3) units from the following:		
AUTO 027, AUTO 045, AUTO 060, AUTO 065, and AUTO 028 or AUTO 078.....		3-5
Required Courses .....		31-32
Restricted Electives .....		3-5
MINIMUM CERTIFICATE UNITS.....		34
Advisor:	T. Hudgins	

## CERTIFICATE OF ACHIEVEMENT IN ALTERNATIVE FUEL VEHICLES

with emphasis on employment preparation

### Program Learning Outcomes

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

1. Identify the components, perform service on, and describe the construction features, theory and/or operating principles related to hybrid and alternative fuel vehicles in preparation for ASE L3 certification. (ILOs: Information Competency)
2. Use various automotive test equipment: to diagnose vehicle component failures, determine the logical cause of the failure through complete and accurate analysis (either mechanical or electrical), evaluate and discuss findings, prepare a written estimate of needed system repairs, estimate the related costs, and perform and verify correct repairs related to hybrid and alternative fuel vehicle concerns. (ILOs: Communication, Critical Thinking, and Information Competency)
3. Utilize applicable vehicle service information to locate pertinent procedures and specifications related to the inspection, service, diagnosis, repair, adjustment of various hybrid and alternative fuel vehicle systems, and document the services. (ILOs: Information Competency)
4. Demonstrate proper use and safety practices associated with common automotive technician hand tools, precision measuring tools, power equipment, standard automotive laboratory equipment, and repair and service associated with electrical, hydraulic and mechanical systems. (ILOs: Information Competency)
5. Work independently and in groups to diagnose, service, repair, and maintain vehicles. (ILOs: Personal Development)
6. Exhibit professionalism, sensitivity, tact, integrity, and appropriate communication skills when handling customer/co-worker needs, complaints, questions, and special challenges. (ILOs: Personal Development, Ethics, Communication)

Dept. /No.	Title	Units
Required Courses:		
AUTO 004	Principles of Automotive Technology .....	4
AUTO 018	Engine Performance I .....	4
AUTO 020	Automotive Electrical Systems I .....	4
AUTO 028	Introduction to Hybrid and Electric Vehicle Technology .....	3
AUTO 045	Automatic Transmissions and Transaxles .....	4
AUTO 078	Hybrid and Alternative Fuel Vehicles.....	4
MINIMUM CERTIFICATE UNITS .....		23
Advisor:	T. Hudgins	

## CERTIFICATE OF ACHIEVEMENT IN ENGINE PERFORMANCE AND DRIVEABILITY

with emphasis on employment preparation

### Program Learning Outcomes

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

1. Identify the components, perform service on, and describe the construction features, theory and/or operating principles related to Engine Performance and Drivability in preparation for ASE A8 certification. (ILOs: Information Competency)
2. Use various automotive test equipment: to diagnose vehicle component failures, determine the logical cause of the failure through complete and accurate analysis (either mechanical or electrical), evaluate and discuss findings, prepare a written estimate of needed system repairs, estimate the related costs, and perform and verify correct repairs related to engine performance issues. (ILOs: Communication, Critical Thinking, and Information Competency)
3. Utilize applicable vehicle service information to locate pertinent procedures and specifications related to the inspection, service, diagnosis, repair, adjustment of various components that directly affect automotive engine performance, and document the services. (ILOs: Information Competency)
4. Demonstrate proper use and safety practices associated with common automotive technician hand tools, precision measuring tools, power equipment, standard automotive laboratory equipment, and repair and service associated with electrical, hydraulic and mechanical systems. (ILOs: Information Competency)
5. Work independently and in groups to diagnose, service, repair, and maintain vehicles. (ILOs: Personal Development)
6. Exhibit professionalism, sensitivity, tact, integrity, and appropriate communication skills when handling customer/co-worker needs, complaints, questions, and special challenges. (ILOs: Personal Development, Ethics, Communication)

Dept. /No.	Title	Units
Required Courses:		
AUTO 004	Principles of Automotive Technology .....	4
AUTO 018	Engine Performance I .....	4
AUTO 020	Automotive Electrical Systems I .....	4
AUTO 029	Engine Performance II .....	4
AUTO 045	Automatic Transmissions and Transaxles .....	4
AUTO 028	Introduction to Hybrid & Electric Vehicle Technology or	
AUTO 078	Hybrid and Alternative Fuel Vehicles.....	3-4
MINIMUM CERTIFICATE UNITS .....		23
Advisor:	T. Hudgins	

## CERTIFICATE OF ACHIEVEMENT IN HEATING AND AIR CONDITIONING SERVICES AND REPAIR

with emphasis on employment preparation

### Program Learning Outcomes

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

1. Identify the components, perform service on, and describe the construction features, theory and/or operating principles related to automotive heating and air conditioning in preparation for ASE A7 certification. (ILOs: Information Competency)
2. Use various automotive test equipment: to diagnose vehicle component failures, determine the logical cause of the failure through complete and accurate analysis (either mechanical or electrical), evaluate and discuss findings, prepare a written estimate of needed system repairs, estimate the related costs, and perform and verify correct repairs related to automotive air conditioning and heating systems. (ILOs: Communication, Critical Thinking, and Information Competency)
3. Utilize applicable vehicle service information to locate pertinent procedures and specifications related to the inspection, service, diagnosis, repair, adjustment of various automotive air conditioning and heating systems, and document the services. (ILOs: Information Competency)
4. Demonstrate proper use and safety practices associated with common automotive technician hand tools, precision measuring tools, power equipment, standard automotive laboratory equipment, and repair and service associated with electrical, hydraulic and mechanical systems. (ILOs: Information Competency)
5. Work independently and in groups to diagnose, service, repair, and maintain vehicles. (ILOs: Personal Development)
6. Exhibit professionalism, sensitivity, tact, integrity, and appropriate communication skills when handling customer/co-worker needs, complaints, questions, and special challenges. (ILOs: Personal Development, Ethics, Communication)

Dept. /No.	Title	Units
Required Courses:		
AUTO 004	Principles of Automotive Technology .....	4
AUTO 020	Automotive Electrical Systems I .....	4
AUTO 044	Automotive Engine Repair .....	4
AUTO 060	Automotive Heating and Air Conditioning.....	4
MINIMUM CERTIFICATE UNITS .....		16
Advisor:	T. Hudgins	

## CERTIFICATE OF ACHIEVEMENT IN STEERING AND SUSPENSION SERVICE

with emphasis on employment preparation

### Program Learning Outcomes

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

1. Identify the components, perform service on, and describe the construction features, theory and/or operating principles related to suspension and steering in preparation for ASE A4 certification. (ILOs: Information Competency)
2. Use various automotive test equipment: to diagnose vehicle component failures, determine the logical cause of the failure through complete and accurate analysis (either mechanical or electrical), evaluate and discuss findings, prepare a written estimate of needed system repairs, estimate the related costs, and perform and verify correct repairs related to automotive steering and suspension issues. (ILOs: Communication, Critical Thinking, and Information Competency)
3. Utilize applicable vehicle service information to locate pertinent procedures and specifications related to the inspection, service, diagnosis, repair, adjustment of various automotive steering and suspension systems, and document the services. (ILOs: Information Competency)
4. Demonstrate proper use and safety practices associated with common automotive technician hand tools, precision measuring tools, power equipment, standard automotive laboratory equipment, and repair and service associated with electrical, hydraulic and mechanical systems. (ILOs: Information Competency)
5. Work independently and in groups to diagnose, service, repair, and maintain vehicles. (ILOs: Personal Development)
6. Exhibit professionalism, sensitivity, tact, integrity, and appropriate communication skills when handling customer/co-worker needs, complaints, questions, and special challenges. (ILOs: Personal Development, Ethics, Communication)

Dept. /No.	Title	Units
Required Courses:		
AUTO 004	Principles of Automotive Technology .....	4
AUTO 020	Automotive Electrical Systems I .....	4
AUTO 035	Automotive Steering, Suspension and Alignment ...	4
AUTO 036	Automotive Brake Systems .....	4
MINIMUM CERTIFICATE UNITS .....		16
Advisor:	T. Hudgins	

## CERTIFICATE OF ACHIEVEMENT IN TRANSMISSION SERVICE, REPAIR, AND OVERHAUL

with emphasis on employment preparation

### Program Learning Outcomes

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

1. Identify the components, perform service on, and describe the construction features, theory and/or operating principles related to manual and automatic transmissions in preparation for ASE A2 and A3 certification. (ILOs: Information Competency)
2. Use various automotive test equipment: to diagnose vehicle component failures, determine the logical cause of the failure through complete and accurate analysis (either mechanical or electrical), evaluate and discuss findings, prepare a written estimate of needed system repairs, estimate the related costs, and perform and verify correct repairs related to various manual and automatic transmissions issues. (ILOs: Communication, Critical Thinking, and Information Competency)
3. Utilize applicable vehicle service information to locate pertinent procedures and specifications related to the inspection, service, diagnosis, repair, adjustment of various automotive transmission systems, and document the services. (ILOs: Information Competency)
4. Demonstrate proper use and safety practices associated with common automotive technician hand tools, precision measuring tools, power equipment, standard automotive laboratory equipment, and repair and service associated with electrical, hydraulic and mechanical systems. (ILOs: Information Competency)
5. Work independently and in groups to diagnose, service, repair, and maintain vehicles. (ILOs: Personal Development)
6. Exhibit professionalism, sensitivity, tact, integrity, and appropriate communication skills when handling customer/co-worker needs, complaints, questions, and special challenges. (ILOs: Personal Development, Ethics, Communication)

Dept. /No.	Title	Units
Required Courses:		
AUTO 004	Principles of Automotive Technology .....	4
AUTO 018	Engine Performance I .....	4
AUTO 020	Automotive Electrical Systems I .....	4
AUTO 045	Automatic Transmissions and Transaxles .....	4
AUTO 065	Manual Transmissions and Transaxles .....	4
MINIMUM CERTIFICATE UNITS .....		20
Advisor:	T. Hudgins	

# BIOLOGY



## ASSOCIATE IN SCIENCE IN BIOLOGY for transfer

The Associate in Science in Biology for Transfer, also called the Biology AS-T Degree, is designed to prepare students for a seamless transfer with junior status to a CSU campus in a program or major in Biology for completion of a baccalaureate degree. Upon successful completion of courses leading to the Biology AS-T Degree the student will be able to know and understand Biology concepts, skills and applications to attain upper division status in Biology at any CSU institution.

This Biology AS-T degree requires students to meet both of the following requirements:

- (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC for STEM General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.
- (2) Obtainment of a minimum grade point average of 2.0. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements

### Program Learning Outcomes

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

1. Compare and contrast best practices in biology including ethical behavior and peer-reviewed research. (Institutional Learning Outcomes 3 Ethics and 4 Personal Development)
2. Utilize scientific methods to empirically test hypotheses and apply findings within the context of the sciences. (Institutional Learning Outcomes 2 Critical Thinking Skills and 5 Information Competency)
3. Collaboratively analyze collected data using problem-based learning and communicate findings in written and oral forms. (Institutional Learning Outcomes 1 Communication Skills and 5 Information Competency).

Dept. /No.	Title	Units
Required Courses:		
BI 005	Molecular and Cellular Biology.....	5
BI 006	Biology of Organisms.....	5
CH 001A	General Chemistry.....	5
CH 001B	General Chemistry.....	5
MATH 001A	Calculus.....	4
Physics Requirement: Choose one series (PH 002A & 002B) OR (PH 004A & 004B):		
PH 002A	College Physics.....	4
PH 002B	College Physics.....	4
OR		
PH 004A	Physics for Scientists and Engineers .....	4
PH 004B	Physics for Scientists and Engineers .....	4
Required Courses .....		32-33
Cal-GETC for STEM General Education Requirements .....		31-33
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		66
Advisors:	A. Basu, P. Delaney	

# BUSINESS

The study of business opens up a world of opportunity. Whether you wish to build your administrative skills, own your own business, or work as an accountant in a Fortune 500 company, your business studies start here. Certificates offered by the business program are designed to aid in developing a focused skill set that can improve short-term employment outlook or provide professional development. The business program offers two transferable associate degrees in Business Administration, designed to prepare you for university studies and streamline your admission process. One provides guaranteed transfer to a California State University (CSU) while the other offers preparation for students interested in transfer to other institutions. Students should discuss which degree would best meet their needs with a counselor or academic advisor.

If you do not plan on transferring to a four-year institution, a choice of an Associate in Science in General Business with one of five concentration areas is available. The vocational programs have been carefully designed to provide skills that are immediately marketable in the local business area.



## ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION 2.0 for transfer

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

The Associate in Science in Business Administration for Transfer degree provides a study of basic principles and techniques to effectively manage and lead organizations. Even students who choose not to major in business administration find that coursework in the field can improve their ability to think critically, problem-solve, manage their lives, and understand the economic issues that engage our world, our country, and our communities.

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

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

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

### Program Learning Outcomes

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

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

Dept./No.	Title	Units	Dept./No.	Title	Units
<b>Required Courses:</b>			<b>Statistics Requirement:</b>		
ACCT 001	Financial Accounting .....	4.5	MATH 014/STAT C1000	Introduction to Statistics .....	4
ACCT 002	Managerial Accounting .....	3.5	or		
BUMA 010	Introduction to Business .....	3	SOC 003	Fundamentals of Statistics.....	4
BUMA 020A	Business Law .....	3	Required Courses .....		28-30
ECON 001	Principles of Macroeconomics .....	3	Cal-GETC General Education Requirement .....		34
ECON 002	Principles of Microeconomics .....	3	Transferable elective units as needed.		
<b>Math Requirement:</b>			MINIMUM DEGREE UNITS .....		
MATH 010	College Algebra for Liberal Arts.....	4	Advisor:	J. Haig	
or					
MATH 012	Pre-Calculus & Trigonometry.....	6			
or					
MATH 001A	Calculus.....	4			

Students must complete the required courses for their major. General education units, transferable electives, and total degree units will vary for each student. Some considerations include the courses (and their respective units) chosen to complete a general education area or transferable elective, and if required courses for the major also count toward a general education area. Students should confer with their counselor to reach their education goals. **73**

## ASSOCIATE IN ARTS IN BUSINESS ADMINISTRATION

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
ACCT 001	Financial Accounting.....	4.5
ACCT 002	Managerial Accounting.....	3.5
BUMA 020A	Business Law.....	3
CIS 070A	Computer Applications for Windows.....	3
ECON 001	Principles of Macroeconomics.....	3
ECON 002	Principles of Microeconomics.....	3
Total Units for the Major.....		20
Minimum General Education (CSU GE or IGETC) Units.....		37-40
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	J. Haig	

## ASSOCIATE IN SCIENCE IN GENERAL BUSINESS

with emphasis on employment preparation

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
BUAC 066	Bookkeeping.....	3
BUMA 001	Principles of Management.....	3
BUMA 010	Introduction to Business.....	3
BUMA 020A	Business Law.....	3
BUMA 027	Marketing.....	3
CIS 070A	Computer Business Applications for Windows.....	3
ECON 001	Principles of Macroeconomics.....	3
ECON 002	Principles of Microeconomics.....	3
Required Work Experience:		
<i>Take at least one (1) unit of work experience. A maximum of four (4) units may be counted toward this degree.</i>		
BUWE 080	Work Experience - Business.....	1
BUWE 081	Work Experience - Business.....	2
BUWE 082	Work Experience - Business.....	3
BUWE 083	Work Experience - Business.....	4
BUWE 084	Work Experience - Retail Kiosk Operations.....	1

There are two options for course selection to complete the Associate in Science in General Business. In addition to the courses above, select from the following list of courses for general business studies or select units from a concentration area. The required number of units for restricted electives is dependent on the number of work experience units a student completes.

Restricted Electives: Select seventeen (17) units from the following for general business studies:	
ACCT 001, ACCT 002 or HOSP 002, ACCT 003, ACCT 004, BUAA 001, BUAC 010, CIS 030, CIS 072D, CIS 073C, CIS 076B, CIS 082C, CULN 001A, HOSP 001, REAL 081, REAL 082, REAL 083A, REAL 084, REAL 085, REAL 086.....	17
Or select a concentration area:	
• <b>Accounting:</b> ACCT 001, ACCT 002 or HOSP 002, ACCT 003, ACCT 004, CIS 072D.....	20
• <b>e-business:</b> BUAC 010, CIS 030, CIS 072D, CIS 082C.....	11
• <b>Hospitality:</b> CULN 001A, HOSP 001, HOSP 002 BUAC 010, CIS 072D.....	14
• <b>Real Estate:</b> REAL 081, REAL 082, REAL 083A, REAL 084, REAL 085, REAL 086.....	18
• <b>Skilled Office Professional:</b> BUAA 001, CIS 072D, CIS 073C, CIS 076B, CIS 082C.....	15
Minimum units needed for the major.....	42
CMC General Education Requirement.....	21
Additional restricted electives as needed.	
MINIMUM DEGREE UNITS.....	63
Advisors:	J. Haig, J. Powell

Students must complete the required courses for their major. General education units, transferable electives, and total degree units will vary for each student. Some considerations include the courses (and their respective units) chosen to complete a general education area or transferable elective, and if required courses for the major also count toward a general education area. Students should confer with their counselor to reach their education goals.

## CERTIFICATE OF ACHIEVEMENT IN ACCOUNTING

with emphasis on employment preparation

The Accounting Certificate provides a solid foundation in the areas of financial and managerial accounting, tax preparation, and computer software skills. These skills prepare you for a new career in accounting or help you advance your current position in the accounting field.

These occupations include general accounting, cost accounting, payroll, inventory management, asset management, accounts receivable, accounts payable, budgeting and forecasting, financial analysis, individual tax return preparation, property accounting, governmental accounting, among others.

### Program Learning Outcomes

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

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

Dept. No.	Title	Units
Required Courses:		
ACCT 001	Financial Accounting .....	4.5
ACCT 002	Managerial Accounting .....	3.5
ACCT 003	Introduction to Government and Not-for-Profit Accounting.....	3
ACCT 004	Tax Accounting I-Individuals .....	3
BUAC 010	Computer Accounting .....	3
CIS 070A	Computer Business Applications for Windows .....	3
CIS 072D	Excel I .....	3
Select two (2) courses from the following (6 units):		
ACCT 005, BUMA 020A, BUMA 010, BUAA 001, CS 073, CIS 074 .....		6
MINIMUM CERTIFICATE UNITS .....		29
Advisor:	J. Haig	

## CERTIFICATE OF PROFICIENCY IN BOOKKEEPING

with emphasis on employment preparation

The Bookkeeping Certificate provides the basic accounting and computer skills to assist you with obtaining a new career in the areas of bookkeeping, tax preparation, and accounting or provides the knowledge for you to go further in your current position.

### Program Learning Outcomes

Upon completion of this certificate students will be able to:

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

Dept. /No.	Title	Units
Required Courses:		
ACCT 001	Financial Accounting.....	4.5
ACCT 004	Tax Accounting I - Individuals.....	3
BUAC 010	Computer Accounting.....	3
BUAC 066	Bookkeeping.....	3
CIS 072D	Excel I .....	3
MINIMUM CERTIFICATE UNITS .....		16.5
Advisor:	J. Haig	

## CERTIFICATE OF PROFICIENCY IN OFFICE ASSISTANT

with emphasis on employment preparation

The Office Assistant Certificate provides the skills for you to be a valued member of many types of organizations from a small business to a government agency.

### Program Learning Outcomes

Upon completion of this certificate students will be able to:

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

Dept. /No.	Title	Units
Required Courses:		
BUAA 001	Administrative Professional.....	3
BUMA 010	Introduction to Business .....	3
CIS 070A	Computer Business Applications for Windows.....	3
MINIMUM CERTIFICATE UNITS .....		9
Advisor:	J. Powell	

# CHEMISTRY



## ASSOCIATE IN SCIENCE IN CHEMISTRY for transfer

The Associate in Science in Chemistry for Transfer, also called the Chemistry AS-T Degree, is designed to prepare students majoring in Chemistry for a seamless transfer with junior status to a CSU campus for completion of a baccalaureate degree in Chemistry. Upon successful completion of courses leading to the Chemistry AS-T Degree, the student will be able to demonstrate that they understand fundamental General and Organic Chemistry concepts, skills, and applications, sufficient to attain upper division status in Chemistry at any CSU institution.

This Chemistry AS-T degree requires students to meet both of the following requirements:

- (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC General Education Breadth Requirements; and
  - (B) A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.
- (2) Obtainment of a minimum grade point average of 2.0.

There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

### Program Learning Outcomes

Upon successful completion of courses leading to the Chemistry AS-T Degree, students will be able to:

1. Develop a world view that incorporates the role of chemistry in modern society. (Maps to ILO 3 & 4.)
2. Integrate fundamental physical concepts and principles to other science disciplines (Maps to ILO 2 & 5.)
3. Solve novel, not previously seen, problems by employing analytical reasoning and physical concepts to formulate representative soluble chemical models. (Maps to ILO 2 & 5.)
4. Demonstrate proficiency in standard chemistry laboratory techniques commonly acquired in lower-division course work. (Maps to ILO 1 & 5.)
5. Collaboratively analyze representative chemical data using problem-solving learning and communicate findings in written and oral form. (Maps to ILO 1 & 5.)
6. Develop an awareness of the current limitations of chemistry and their own knowledge, detect pseudoscience, and demonstrate a strong work ethic, including integrity, a sense of responsibility, and team working skills. (Maps to ILO 1, 2, 3, 4, & 5.)

Dept. /No.	Title	Units
Required Courses:		
CH 001A	General Chemistry.....	5
CH 001B	General Chemistry.....	5
CH 010A	Organic Chemistry.....	5
CH 010B	Organic Chemistry.....	5
PH 004A	Physics for Scientists and Engineers.....	4
PH 004B	Physics for Scientists and Engineers.....	4
MATH 001A	Calculus.....	4
MATH 001B	Calculus.....	4
Required Courses.....		36
Cal-GETC for STEM General Education Requirements.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		66
Advisor:	R. Hernandez	

Students must complete the required courses for their major. General education units, transferable electives, and total degree units will vary for each student. Some considerations include the courses (and their respective units) chosen to complete a general education area or transferable elective, and if required courses for the major also count toward a general education area. Students should confer with their counselor to reach their education goals.

# COMMUNICATION STUDIES



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

## ASSOCIATE IN ARTS IN COMMUNICATION STUDIES 2.0 for transfer

The Communications program includes an Associate in Arts Degree for Transfer in Communication Studies 2.0 consisting of courses from the Communication Studies (Speech) academic discipline and General Education areas. NOTE: Students applying any of the Communication Studies required courses to their general education package will make up an equivalent number of units by additional study related to the major chosen in consultation with an advisor from the Communications Program. Students should consider and discuss the viability of a double major with a counselor's or advisor's assistance

This Communication Studies 2.0 AA-T degree requires students to meet both of the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - The Cal-GETC General Education-Breadth Requirements; and
  - A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.
2. Obtainment of a minimum grade point average of 2.0. There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

### Program Learning Outcomes

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

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

Dept./ No.	Title	Units
Required Courses:		
SP 001	Interpersonal Communication .....	3
SP 002	Oral Interpretation of Literature.....	3
SP 004/COMM C1000	Introduction to Public Speaking .....	3
SP 007	Decision-Making and Advocacy .....	3
SP 015	Intercultural Communication.....	3
Select one (1) course from the following (3 units):		
ANTH 002, ENG 001B, ENG 001C/ENGL C1001,	PSY 001/PSYC C1000, SOC 001.....	3
Total Units for the Major.....		18
Cal-GETC General Education Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60-69
Advisor:	J. DeSantis	

# COMPUTER INFORMATION SYSTEMS

The Computer Information Systems program encompasses a broad area of study which includes basic computer concepts, microcomputer business applications and computer science concepts. This program prepares students for entry-level positions. Software studies include the latest versions of Windows, the Microsoft Office Suite, Internet applications, desktop and Web publishing. Courses are designed to develop basic and advanced computer skills and to develop problem-solving strategies.

The certificate and A.S. degree require 27 and 60 units respectively, with an emphasis on microcomputer application courses which prepare student for immediate entry into the job market. The A.S. degree also requires 18 units of general education.

### Program Learning Outcomes

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

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

## ASSOCIATE IN SCIENCE IN COMPUTER INFORMATION SYSTEMS

with emphasis on employment preparation

## CERTIFICATE OF ACHIEVEMENT IN COMPUTER INFORMATION SYSTEMS

with emphasis on employment preparation

Dept./No.	Title	Units
Required Courses:		
CIS 070A	Computer Business Applications for Windows.....	3
CIS 076B	Word I.....	3
CIS 072D	Excel I.....	3
CIS 073C	Access Database Management.....	3
CIS 074	Excel II.....	3
CIS 078B	Word II.....	3
CS 073	Introduction to Computer Science.....	3
CS 086	Visual Basic Programming I.....	3
Restricted Electives - choose eighteen (18) units from the following: BUAA 001, BUAC 010, BUAC 066, BUMA 010, CS 001, CS 003, CS 004, CS 005, CS 080, CS 087, CS 089, CS 089A, CIS 030, CIS 062, CIS 063, CIS 082C, CIS 082H, CIS 086.....		
Required Courses .....		24
Restricted Electives .....		18
CMC General Education Requirement .....		21
MINIMUM DEGREE UNITS .....		63
Note: To ensure an individualized education plan, we strongly urge students to meet with an Academic Advisor before selecting courses from the subject areas listed above. Some course substitutions may be approved.		
Advisor:	J. Powell	

Dept./No.	Title	Units
Required Courses:		
CIS 070A	Computer Business Applications for Windows.....	3
CIS 076B	Word I.....	3
CIS 072D	Excel I.....	3
CIS 073C	Access Database Management.....	3
CIS 074	Excel II.....	3
CIS 078B	Word II.....	3
CS 086	Visual Basic Programming I.....	3
Restricted Electives - choose six (6) units from the following: BUAA 001, BUAC 066, BUMA 010, CS 001, CS 003, CS 004, CS 005, CIS 030, CIS 062, CIS 063, CIS 082C, CIS 082H.....		
Required Courses .....		21
Restricted Electives .....		6
MINIMUM CERTIFICATE UNITS .....		27
Note: To ensure an individualized educational plan, we strongly urge students to meet with an Academic Advisor before selecting courses from the subject areas listed above. Some course substitutions may be approved.		
Advisor:	J. Powell	

# CERTIFICATE OF ACHIEVEMENT IN COMPUTER-AIDED DESIGN AND DRAFTING (CADD) TECHNICIAN

with emphasis on employment preparation

Copper Mountain College offers courses in the Computer-Aided Design and Drafting (CADD) field that will count toward a certificate. These courses are designed for students who plan to gain employment in the CADD Industry, or as a refresher for those individuals currently employed in any area of CADD. Students learn AutoCAD Drafting Software used in all areas of drafting. Computer-Aided Design and Drafting skills can be utilized by architects, engineers, landscapers, fabricators, 3-D printing and Geographic Information Systems (GIS).

### Program Learning Outcomes

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

1. Compose advanced CADD 2-D drawings and identify computer concepts and terms including the CADD Draw, Modify, Layers, Annotation and Properties menus and utilize their functions and draw an accurate representation of a complex two-dimensional object at an advanced level (ILOs: Communication Skills, Critical Thinking Skills, Personal Development and Information Competency).
2. Identify the CADD Rendering and Animations menus and utilize their functions at a beginning level (ILOs: Communication Skills, Critical Thinking Skills, Ethics, Personal Development and Information Competency).
3. Compose basic CADD 3-D and GIS drawings and identify computer concepts and terms (ILOs: Communication Skills, Critical Thinking Skills, Personal Development and Information Competency).
4. Identify the various CADD and 3-D drawing and animation menus and utilize their functions (ILOs: Communication Skills, Critical Thinking Skills, Ethics, Personal Development and Information Competency).
5. Draw an accurate representation of a complex three-dimensional object and print an accurate representation of it on a 3-D Printer (ILOs: Communication Skills, Critical Thinking Skills, Ethics, Personal Development and Information Competency).
6. Conduct an effective job search in the CADD field and complete a professional application packet (ILOs: Communication Skills, Critical Thinking Skills, Ethics, Personal Development and Information Competency).

Dept./ No.	Title	Units
Required Courses:		
CADD 001	Introduction to Computer-Aided Design and Drafting Fundamentals.....	3
CADD 002	Intermediate computer-Aided Design and Drafting.....	3
CADD 003	Advanced Computer-Aided Design and Drafting, Rendering & Animation.....	3
CADD 004	3-Dimensional computer-Aided Design and Drafting & 3-D Printing.....	3
MINIMUM CERTIFICATE UNITS .....		12
Advisor:	H. Sanchez	

# COMPUTER PROGRAMMING

There is strong demand for Computer Science majors in the work force. It is estimated that there will be 20 openings for every Computer Science graduate in the US next year. The main reason for the rapid growth is a large increase in the demand for computer software. These entry level job opportunities have excellent salary and benefits with no job experience required.

CMC offers up-to-date training with transfer degrees and certificates that will prepare you for a four-year school or the job market.

## ASSOCIATE IN SCIENCE IN COMPUTER PROGRAMMING

with emphasis on employment preparation

### Program Learning Outcomes:

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

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

Dept./ No.	Title	Units
Required Courses:		
CIS 070A	Computer Business Applications for Windows .....	3
CS 001	Microcomputer Support Specialist A+ Training .....	3
CS 073	Introduction to Computer Science .....	3
CS 086	Visual Basic Programming I .....	3
CS 086A	Visual Basic Programming II .....	3
CS 087	Assembler Language Programming .....	3
CS 089	C++ Programming I .....	3
CS 089A	C++ Programming II .....	3
Restricted Electives - choose eighteen (18) units from the following:		
ACCT 001, ACCT 002, ACCT 004, BUAC 010, BUAC 066, BUMA 001, BUMA 010, BUMA 020A, BUMA 027, CIS 030, CIS 062, CIS 063, CIS 072D, CIS 073C, CIS 074, CIS 076B, CIS 078B, CIS 082H, CIS 086, CS 003, CS 004, CS 005, CS 080 .....		18
Total Units for the Major .....		42
CMC General Education Requirement .....		21
MINIMUM DEGREE UNITS .....		63
Advisor:	J. Powell	

## CERTIFICATE OF ACHIEVEMENT IN COMPUTER PROGRAMMING

with emphasis on employment preparation

### Program Learning Outcomes:

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

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

Dept./No.	Title	Units
Required Courses:		
CIS 070A	Computer Business Applications for Windows .....	3
CS 001	Microcomputer Support Specialist A+ Training .....	3
CS 073	Introduction to Computer Science .....	3
CS 086	Visual Basic Programming I .....	3
CS 086A	Visual Basic Programming II .....	3
CS 087	Assembler Language Programming .....	3
CS 089	C++ Programming I .....	3
CS 089A	C++ Programming II .....	3
Select six (6) units from the following:		
ACCT 001, ACCT 002, ACCT 004, BUAC 010, BUAC 066, BUMA 001, BUMA 010, BUMA 020A, BUMA 027, CIS 030, CIS 062, CIS 063, CIS 072D, CIS 073C, CIS 074, CIS 076B, CIS 078B, CIS 082H, CIS 086, CS 003, CS 004, CS 005, CS 080 .....		6
MINIMUM CERTIFICATE UNITS .....		30
Advisor:	J. Powell	

# COMPUTER SCIENCE



## ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE for transfer

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

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

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

Obtainment of a minimum grade point average of 2.0.

There are no additional graduation requirements. Students are advised to consult with a counselor to verify transfer requirements.

### Program Learning Outcomes

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

1. Understand the ethical, mathematical, and physical concepts that underlie Computer Science.
2. Understand the different levels of abstraction that comprise Computer Science.
3. Create efficient, working computer programs that use fundamental programming constructs to solve real life problems

Dept. /No.	Title	Units
Required Courses:		
CS 087	Assembler Language Programming.....	3
CS 089	C++ Programming I.....	3
CS 089A	C++ Programming II.....	3
MATH 001A	Calculus.....	4
MATH 001B	Calculus.....	4
MATH 004	Discrete Structures.....	3
PH 004A	Physics for Scientists and Engineers .....	4
Select one (1) course from the following:		
BI 005, BI 006, CH 001A, PH 004B		
Required Courses .....		28
Cal-GETC General Education Requirements.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		66-70
Advisor:	J. Powell	

## ASSOCIATE IN SCIENCE IN COMPUTER SCIENCE

with emphasis on employment preparation and transfer

There is strong demand for Computer Science majors in the work force. It is estimated that there will be 20 job openings for every Computer Science graduate in the US next year. The main reason for the rapid growth is a large increase in the demand for computer software. These entry level job opportunities have excellent salary and benefits with no job experience required.

CMC offers up-to-date training with transfer degrees and certificates that will prepare you for a four-year school or the job market.

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
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Required Courses:

CS 073	Introduction to Computer Science .....	3
CS 086	Visual Basic Programming I .....	3
CS 087	Assembler Language Programming .....	3
CS 089	C++ Programming I .....	3
CS 089A	C++ Programming II .....	3
MATH 002A	Multivariate Calculus .....	5
PH 004A	Physics for Scientists and Engineers .....	4-4.5
Select one (1) course from the following:		
BI 005, BI 006, CH 001A, PH 004B		

Required Courses ..... 28-29

Minimum General Education (CSU GE or IGETC) Units ..... 34-43

Transferable elective units as needed.

MINIMUM TRANSFERABLE UNITS ..... 60

Advisor: J. Powell

## CERTIFICATE OF ACHIEVEMENT IN COMPUTER NETWORK SUPERVISOR

with emphasis on employment preparation

This certificate demonstrates a broad understanding and high skill level of occupational computer networking, and the ability to supervise across networking disciplines.

This certificate provides the fundamentals of computer applications, science, programming, computer specialist/A+ training, computer network specialist/net+ training, computer security specialist/security+ training, and computer ethical hacking/CEH+ training.

### Program Learning Outcomes

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

1. Produce computer applications using structured programming techniques in C++ programming language.
2. Develop skills and knowledge necessary to pass the CompTIA A+ certification.
3. Demonstrate the ability to use Microsoft Windows, Word, Excel, PowerPoint, and Access to create appropriate documents, presentations, tables and reports.
4. Critically analyze, evaluate and apply fundamental concepts of software applications and hardware development.
5. Develop skills and knowledge necessary to pass the CompTIA Network+ certification.
6. Develop skills and knowledge necessary to pass the CompTIA Security+ certification.
7. Produce computer applications using structured programming techniques and object oriented design.
8. Develop skills and knowledge necessary to pass the industry standard certification.

Dept. /No.	Title	Units
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Required Courses:

CIS 070A	Computer Business Applications for Windows .....	3
CS 073	Introduction to Computer Science .....	3
CS 086	Visual Basic Programming I .....	3
CS 089	C++ Programming I .....	3
CS 001	Microcomputer Specialist/A+ Training .....	3
CS 003	Computer Network Specialist/CompTIA Net+ Training .....	3
CS 004	Computer Security Specialist / Security Training .....	3
CS 005	Certified Ethical Hacker .....	3
MINIMUM CERTIFICATE UNITS .....		24

Advisor: J. Powell

## CERTIFICATE OF PROFICIENCY IN COMPUTER ETHICAL HACKING SPECIALIST

with emphasis on employment preparation

This certificate provides the fundamentals of computer applications, science, programming and ethical hacking. It provides complete coverage of all the Certified Ethical Hacker (CEH) exam objectives, exam tips, scenarios, practice exam questions, and in-depth explanations. Certified Ethical Hacker (CEH) Certification is an industry standard and can increase employment opportunities. You will master ethical hacking methodology that can be used in penetration testing or ethical hacking situations.

### Program Learning Outcomes

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

1. Demonstrate the ability to use Microsoft Windows, Word, Excel, PowerPoint, and Access to create appropriate documents, presentations, tables and reports.
2. Critically analyze, evaluate and apply fundamental concepts of software applications and hardware development.
3. Produce computer applications using structured programming techniques and object oriented design.
4. Develop skills and knowledge necessary to pass the industry standard certification.

Dept. /No.	Title	Units
Required Courses:		
CIS 070A	Computer Business Applications for Windows .....	3
CS 073	Introduction to Computer Science .....	3
CS 086	Visual Basic Programming I .....	3
CS 005	Certified Ethical Hacker.....	3
MINIMUM CERTIFICATE UNITS .....		12
Advisor:	J. Powell	

## CERTIFICATE OF PROFICIENCY IN COMPUTER NETWORK SPECIALIST/NET TRAINING

with emphasis on employment preparation

This certificate provides the fundamentals of computer application use, science, programming and networking. It provides complete coverage of all the CompTIA Net+ exam objectives, exam tips, scenarios, practice exam questions, and in-depth explanations. CompTIA networking certification is an industry standard and can increase employment opportunities. Topics for networking include network architectures, network installation, routing, advanced networking devices, remote connectivity, network operations, and network security.

### Program Learning Outcomes

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

1. Demonstrate the ability to use Microsoft Windows, Word, Excel, PowerPoint, and Access to create appropriate documents, presentations, tables and reports.
2. Develop skills and knowledge necessary to pass the CompTIA Network+ certification.
3. Critically analyze, evaluate and apply fundamental concepts of software applications and hardware development.
4. Produce computer applications using structured programming techniques and object oriented design.

Dept. /No.	Title	Units
Required Courses:		
CIS 070A	Computer Business Applications for Windows .....	3
CS 073	Introduction to Computer Science .....	3
CS 086	Visual Basic Programming I .....	3
CS 003	Computer Network Specialist/Comp TIA Net+ Training.....	3
MINIMUM CERTIFICATE UNITS .....		12
Advisor:	J. Powell	

## CERTIFICATE OF PROFICIENCY IN COMPUTER SECURITY SPECIALIST

with emphasis on employment preparation

This certificate provides the fundamentals of computer application use, science, programming and security. It provides complete coverage of all the CompTIA Security+ exam objectives, exam tips, scenarios, practice exam questions, and in-depth explanations. CompTIA Security Certification is an industry standard and can increase employment opportunities. Topics for security include network security, compliance and operational security, threats and vulnerabilities, application, data and host security, access control and identity management and cryptography.

### Program Learning Outcomes

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

1. Demonstrate the ability to use Microsoft Windows, Word, Excel, PowerPoint, and Access to create appropriate documents, presentations, tables and reports.
2. Critically analyze, evaluate and apply fundamental concepts of software applications and hardware development.
3. Produce computer applications using structured programming techniques and object oriented design.
4. Develop skills and knowledge necessary to pass the CompTIA Security+ certification.

Dept. /No.	Title	Units
Required Courses:		
CIS 070A	Computer Business Applications for Windows .....	3
CS 073	Introduction to Computer Science .....	3
CS 086	Visual Basic Programming I .....	3
CS 004	Computer Security Specialist / Security Training.....	3
MINIMUM CERTIFICATE UNITS .....		12
Advisor:	J. Powell	

## CERTIFICATE OF PROFICIENCY IN COMPUTER SUPPORT SPECIALIST

with emphasis on employment preparation

This certificate provides the fundamentals of computer application use, science, programming, repair and upgrade. It provides complete coverage of all the CompTIA A+ exam objectives, exam tips, scenarios, practice exam questions, and in-depth explanations. CompTIA A+ Certification is an industry standard and can increase employment opportunities. Topics include PC components; basic networking; operating systems installation, configuration, troubleshoots; virtualization and operational procedures.

### Program Learning Outcomes

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

1. Produce computer applications using structured programming techniques and object oriented design. (ILOs: Critical Thinking and Information Competency)
2. Critically apply, analyze, and evaluate fundamental concepts of software applications and hardware development. (ILOs: Critical Thinking and Information Competency)
3. Articulate the historical evolution of computer systems, including the legal, moral, and ethical issues associated with computers. [ILOs: Critical Thinking and Ethics]
4. Develop skills and knowledge necessary to pass the CompTIA A+ certification.

Dept. /No.	Title	Units
Required Courses:		
CIS 070A	Computer Business Applications for Windows .....	3
CS 001	Microcomputer Support Specialist A+ Training .....	3
CS 073	Introduction to Computer Science .....	3
CS 086	Visual Basic Programming I .....	3
MINIMUM CERTIFICATE UNITS .....		12
Advisor:	J. Powell	

# CONSTRUCTION

## CERTIFICATE OF ACHIEVEMENT IN RESIDENTIAL CONSTRUCTION AND MAINTENANCE

with emphasis on employment preparation

This certificate is intended to prepare students for entry-level work in residential maintenance and construction. Students will learn the basics of the construction trade and essential safety practices. The program will expose students to carpentry and plumbing, as well as initial site layout and preparation for residential construction projects. Students who complete this certificate program will be well-prepared to gain employment with contractors in the construction field, utility providers, facility maintenance organizations, and property management companies. Students further have the opportunity to gain deeper knowledge in either business management or personal finance in the context of construction trades.

### Program Learning Outcomes

This program is designed for workforce preparation (CTE.) Upon successful completion of this program students will be able to:

1. Demonstrate safe job site practices. (ILOs: Critical thinking, Communication.)
2. Build and finish to specs a simple wooden structure using standard industry materials and techniques. (ILOs: Information Competency.)
3. Install and repair plumbing systems commonly encountered in residential and commercial buildings. (ILOs: Critical Thinking, Information Competency.)
4. Interpret construction and site layout requirements from technical drawings. (ILOs: Communication.)
5. Explain the permitting and inspection process for a local jurisdiction. (ILOs: Critical Thinking, Information Competency.)
6. Apply basic business principles to the construction field. (ILOs: Ethics, Personal Development.)

Dept. /No.	Title	Units
Required Courses:		
CNST 010	Basic Construction Principles.....	3
CNST 020	Site Preparation and Layout.....	2
CNST 050	Construction Framing Essentials.....	3
CNST 060	Plumbing Fundamentals.....	3
CNST 080	Finish Carpentry.....	3
Select one:		
BUMA 001	Principles of Management.....	3
or		
BUMA 012	Personal Finance.....	3
Required Courses		17
MINIMUM CERTIFICATE UNITS		17
Advisor:	B. Benton	

## CERTIFICATE OF COMPLETION IN RESIDENTIAL CONSTRUCTION AND MAINTENANCE (NONCREDIT)

with emphasis on employment preparation

This noncredit certificate of completion is intended to prepare students for entry-level work in residential maintenance and construction. Students will learn the basics of the construction trade and essential safety practices. The program will expose students to carpentry and plumbing, as well as initial site layout and preparation for residential construction projects. Students who complete this certificate program will be well-prepared to gain employment with contractors in the construction field, utility providers, facility maintenance organizations, and property management companies.

### Program Learning Outcomes

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

1. Demonstrate safe job site practices. (ILOs: Critical thinking, Communication.)
2. Build and finish to specs a simple wooden structure using standard industry materials and techniques. (ILOs: Information Competency.)
3. Install and repair plumbing systems commonly encountered in residential and commercial buildings. (ILOs: Critical Thinking, Information Competency.)
4. Interpret construction and site layout requirements from technical drawings. (ILOs: Communication.)
5. Explain the permitting and inspection process for a local jurisdiction. (ILOs: Information Competency, Critical Thinking.)

Dept. /No.	Title	Units
Required Courses:		
CNST 110	Basic Construction Principles.....	0
CNST 120	Site Preparation and Layout.....	0
CNST 150	Construction Framing Essentials.....	0
CNST 160	Plumbing Fundamentals.....	0
CNST 180	Finish Carpentry.....	0
Required Courses		0
MINIMUM CERTIFICATE UNITS		0
Advisor:	B. Benton	

# CRIMINAL JUSTICE ADMINISTRATION OF JUSTICE

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

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

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

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

### Program Learning Outcomes

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

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



## ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE for transfer

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

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

This degree includes the following completion requirements:

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

### Program Learning Outcomes

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

1. Understand the theoretical and ethical concepts that are incorporated in the academic study of criminal justice.
2. Understand the different levels of abstraction that comprise criminal justice systems and work modalities.
3. Demonstrate the fundamental constructs required to solve real-life issues and problems affiliated with working in criminal justice occupations.

Dept. /No.	Title	Units
Required Courses:		
CJ 001	Introduction to Criminal Justice .....	3
CJ 002	Criminal Law .....	3
List A - Select two (6 units) courses:		
CJ 003, CJ 005A, CJ 006, CJ 010, CJ 030 .....		6
List B - Select two (6 units) courses:		
Course from List A not already used, SOC 001, SOC 003 or MATH 014/STAT C1000, CJ 007 or CJ 032, PSY 001/PSYC C1000 .....		6
Total Units for the Major .....		18-19
Cal-GETC General Education Units .....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS .....		65-67
Advisor:	J. Brakebill	

86 *Students must complete the required courses for their major. General education units, transferable electives, and total degree units will vary for each student. Some considerations include the courses (and their respective units) chosen to complete a general education area or transferable elective, and if required courses for the major also count toward a general education area. Students should confer with their counselor to reach their education goals.*

## ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE

Dept./No.	Title	Units
Required Courses:		
CJ 001	Introduction to Criminal Justice .....	3
CJ 002	Criminal Law .....	3
CJ 003	Criminal Evidence and Procedure .....	3
CJ 005A	Community Relations in Law Enforcement .....	3
CJ 006	Principles of Criminal Investigations .....	3
CJ 032	Introduction to Criminology .....	3
Select six (6) units from the following: Criminal Justice (CJ) courses are the preferred electives. ANTH 002, ASL 001, BUMA 020A, CIS 070A, CJ 007, CJ 010, CJ 030, HIST 018, PHIL 013, PHIL 014, PS 001/POLS C1000, PSY 001/PSYC C1000, PSY 010, SOC 001, SOC 002, SOC 010, SOC 014, SP 004/ COMM C1000, SP 007, SP 015 .....		
Total Units for the Major .....		24
Minimum General Education (CSU GE or IGETC) Units .....		37-40
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS .....		60
Advisor:	J. Brakebill	

# CULINARY ARTS

## CERTIFICATE OF ACHIEVEMENT IN CULINARY ARTS

with emphasis on employment preparation

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

### Program Learning Outcomes

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

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

Dept./No.	Title	Units
Required Courses:		
CULN 001A	Culinary Essentials .....	3
CULN 001B	Vegetables, Legumes, and Other Starches .....	3
CULN 002A	Dairy, Breakfast Foods, Salads, Appetizers .....	3
CULN 002B	Essential Baking, Meat, Poultry & Seafood .....	3
Work Experience Units - 8 units required:		
CUWE 080	Work Experience - Culinary .....	1
CUWE 081	Work Experience - Culinary .....	2
CUWE 082	Work Experience - Culinary .....	3
CUWE 083	Work Experience - Culinary .....	4
Required Courses .....		12
Work Experience Units .....		8
MINIMUM CERTIFICATE UNITS .....		20
Advisor:	J. Haig	

# EARLY CHILDHOOD EDUCATION



## ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION for transfer

CMC's Associate in Science in Early Childhood Education for Transfer program prepares students for careers in private or public programs serving infants, toddlers, preschoolers, children with disabilities, and/or children in before and after-school care.

Students will acquire the ability to apply developmental theories in observing and assessing children in physical, cognitive, and psycho-social domains and will develop skills needed for working effectively with families, coworkers, and community agencies.

The transfer degree option prepares students to continue studies at a four-year institution and major in Early Childhood Education, Child Development, Child and Adolescent Development, Human Development, or Education.

Upon successful completion of the program, students will also be prepared for careers in child care with infants and toddlers, preschool teaching, assistant teaching, and related careers in early childhood education.

This degree meets the course work requirements of the Teacher level Child Development Permit from the California Commission on Teacher Credentialing.

The Associate in Science for Transfer (A.S.-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the A.S.-T are given priority consideration for admission to the CSU system, but not to a particular campus or major.

While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

To earn an A.S.-T degree, students must complete:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.
- (2) Obtainment of a minimum grade point average of 2.0.

### Program Learning Outcomes

Upon successful completion of the program, students will be able to:

1. Students integrate an understanding of the needs, characteristics and multiple influences on the development of children ranging from birth to adolescence as related to high quality care and education.
2. Design and implement environments and curriculum which support positive development and learning through play for all children, ages birth-8, including the cycle of observation, assessment and planning.
3. Articulate an understanding of typical and atypical development of young children from birth - 8 including health, safety, and nutritional aspects of development.
4. Develop strategies that promote partnerships and equity between programs, teachers, diverse families and their communities.

Dept. /No.	Title	Units
Required Courses:		
CD 010	Child Growth and Development.....	4
CD 012	Child, Family, and Community .....	3
CD 014	Principles and Practices of Teaching Young Children .....	3
CD 015	Child Development Practicum.....	3
CD 030	Introduction to Curriculum Planning in Early Childhood Education .....	3
CD 044	Health, Safety, & Nutrition in Early Childhood Education .....	3
CD 074	Teaching in a Diverse Society .....	3
CD 075	Observation and Assessment of Young Children.....	3
Total Units for the Major.....		25
General Education (Cal-GETC) Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60-63
Advisor:	K. Martin	

# CERTIFICATE OF ACHIEVEMENT IN QUALIFIED EARLY CHILDHOOD EDUCATOR: TEACHER

with emphasis on employment preparation

The Qualified Early Childhood Educator certificate gives students the opportunity to prepare for careers in the field of early childhood education. Education and training prepares students for entry into a variety of careers in the field. The field of early childhood education needs trained, creative educators to provide high-quality services for children and families in a variety of settings.

Students holding the Qualified Early Childhood Educator: Teacher certificate will be trained and eligible for employment as preschool lead teachers in privately-owned preschools, child care centers, or home childcare facilities in the state of California.

Holders of this certificate are also eligible to apply for the Child Development Permit at the Teacher level if they also meet the work experience required for the permit. Once students have the permit, they are eligible for employment as teachers in Head Start programs and State Preschools.

The Child Development Permit at the Teacher level authorizes the holder to provide service in the care, development and instruction of children in a child care and development program; and supervise Aide or Permit holders above (CD Permit Matrix, 2018).

Students seeking the California Child Development Permit are also required to have 175 days of 3+ hours per day working in an early childhood setting within 4 years. Most students meet this requirement/gain this experience while already working in early childhood classrooms as assistants/aides while also continuing their coursework towards their AA/AS transfer degree.

### Additional Certificate Requirements:

1. Students must complete 16 GE units to earn this certificate. Please see the Certificate Program Map below for the sequence of courses over 4 semesters.
2. If you have completed coursework at another college and/or are starting in a semester other than a Fall term, please follow up with the Counseling Department to determine if this sequence is appropriate for your academic and career goals.
3. All coursework for the Qualified Early Childhood Educator: Teacher Certificate must be completed with a grade of "C" or better.
4. Students in this program must show proof of immunizations for MMR and Tdap; and an up-to-date negative TB test result in order to comply with outside classroom regulations regarding in-person preschool observations per SB 792.
5. Students are also required to obtain their Pediatric CPR/Pediatric 1st Aid certificate in order to receive their California Child Development Permit. Students are advised to obtain CPR/Pediatric 1st Aid certificate in their third semester.

### Program Learning Outcomes

Upon completion of this certificate students will be able to:

1. Students will be able to demonstrate proficiency in the core skills and knowledge required for employment as an early childhood educator or preschool teacher in a privately-owned preschool, child care center, or home childcare facility in the state of California.
2. Teach in an early childhood setting.

Dept. /No.	Title	Units
<b>Required Courses:</b>		
CD 010	Child Growth and Development .....	4
CD 012	Child, Family, and Community .....	3
CD 014	Principles and Practices of Teaching Young Children .....	3
CD 015	Child Development Practicum .....	3
CD 019	Language Arts & Literacy for Young Children .....	3
CD 030	Introduction to Curriculum Planning in Early Childhood Education .....	3
CD 044	Health, Safety, & Nutrition in Early Childhood Education .....	3
CD 074	Teaching in a Diverse Society .....	3
CD 075	Observation and Assessment of Young Children.....	3
<b>Restricted Electives:</b>		
Math or Science		
MATH 016	Mathematics for Elementary School Teachers.....	3
English or Language Arts		
ENG 003A/ENGL C1000	Academic Reading and Writing .....	3
Social Science		
PSY 001/PSYC C1000	Introduction to Psychology.....	3
Humanities or Fine Arts		
Select from the following:		
ART-010, MUS 010, PHIL 013, SPAN 001 .....		7
Required Courses .....		28
Restricted Electives .....		16
Students are required to take at least 16 units of elective courses. Substitutions of courses within the elective areas are permitted if they are reviewed with a counselor or advisor.		
MINIMUM CERTIFICATE UNITS .....		44

Listed below is the recommended course sequencing for the ECE Teacher Certificate:

<b>Fall</b>	
CD 010	Child Growth and Development.....4
CD 012	Child, Family, and Community.....3
CD 014	Principles and Practices of Teaching Young Children .....
MATH 016	Mathematics for Elementary School Teachers.....3
<b>Spring</b>	
CD 019	Language Arts & Literacy for Young Children .....
CD 030	Introduction to Curriculum Planning in Early Childhood Education .....
CD 044	Health, Safety, & Nutrition in Early Childhood Education .....
ENG 003A/ENGL C1000	Academic Reading and Writing .....
<b>Fall</b>	
CD 074	Teaching in a Diverse Society .....
CD 075	Observation and Assessment of Young Children.....
SPAN 001	Elementary Spanish I.....
<b>Spring</b>	
CD 015	Child Development Practicum .....
ART 010	Introduction to Art .....
PSY 001/PSYC C1000	Introduction to Psychology.....

Advisor: K. Martin

# ECONOMICS

The field of economics offers students a great variety of career options and essential knowledge to be a productive individual in society. Students in the field develop analytical and reasoning skills that broadly apply to many facets of their personal life and the work world.

The college has two Associate Degrees for Transfer. The Associate in Arts in Economics for Transfer allows for seamlessly transferring to a California State University (CSU) to major in Economics or a related field, a degree program offered at most universities. This degree provides the opportunity for students to attain and earn degree credit for greater skill in mathematical analysis required by many CSUs and University of California (UCs), while the other offers additional options for students. Students should discuss which degree would best meet their needs with a counselor or academic advisor.



## ASSOCIATE IN ARTS IN ECONOMICS for transfer

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

The field of economics offers students a great variety of career options and essential knowledge to be a productive individual in society. Successful studies provide students with a broad skill set including data analysis, problem solving, technical writing, and complex communication applicable to numerous career paths including but not limited to private business finance and analytics, government advisement and services, public policy development, education, entrepreneurship and legal studies. Students in the field develop analytical and reasoning skills that broadly apply to many facets of their personal life and the work world. The Associate in Arts in Economics for Transfer allows for seamlessly transferring to a CSU to major in Economics or a related field, a degree program offered at most universities. This degree provides the opportunity for students to attain and earn degree credit for greater skill in mathematical analysis required by many CSU and UCs.

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

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

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
<b>Required Courses:</b>		
ECON 001	Principles of Macroeconomics .....	3
ECON 002	Principles of Microeconomics .....	3
MATH 001A	Calculus.....	4
MATH 014/STAT C1000	Introduction to Statistics OR	
SOC 003	Fundamentals of Statistics .....	4
Select one (1) course from the following:		
ACCT 001, ACCT 002, CS 073, MATH 001B .....		3-4.5
Select one (1) course from the following not previously taken:		
ACCT 001, ACCT 002, CS 073, MATH 001B, MATH 002A, MATH 002B.....		3-5
Required Courses .....		20-23.5
Cal-GETC General Education Requirement .....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		57.5-68.5

## ASSOCIATE IN ARTS IN ECONOMICS

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
<b>Required Courses:</b>		
ACCT 001	Financial Accounting .....	4.5
BUMA 020A	Business Law .....	3
CIS 070A	Computer Business Applications for Windows.....	3
ECON 001	Principles of Macroeconomics .....	3
ECON 002	Principles of Microeconomics .....	3
SOC 003	Fundamentals of Statistics OR	
MATH 014/STAT C1000	Introduction to Statistics .....	4
Total Units for the Major.....		20.5
Minimum General Education (CSU GE or IGETC) Units .....		37-40
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60

Advisor: J. Haig

# ELEMENTARY TEACHER EDUCATION



## ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION for transfer

The Associate in Arts in Elementary Teacher Education for Transfer is intended for students who plan to complete a baccalaureate degree in a similar major at a CSU campus. The Associate in Arts (AA-T) in Elementary Teacher Education for Transfer acknowledges that the student has established a foundation of interdisciplinary knowledge in the field of Education.

Students completing an AA-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular campus, university, or college that is not part of the CSU system.

NOTE: Students should consult a Copper Mountain College counselor for further information on university admissions and transfer requirements.

To earn an AA-T degree, students must complete required courses with a "C" or "P" minimum in addition to the following requirements:

1. Complete 60 CSU-transferable semester units;
2. Earn a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework;
3. Complete the Cal-GETC General Education-Breadth pattern.

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units	Dept. /No.	Title	Units
<b>Required Courses:</b>					
BI 004	Elements of Biology.....	3			
BI 004L	Elements of Biology Laboratory.....	1			
CD 010	Child Growth and Development.....	4	CH 003, CH 001A.....		4-5
EDUC 010	Introduction to Elementary Classroom Teaching.....	3		Select one (1) course from the following (3 units):	
ENG 001B	Introduction to Literature.....	3	SOC 004, SP 007.....		3
ENG 003A/ENGL C1000	Academic Reading and Writing.....	3		Select one (1) course from the following (3 units):	
G 010	The Earth Sciences.....	4	ART 010, MUS 010, TA 001.....		3
GEOG 007	Regional Geography.....	3	Total Units for the Major.....		45
HIST 003	History of World Civilizations.....	3	Cal-GETC General Education Units.....		34
HIST 017	U.S. History through Reconstruction.....	3	Transferable elective units as needed.		
MATH 016	Mathematics for Elementary School Teachers.....	3	MINIMUM TRANSFERABLE UNITS.....		60
PH 001	Introductory Physics.....	4	Advisors:	H. Mattson, M. Salomon	
PS 001/POLS C1000	American Government & Politics.....	3			
SP 004/COMM C1000	Introduction to Public Speaking.....	3			

# EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician (EMT) Program prepares individuals to recognize illnesses and injury symptoms and to provide legally permissible emergency treatment as set forth by the standards of San Bernardino County and Inland Counties Emergency Medical Agency (ICEMA). The Curriculum consists of 72 hours of theory instruction, 91 hours of skills instruction and demonstration, and 44 hours of field and clinical experience in various High and Low Desert Agencies. Upon successful completion of this program, the student is eligible to take the NREMT exam and apply to the local EMS Authority for the County- issued certification.

The Emergency Medical Technician Program requires a criminal background check and drug screen. Students should be aware that the results of the background check and drug screen may have an impact on academic program eligibility or clinical/community site placement. Students may be denied access to the program on the basis of the results of the background check and/or drug screen. The College is required to comply with licensing requirements and with policies of our partner agencies. If you have a felony or a misdemeanor in your background, please see the Program Coordinator to discuss the impact on your academic and professional career. EMT students must be able to lift up to 100 pounds.

This will serve to advise that, pursuant to California Health and Safety Code Section 1799.100, by participating in a course of instruction in emergency medical training you have waived your rights to collect civil damages against the College in the event you sustain an injury. The code states: "No local agency, entity of state or local government, or other public or private organization which sponsors, authorizes, supports, finances, or supervises the training of people, excluding physicians and surgeons, registered nurses, and licensed vocational nurses, as defined in emergency medical services in training programs under this part, shall be liable for any civil damages alleged to result from such training program."

## *Deactivation Effective Spring 2026*

### **CERTIFICATE OF PROFICIENCY IN EMERGENCY MEDICAL TECHNICIAN (EMT)**

#### **Program Learning Outcomes**

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

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

Dept./ No.	Title	Units
Required Courses:		
EMT 084	Emergency Medical Technician .....	6.5
TOTAL CERTIFICATE UNITS .....		6.5
Advisor:	S. DeLucia-Morning	

## *Effective Spring 2026*

### **CERTIFICATE OF PROFICIENCY IN EMERGENCY MEDICAL TECHNICIAN (EMT)**

#### **Program Learning Outcomes**

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

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

Dept./ No.	Title	Units
Required Courses:		
EMT 084	Emergency Medical Technician .....	9
TOTAL CERTIFICATE UNITS .....		9
Advisor:	S. DeLucia-Morning	

# ENGLISH

The English program offers exciting, enriching, and challenging educational opportunities. Language is vital. The written and spoken word is essential to achieving goals and appreciating a diversity of perspectives, cultures, and languages.

CMC offers two transferable associate degrees. One provides guaranteed transfer to a CSU while the other offers preparation for students interested in transfer to other institutions. Students should discuss which degree would best meet their needs with a counselor or academic advisor.

Although students may apply many of the courses in the major to their general education requirements, students must complete a minimum of 60 transferable units. Work with your counselor when choosing your courses.



## ASSOCIATE IN ARTS IN ENGLISH for transfer

The Associate in Arts degree in English for Transfer (AA-T) is for students who intend to complete a bachelor's degree in English at a CSU. Core course work explores primarily British and American writers through an array of literary traditions, providing opportunities for students to express their understanding and appreciation of the literary world through analysis, research, and composition.

This degree provides lower division preparation for students planning to transfer into English programs. Students who successfully complete the Cal-GETC requirements for English at Copper Mountain College will be prepared to critically analyze substantive essays and works of literature and to compose formal, college-level compositions in a variety of rhetorical situations, utilizing reliable research skills and effective print and electronic sources in appropriate format conventions, and as well as recognize the importance of academic integrity and life-long learning.

This degree includes the following completion requirements:

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

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
<i>Note: ENG 003A/ENGL C1000 is a prerequisite for all writing and literature courses.</i>		
Required Courses:		
ENG 001B	Introduction to Literature .....	3
ENG 001C/ENGL C1001	Critical Thinking and Writing .....	3
Select four (4) courses from the following (12 units):		
ENG 005A, ENG 010A, ENG 010B, ENG 011A, ENG 011B, ENG 012A, ENG 012B	.....	12
Total Units for the Major .....		18
Cal-GETC General Education Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60-66
Advisor:	H. Gibbons	

*Students must complete the required courses for their major. General education units, transferable electives, and total degree units will vary for each student. Some considerations include the courses (and their respective units) chosen to complete a general education area or transferable elective, and if required courses for the major also count toward a general education area. Students should confer with their counselor to reach their education goals.* **93**

## Deactivation Effective Spring 2026

### ASSOCIATE IN ARTS IN ENGLISH

#### Program Learning Outcomes

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

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

Dept./No.	Title	Units
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Required Courses:

*Note: ENG 003A/ENGL C1000 is a prerequisite for all writing and literature courses.*

ENG 001B	Introduction to Literature .....	3
ENG 010A	U.S. Literature I.....	3
ENG 011A	Survey of English Literature: Old English to Eighteenth Century.....	3
ENG 011B	Survey of English Literature: Romantic Through Postmodernism.....	3

Select three (3) courses from the following (9 units):

ENG 005A, ENG 010B, ENG 012A, ENG 012B, HIST 017, HIST 018 .....	9
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\*Check the CSU/UC articulation website: [www.assist.org](http://www.assist.org) for required university major preparation courses.

Total Units for the Major..... 21

Minimum General Education (CSU GE or IGETC) Units.....37-40

Transferable elective units as needed.

MINIMUM TRANSFERABLE UNITS.....60

Advisor: H. Gibbons

# ENGLISH AS A SECOND LANGUAGE (ESL)

## English as a Second Language (ESL)

The English as a Second Language (ESL) Program offers instruction at three levels of proficiency for persons who are learning English as a second language. Students may register at any time during the school year, and there is no cost to the ESL student.

AE 302 English as a Second Language I

AE 305 English as a Second Language II

AE 308 English as a Second Language III

## El Inglés Como Segundo Idioma

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

# ENVIRONMENTAL SCIENCE



## ASSOCIATE IN SCIENCE IN ENVIRONMENTAL SCIENCE for transfer

The Environmental Science Associate in Science for Transfer Degree is designed to prepare students for a seamless transfer with junior status to a California State University (CSU) campus for completion of a baccalaureate degree. The program provides an interdisciplinary perspective of science methodology and applied analysis to study natural and human environments. The curriculum focuses on natural sciences (biology, chemistry, geology, and physics), integrated social sciences (economics, geography), and mathematics (statistics and calculus). Students planning to complete the degree should consult with a counselor about major preparation at their target CSU campus.

Completion of 60 semester units that are eligible for transfer to the California State University, with a minimum grade point average of 2.0, including both of the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC General Education-Breadth Requirements.
  - (B) A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.

### Program Learning Outcomes

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

1. Compare and contrast best practices in environmental science including ethical behavior and peer reviewed research.
2. Utilize scientific methods to empirically test hypotheses and apply findings within the context of the sciences.
3. Collaboratively analyze collected data using problem-based learning and communicate findings in written and oral forms.

Dept. /No.	Title	Units
Required Courses:		
BI 005	Molecular and Cellular Biology.....	5
CH 001A	General Chemistry.....	5
ENV 001	Introduction to Environmental Science.....	3
G 001	Physical Geology.....	4
Math 014/STAT C1000	Introduction to Statistics.....	4
MATH 001A	Calculus.....	4
ECON 002	Principles of Microeconomics.....	3
Choose one additional science course:		
BI 006	Biology of Organisms .....	5
or		
CH 001B	General Chemistry.....	5
Choose one two-semester Physics series:		
PH 002A and PH 002B	.....	8
or		
PH 004A and PH 004B	.....	8
Required Courses .....		28
Restricted Electives .....		13
Cal-GETC for STEM General Ed. Requirement (confer with advisor) .....		34
MINIMUM TRANSFERABLE UNITS .....		75
Advisors:	P. Delaney, D. Pieper	

## CERTIFICATE OF ACHIEVEMENT IN DESERT STUDIES

The Desert Studies Certificate of Achievement emphasizes themes and activities unique to the North American desert. The certificate provides foundational knowledge of environmental science, biology, geology, history, anthropology, and geography. A directed research project or internship with local organization provides students with opportunities to work closely with regional specialists. The certificate is also designed to prepare students for entry into the Environmental Science degree program at Copper Mountain College.

### Program Learning Outcomes

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

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

Dept./No.	Title	Units
Required Courses:		
BI 005	Molecular and Cellular Biology	
	or	
BI 006	Biology of Organisms	
	or	
BI 004	Elements of Biology with	
BI 004L	Elements of Biology Lab.....	4-5
ENV 001	Introduction to Environmental Science.....	3
G 001	Physical Geology.....	4
HIST 019	California History	
	or	
ANTH 002	Cultural Anthropology .....	3
BI 048A	Directed Research Seminar	
	or	
ART 048A	Directed Research Seminar	
	or	
GEOG 048A	Directed Research Seminar.....	1
Restricted Electives - choose minimum of three (3) units from the following (or any course from Required Courses not previously used): A 001, A 001L, ANTH 001, ANTH 003, CH 001A, CH 001B, CH 003, CS 073, G 010, GEOG 001, HIST 003, MATH 001A, MATH 001B, PH 001, PH 004A, PH 004B.		
Required Courses .....		15
Restricted Electives .....		3
MINIMUM CERTIFICATE UNITS .....		18
Advisors:	P. Delaney, D. Pieper	

# FIRE TECHNOLOGY

Copper Mountain College offers courses in the Fire Technology field that will count toward a certificate or Associate in Science Degree. These courses are designed for students who plan to transfer to a four-year institution, gain employment in the fire service, or as a refresher for those individuals currently employed in any area of the fire service. The approved list of courses include those that meet the National Fire Academy Fire & Emergency Service Higher Education (FESHE) core curriculum requirements and include those accredited by the California Fire Service Training and Educational System for State Board of Fire technology certification.

### Program Learning Outcomes

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

1. Upon completion of the Fire Technology Program, the student will identify minimum qualifications and entry-level skills for fire fighter hiring. The student will be able to describe the following elements: application process; written exam process; physical agility exam, oral interview, chief’s interview; background investigation; and fire fighter probationary process. Students will identify fire service history, culture and diversity. (ILOs: Personal Development)
2. Upon completion of the Fire Technology Program, the student will demonstrate the ability to analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety including: Size-up, report on conditions, Incident Command System; RECEO; 10 Standard Firefighting Orders; 18 Situations that Shout "Watch Out"; and common factors associated with injuries and line of duty deaths. (ILOs: Communication, Critical Thinking, and Personal Development)
3. Upon completion of the Fire Technology Program, the student will be able to identify and comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety. (ILOs: Information Competency)
4. Upon completion of the Fire Technology Program the student will be able to analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer. (ILOs: Critical Thinking)
5. Upon completion of the Fire Technology Program, the student will be able to calculate flow requirements for fire apparatus, diagram a pump and plumbing schematic for fire apparatus, and apply mathematic formulae to hydraulics problems. (ILOs: Critical Thinking)
6. Upon completion of the Fire Technology Program, the student will identify and describe the apparatus used in the fire service, and the equipment and maintenance of fire apparatus and equipment. (ILOs: Personal Development)
7. Upon completion of the fire technology program, the student will identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety. (ILOs: Critical Thinking)
8. Upon completion of the Fire Technology Program the student will differentiate between fire detection and fire suppression systems. Student will design and diagram a wet and dry fire protection system, and identify alarm system components and their operations. (ILOs: Critical Thinking)

## ASSOCIATE IN SCIENCE IN FIRE TECHNOLOGY

with emphasis on employment preparation

## CERTIFICATE OF ACHIEVEMENT IN FIRE TECHNOLOGY

with emphasis on employment preparation

Dept./No.	Title	Units
Required Courses:		
FIRE 001	Fire Protection Organizations .....	3
FIRE 002	Fire Prevention .....	3
FIRE 003	Fire Protection Equipment and Systems .....	3
FIRE 004	Building Construction for Fire Protection .....	3
FIRE 005	Fire Behavior and Combustion .....	3
FIRE 007	Principles of Fire and Emergency Services Safety & Survival.....	3
EMT 084	Emergency Medical Technician or	
EMR 001	Emergency Medical Responder .....	3-6.5
Select at least thirteen (13) units from the following: FIRE 006, FIRE 008, FIRE 010, FIRE 058, FIRE 061, FIRE 081, FIRE 084, FIWE 080 - 083.....		
		13
Select at least eight (8) units from the following: BI 022, BI 023, CH 003, CIS 070A, CJ 003, PHIL 013, SP 004/COMM C1000.....		
		8
Total Units for the Major.....		42
CMC General Education Requirement .....		21
MINIMUM DEGREE UNITS .....		60
Advisor:	J. Brakebill	

Dept./No.	Title	Units
Required Courses:		
FIRE 001	Fire Protection Organizations .....	3
FIRE 002	Fire Prevention .....	3
FIRE 003	Fire Protection Equipment and Systems .....	3
FIRE 004	Building Construction for Fire Protection .....	3
FIRE 005	Fire Behavior and Combustion .....	3
FIRE 007	Principles of Fire and Emergency Services Safety & Survival.....	3
EMT 084	Emergency Medical Technician or	
EMR 001	Emergency Medical Responder .....	3-6.5
Select at least six (6) units from the following: FIRE 006, FIRE 008, FIRE 010, FIRE 058, FIRE 061, FIRE 081, FIRE 084, FIWE 080 - 083.....		
		6
Select at least three (3) units from the following: BI 022, BI 023, CH 003, CIS 070A, CJ 003, PHIL 013, SP 004/COMM C1000.....		
		3
MINIMUM CERTIFICATE UNITS .....		30
Advisor:	J. Brakebill	

Students must complete the required courses for their major. General education units, transferable electives, and total degree units will vary for each student. Some considerations include the courses (and their respective units) chosen to complete a general education area or transferable elective, and if required courses for the major also count toward a general education area. Students should confer with their counselor to reach their education goals. 97

# FIRE TECHNOLOGY — WILDLAND FIRE TECHNOLOGY

## CERTIFICATE OF ACHIEVEMENT IN WILDLAND FIRE TECHNOLOGY

with emphasis on employment preparation

The Certificate of Achievement in Wildland Fire Technology offers the required courses and learning domains for students to apply for employment with wildland firefighting agencies such as the United States Forest Service; California Department of Forestry; United States Department of the Interior, Bureau of Land Management; National Park Service, as well as municipal fire departments.

### Program Learning Outcomes

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

1. Students will recall the ten Standard Firefighting Orders.
2. Students will identify wildland fire tools, including shovel, Pulaski, and McLeod.
3. Students will describe the steps to safely deploy a fire shelter.
4. Students will explain the proper use of the following tools and equipment: back pump, fuses, and backfire torch.
5. Students will describe the functions within the Incident Command System.
6. Students will assess impacts of fuel, weather, and topography on wildland fire behavior.
7. Students will describe weather, and topography and how it affects wildland fire behavior.

Dept./No.	Title	Units
Required Courses:		
FIRE WFT101	Wildland Fire Behavior .....	3
FIRE WFT102	Wildland Firefighter Safety & Survival.....	3
FIRE WFT103	Wildland Fire Operations.....	3
FIRE WFT104	Wildland Fire Investigation, Prevention, and Public Information.....	3
FIRE WFT105	Wildland Fire Logistics, Finance, and Planning.....	3
FIRE 006	Hazardous Materials Operations.....	3
EMR 001	Emergency Medical Responder .....	3
MINIMUM CERTIFICATE UNITS .....		21
Advisor:	J. Brakebill	

## CERTIFICATE OF COMPLETION IN WILDLAND FIRE TECHNOLOGY (NONCREDIT)

with emphasis on employment preparation

The Certificate of Completion in Wildland Fire Technology Noncredit offers the required courses and learning domains for students to apply for employment with wildland firefighting agencies such as the United States Forest Service; California Department of Forestry; United States Department of the Interior, Bureau of Land Management; National Park Service, as well as municipal fire departments.

### Program Learning Outcomes

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

1. Demonstrate the basic knowledge, skills and abilities to safely perform the tasks required by the United States Forest Service, Bureau of Land Management, and the National Park Service as an entry level wildland firefighter.
2. Explain good nutritional habits and demonstrate the physical ability to successfully pass the Work Capacity Test required by the United States Forest Service to become a wildland firefighter.

Dept./No.	Title	Units
Required Courses:		
FIRE 100	Wildland Fire Academy.....	0
FIRE 110	Firefighter Physical Abilities and Wellness.....	0
MINIMUM CERTIFICATE UNITS .....		0
Advisor:	J. Brakebill	

# GENERAL EDUCATION

## General Education Requirements & Certification

Students may complete their lower-division general education or breadth requirements while at Copper Mountain College. CMC has articulation agreements with the California State University (CSU) system campuses and the University of California (UC) system that allow students to be certified for these requirements. Consult your counselor.

## Admission to Independent California or Out-of-State Colleges

Students planning to transfer to independent or out-of-state colleges are urged to meet with a counselor as early as possible to discuss their plans and admission requirements for individual colleges. Some colleges require a certain number of completed units or completion of an associate degree before considering students as eligible for transfer, while others accept students at any time. Admission requirements are outlined on the college or university admission websites. Independent colleges encourage students to make an appointment with their Office of Admissions in order to discuss transfer opportunities on an individual basis.

## Transferable Courses

Copper Mountain College courses that are transferable to the California State University are indicated by "CSU" and those transferable to the University of California are indicated by "UC" under the course description section of this catalog. The CSU and UC systems designate courses accepted for general education, major preparation, or elective credit. Such courses count for the 60 units required for advanced standing transfer to CSU or UC. See pages 62-63 in this catalog for courses that apply to the Cal-GETC general education pattern. Students interested in transferring to a CSU or a UC should refer to the ASSIST website [www.assist.org](http://www.assist.org) for complete and up-to-date information regarding CSU/UC transferability & major preparation requirements. Transfer eligibility may vary between institutions. Verification by the college of a student's completion of the California General Education Transfer Curriculum (Cal-GETC) pattern should be requested by the student at the time transcripts are requested to be sent to the university.

## CSU & UC General Education

The CSU and UC campuses require 60 transferable units. The remaining coursework is upper-division and must be completed at the campus granting the Bachelor's degree. Once you have completed your lower-division general education (GE) coursework, associate degree, and/or an Associate Degree for Transfer (ADT) at CMC you may transfer into the CSU or UC system with junior status. Check with the intended CSU or UC campus representative, website, or a CMC counselor regarding acceptance of coursework taken before transfer admission. General Education Certification is not automatic and must be requested by the student when final transcripts are to be sent to the transfer institution. During your last semester at CMC, see a counselor regarding general education certification. Prior to your last semester use the ASSIST Website: [www.assist.org](http://www.assist.org) to view transfer agreements. The CSU Golden 4 courses and/or the UC 7-course pattern: should be completed as soon as possible with grades of "C" or better.

See pages 62-63 for the Cal-GETC General Education pattern.

## California General Education Transfer Curriculum (Cal-GETC)

Completion of all the requirements in the California General Education Transfer Curriculum (Cal-GETC) will permit you to transfer from Copper Mountain College to a campus in either the California State University (CSU) or University of California (UC) without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

The course requirements for all areas must be completed before Cal-GETC can be certified. After final grades are posted, you must request (it is not automatic) Cal-GETC Certification at the time you request final transcripts to be sent to your chosen transfer campuses. All courses must be completed with grades of "C" or better. For more information, see a counselor.

See pages 62-63 for the Cal-GETC General Education pattern.

## Program Learning Outcomes

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

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

# HEALTH SCIENCES

Health Sciences includes four certificate programs that prepare men and women for careers in health occupations. Educational pathways include both theoretical instruction on campus and clinical experience in regional healthcare facilities.

The Nurse Assistant Training Program and Home Health Aide Program require a criminal background check and drug screen. Students should be aware that the results of the background check and drug screen may have an impact on academic program eligibility or clinical/community site placement. Students may be denied access to the program on the basis of the results of the background check and/or drug screen. The College is required to comply with licensing requirements and with policies of our partner agencies. If you have a felony or a misdemeanor in your background, please see the Program Coordinator to discuss the impact on your academic and professional career.

Students enrolled in Health Sciences programs are subject to special guidelines developed to protect patient safety. A student may be dismissed from the Health Sciences program for academic reasons or for other reasons such as safety, drug/alcohol abuse, inappropriate social or emotional behavior or documented acts of dishonesty. The faculty reserve the right to remove from the clinical area any student who, in the faculty member's professional judgement, places the patient in physical or emotional jeopardy. Should this occur, the student will have a conference with the Program Director and/or the Dean of Instruction.

Information regarding Health Sciences Programs can be accessed online at [www.cmccd.edu/prospective-students/health-sciences/](http://www.cmccd.edu/prospective-students/health-sciences/). In compliance with the Americans with Disabilities Act, students, with reasonable accommodation, must be physically and mentally capable of performing the essential functions of the program. The Core Performance Standards adopted by the Health Sciences Department include the following.

## Physical Demands — Must be able to:

- be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending and crouching;
- lift and transfer adults and children from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
- lift and adjust positions of bedridden patients, including pulling as much as 12 inches toward the head of the bed;
- Registered Nursing, Vocational Nursing, Nurse Assistant and Home Health Aide students must be able to lift up to 50 pounds;
- physically apply up to ten pounds pressure to bleeding sites or to the chest in the performance of CPR using hands, wrists and arms;
- maneuver in small spaces quickly and with ease;
- perform fine motor skills that require hand-eye coordination in the use of small instruments, equipment, and syringes;
- feel and compress tissues to assess for size, shape, texture, and temperature.

## Senses — Must be able to:

- visually read calibrated scales in increments of one-hundredth of an inch in not more than a three-inch space;
- perform close and distinct visual activities involving persons and paperwork;
- visually discriminate depth and possess color perception;
- identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones);
- respond and react immediately to auditory instruction, requests, signals, and monitoring equipment;
- perform auditory assessments requiring the distinguishing of variances in sounds (e.g. tones and pitches).

## Knowledge — Must be able to:

- learn to perform mathematical calculation for medication preparation and administration in a timely manner;
- learn to communicate effectively, both verbally 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.

Students will have irregular schedules for clinical experiences that may include travel of 75 miles or more to clinical sites, and evening/night/weekend class hours. Additional Health Sciences Department Program requirements include criminal background check, drug screen, titers, physical evaluation, and CPR certification. Information regarding these and other Health Sciences programs requirements may be accessed at: [www.cmccd.edu/prospective-students/health-sciences/](http://www.cmccd.edu/prospective-students/health-sciences/), attending an Information Session (schedule available at [www.cmccd.edu/prospective-students/health-sciences/](http://www.cmccd.edu/prospective-students/health-sciences/)) or contacting the Health Sciences Office at (760) 366-3791, ext. 5801.

## CERTIFICATE OF PROFICIENCY IN HOME HEALTH AIDE

The Home Health Aide (HHA) Program prepares men and women to assist with the routine care and treatments of clients in their homes. The course of study includes 27 hours of classroom instruction and 27 hours of supervised clinical experience.

The HHA Program expands on the content taught in the NATP. Course content emphasizes personal care, basic communication, safety, meal planning and preparation, laundry, light housekeeping and maintaining a healthful environment.

Students wishing to participate in this Program must have a current California Nurse Assistant Certificate.

### Program Learning Outcomes

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

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

Dept./ No.	Title	Units
Required Courses:		
Prerequisite: Current California C.N.A. certification or passage of California C.N.A. Licensing Exam, per California Department of Health mandate.		
HHA 066	Home Health Aide .....	2
TOTAL CERTIFICATE UNITS .....		2
Advisors:		H. Steines

## CERTIFICATE OF PROFICIENCY IN NURSE ASSISTANT

The Nurse Assistant Training Program (NATP) prepares men and women to assist with the routine care and treatment of patients in healthcare facilities. Working under the direction of the nursing and medical staff, activities of the Certified Nurse Assistant include providing personal care, maintaining safety, and assisting with activities of daily living.

Successful completion of the NATP results in eligibility to take the State exams that lead to certification as a Nurse Assistant. The course of study includes 72 hours of classroom instruction and at least 100 hours of supervised clinical practice in long term care facilities. Students seeking admission to the NATP are required to disclose any past criminal record. If a history exists that has not been cleared with the Department of Public Health, the student will not be permitted to participate in the NATP.

### Program Learning Outcomes

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

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

Dept./ No.	Title	Units
Required Courses:		
NA 064	Nurse Assistant .....	6
TOTAL CERTIFICATE UNITS .....		6
Advisor:		H. Steines

Also see **Nursing** for:

## ASSOCIATE IN SCIENCE IN REGISTERED NURSING

## ASSOCIATE IN SCIENCE IN VOCATIONAL NURSING

## CERTIFICATE OF ACHIEVEMENT IN VOCATIONAL NURSING

# HISTORY

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

This degree includes the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC General Education Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- (3) A grade of "C" or "P" or better in all courses required for the major or area of emphasis.

### Program Learning Outcomes

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

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



## ASSOCIATE IN ARTS IN HISTORY for transfer

Dept./No.	Title	Units
<b>Required Courses:</b>		
HIST 003	History of World Civilizations I .....	3
HIST 004	History of World Civilizations II.....	3
HIST 017	US History through Reconstruction .....	3
HIST 018	US History from Reconstruction to Present.....	3
<b>Restricted Electives:</b>		
Choose minimum three (3) units from the following:		
GEOG 002, PS 002, SPAN 001, EGJ 020 .....		3-5
Choose three (3) units from the following:		
ANTH 002, ECON 001, PS 001/POLS C1000.....		3
Required Courses .....		12
Restricted Electives .....		6-8
Cal-GETC General Education Requirements.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60-74
Advisor:	D. Pieper	

## ASSOCIATE IN ARTS IN HISTORY

Dept./No.	Title	Units
<b>Required Courses:</b>		
ANTH 001	Introduction to Physical Anthropology.....	3
HIST 003	History of World Civilizations - I.....	3
HIST 004	History of World Civilizations - II .....	3
HIST 017	U.S. History Through Reconstruction .....	3
HIST 018	U.S. History from Reconstruction to Present .....	3
EGSJ 020	Native American Studies.....	3
PHIL 010	General Logic .....	3
PS 001/POLS C1000	American Government & Politics.....	3
Total Units for the Major.....		24
Minimum General Education (CSU GE or IGETC) Units .....		34-43
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	D. Pieper	

# HOSPITALITY



## ASSOCIATE IN SCIENCE IN HOSPITALITY MANAGEMENT for transfer

Hospitality Management is the study of the various aspects of the hospitality industry as well as business processes that underlie all aspects of hospitality organizations. The degree introduces students to hospitality sectors such as hotels, restaurant, travel services, gaming and entertainment, recreation, managed services, and special events. The Associate of Science in Hospitality Management (transfer preparation) will enable students to transfer to a CSU to continue studies in a bachelor's degree program.

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

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

### Program Learning Outcomes

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

1. Utilize the functions of business to support the hospitality industry in order to maximize profits.
2. Analyze trends, culture, and customer relations within the hospitality industry.
3. Discuss key legal and regulatory issues that relate to the hospitality industry.

Dept. /No.	Title	Units
Required Courses:		
HOSP 001	Introduction to Hospitality Management .....	3
HOSP 002	Hospitality Cost Control .....	3
CULN 001A	Culinary Essentials .....	3
ECON 002	Principles of Microeconomics .....	3
Restricted Electives:		
Select two (2) courses from the following:		
ACCT 001, ACCT 002, BUMA 020A, or choose MATH 014/STAT C1000 or SOC 003 .....		6.5
Required Courses .....		12
Restricted Electives .....		6.5
Cal-GETC General Education Requirements .....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS .....		60
Advisor:	J. Haig	

# KINESIOLOGY



## ASSOCIATE IN ARTS IN KINESIOLOGY for transfer

Kinesiology is the study of movement as it relates to physical activity, health, disease prevention, exercise, and sport. Kinesiology majors are grounded in an interdisciplinary body of knowledge which encompasses the biological, psychological, physical, and social sciences. They use this knowledge to understand how the human body responds to movement, exercise, exercise training, and overall fitness. Employment opportunities include health care, coaching, sports officiating, athletic training, and education. A baccalaureate degree in Kinesiology can serve as the foundation for a career in physical therapy, occupational therapy, or medical school.

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

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

### Program Learning Outcomes

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

1. Transfer to a related major in the California State University (CSU) system.
2. Effectively communicate in writing and verbally on topics in Kinesiology.
3. Utilize their experiences across a variety of health related and skill-based activities to inform their scholarship and practice in the sub disciplines in Kinesiology.
4. Identify and analyze social justice and equity issues related to Kinesiology for diverse populations.
5. Explain, identify, and/or demonstrate the theoretical and/or scientific principles that can be used to address issues or problems in the sub-disciplines in Kinesiology.

Dept. /No.	Title	Units
<b>Required Core Courses:</b>		
KIN 001	Introduction to Kinesiology.....	3
BI 022	Human Anatomy.....	4
BI 023	Human Physiology.....	5
<b>Movement Based Courses</b>		
Select one (1) course from three different areas (minimum of 3 units total):		
<b>Team Sports</b>		
PE 043	Badminton.....	1
PE 045	Basketball.....	1
PE 091	Volleyball.....	1
<b>Dance</b>		
PE 052	Dance, Aerobic/Low Impact.....	1
<b>Fitness</b>		
PE 096	Weight Training.....	1
PE 098	Yoga.....	1
<b>Restricted Electives</b> - Choose two courses from the following: CH 001A, MATH 014/STAT C1000 or SOC 003 (not both), PH 002A or PH 004A (not both), PSY 001/PSYC C1000, or SOC 001		
Total Units for the Major.....		21-25
Cal-GETC General Education Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		59-62
Advisor:	M. Salomon	

# LIBERAL ARTS

The Associate in Arts degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences. Such knowledge can assist a student in determining an "Area of Emphasis". This area of emphasis would be an ideal choice for students who plan on transferring to California State University (CSU) or University of California (UC). Students can satisfy general education requirements, and focus on transferable coursework that relates to majors at these institutions. Please consult with a counselor for information regarding your intended major at the specific college or university of your choice.

A minimum of 18 units are required in ONE of the three Areas of Emphasis listed below. In addition, as part of the 18 units, two courses in one subject (e.g., ART 002A and ART 002B) must be completed for the depth of study requirement. A total of 60 transferable units is required.

### Program Learning Outcomes

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

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

## Areas of Emphasis

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

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

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

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

## ASSOCIATE IN ARTS IN LIBERAL ARTS: Arts & Humanities

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

**Required Courses:**

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

Dept.	No.	Title	Units
• <b>American Sign Language:</b>	ASL 001, ASL 002, ASL 003, ASL 004		
• <b>Art:</b>	ART 001A, ART 001B, ART 003A, ART 004, ART 005A, ART 005B, ART 007A, ART 007B, ART 009A, ART 009B, ART 010, ART 011A, ART 011B, ART 023A, ART 023B, ART 033, ART 040, ART 048A-C, ART 050, ART 051, ART 052, ART 053		
• <b>Communications:</b>	SP 001, SP 002, SP 004/COMM C1000, SP 007, SP 015		
• <b>English:</b>	ENG 001B, ENG 001C/ENGL C1001, ENG 005A, ENG 010A, ENG 010B, ENG 011A, ENG 011B, ENG 012A, ENG 012B		
• <b>History:</b>	HIST 003, HIST 004, HIST 017, HIST 018, HIST 048A-C		
• <b>Music:</b>	MUS 005, MUS 010		
• <b>Philosophy:</b>	PHIL 006, PHIL 010, PHIL 012, PHIL 013, PHIL 014		
• <b>Spanish:</b>	SPAN 001, SPAN 002, SPAN 003, SPAN 004		
• <b>Theatre Arts:</b>	TA 001, TA 002, TA 003		
Total Units for the Major:.....			18
Minimum General Education (CSU GE or IGETC) Units .....			37-40
Transferable elective units as needed.			
MINIMUM TRANSFERABLE UNITS.....			60
Advisor:	H. Mattson, M. Salomon		

## ASSOCIATE IN ARTS IN LIBERAL ARTS: Mathematics & Science

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

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

Dept. No.	Title	Units
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Required Courses:

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

- **Anthropology:** ANTH 001
- **Astronomy:** A 001, A 001L
- **Biology:** BI 004, BI 004L, BI 005, BI 006, BI 015, BI 022, BI 023
- **Chemistry:** CH 001A, CH 001B, CH 003, CH 005, CH 010A, CH 010B
- **Environmental Science:** ENV 001
- **Geology:** G 001, G 010
- **Geography:** GEOG 001 GEOG 048A-C
- **Mathematics:** MATH 001A, MATH 001B, MATH 002A, MATH 002B, MATH 002C, MATH 004, MATH 005, MATH 010, MATH 012, MATH 014/STAT C1000, MATH 016, SOC 003
- **Physics:** PH 001, PH 004A, PH 004B PH 004C

Total Units for the Major:.....18

Minimum General Education (CSU GE or IGETC) Units .....37-40

Transferable elective units as needed.

MINIMUM TRANSFERABLE UNITS.....60

Advisor: J. Holley

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

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

Dept. No.	Title	Units
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Required Courses:

Select eighteen (18) units from the following. Two courses in one subject (e.g. PS 001/POLS C1000 & PS 002) must be completed for the depth of study requirement.

- **Anthropology:** ANTH 002, ANTH 003
- **Child Development:** CD 010, CD 012, CD 015, CD 030, CD 074
- **Criminal Justice:** CJ 001, CJ 002, CJ 003, CJ 005A, CJ 006, CJ 032
- **Economics:** ECON 001, ECON 002
- **Ethnic Studies:** EGSJ 014, EGSJ 020, EGSJ 030
- **Geography:** GEOG 002
- **History:** HIST 003, HIST 004, HIST 017, HIST 018, HIST 019, HIST 048A-C
- **Political Science:** PS 001/POLS C1000, PS 002, PS 004
- **Psychology:** PSY 001/PSYC C1000, PSY 003, PSY 005, PSY 010, PSY 012, PSY 033
- **Social Work:** SW 015
- **Sociology:** SOC 001, SOC 002, SOC 004, SOC 010, SOC 014

Total Units for the Major:.....18

Minimum General Education (CSU GE or IGETC) Units .....37-40

Transferable elective units as needed.

MINIMUM TRANSFERABLE UNITS.....60

Advisor: D. Pieper

# LIBERAL STUDIES

## ASSOCIATE IN ARTS IN LIBERAL STUDIES for Elementary School Preparation at CSU - San Bernardino

The Associate in Arts Degree in Liberal Studies for Elementary School Preparation is designed for students who want to become elementary school teachers (Multiple Subject Teaching Credential) in the state of California. The Liberal Studies degree is specifically designed for students who transfer to California State University San Bernardino (CSUSB) and pursue the Liberal Studies, General Track. Those students who plan to transfer to a university other than CSUSB and follow a Liberal Studies degree or program for elementary school teaching, please consult with a counselor or access ASSIST for more detailed requirements at [www.assist.org](http://www.assist.org), and consult the catalog of the transfer institution. The Liberal Studies requirements for this degree are specifically for CSUSB.

### Program Learning Outcomes

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

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

Dept. No.	Title	Units
Required Courses:		
BI 004	Elements of Biology.....	3
BI 004L	Elements of Biology Lab.....	1
CD 010	Child Growth and Development.....	4
CH 003	Introductory General Chemistry.....	4
EDUC 010	Introduction to Elementary Classroom Teaching.....	3
ENG 003A/ENGL C1000	Academic Reading and Writing .....	3
HS 001	Personal and Community Health .....	3
HIST 003	History of World Civilization I .....	3
HIST 004	History of World Civilization II.....	3
HIST 019	California History.....	3
MATH 014/STAT C1000	Introduction to Statistics.....	4
PH 001	Introductory Physics.....	4
PS 001/POLS C1000	American Government & Politics .....	3
SP 004/COMM C1000	Introduction to Public Speaking.....	3
TA 001	Introduction to Theatre.....	3
Select one (1) course from the following:		
ENG 001C/ENGL C1001, PHIL 010, SOC 004, SP 007	.....	3
Select one (1) course from the following:		
ART 004, ART 031	.....	3
Select one (1) course from the following:		
ART 010, ART 050, ART 051	.....	3
Select one (1) course from the following:		
ENG 001B, ENG 012A, ENG 012B.....	.....	3
Select one (1) course from the following:		
ASL 002, SPAN 002, SPAN 003, SPAN 004	.....	5
MINIMUM TRANSFERABLE UNITS.....		64
Advisors:	H. Mattson, M. Salomon	

# MATHEMATICS



## ASSOCIATE IN SCIENCE IN MATHEMATICS for transfer

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

This degree includes the following completion requirements:

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

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
MATH 001A	Calculus .....	4
MATH 001B	Calculus.....	4
MATH 002A	Multivariate Calculus.....	5
Restricted Electives:		
Choose one (1) course from the following:		
MATH 002B, MATH 002C	.....	4
Choose one (1) course from the following. MATH 002B or MATH 002C may be taken if it has not been used to fulfill requirement above:		
MATH 002B, MATH 002C, MATH 004, MATH 014/STAT C1000, PH 004A or CS 089	.....	3-5
Required Courses .....		13
Restricted Electives .....		7-9
Cal-GETC General Education Requirements.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisors:	B. Berger, L. Christensen, J. Holley, C. Maclaughlin, A. Siciliano	

# NURSING: REGISTERED

## NURSING - REGISTERED with emphasis on employment preparation

The Associate Degree - Registered Nursing Program is comprised of 37 units of nursing theory and clinical experience plus approximately 35 to 38 units of science and general education courses. Theory and clinical run concurrently with clinical experiences provided in various healthcare facilities within the community. Both are supported by time spent in the Nursing Resource Lab (NRL). Opportunities for skills practice utilizing simulation mannequins, specialized healthcare equipment and videos are all part of a supervised learning experience.

The RN Program is designed to prepare graduates to practice as a Beginning Nurse Generalist. Most students admitted to the RN Program have completed all coursework (except for nursing courses) prior to admission. A new class is admitted each year in the Fall semester.

Copper Mountain College (CMC) has aligned its Registered Nursing (RN) Program curriculum with local and national universities' RN to BSN Programs. Students are taught using a combination of classroom theory sessions, hands-on simulation practice and live clinical experiences concurrently provided in regional healthcare facilities.

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

The most current information regarding program requirements and the admission process may be found in the RN page of the college website, [www.cmccd.edu/programs/registered-nursing/](http://www.cmccd.edu/programs/registered-nursing/)

## Mission Statement

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

## Philosophy of Registered Nursing Program

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

The philosophy of the Nursing Program is based on the premise that students bring a uniqueness of learning abilities, goals and support systems, and recognizes the variations in their cultural, ethnic and psychosocial milieu. This philosophy, consistent with the mission of Copper Mountain College, is an expression of commitment to Associate Degree Nursing as a vital component in meeting the health needs of diverse communities.

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

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

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

## Conceptual Framework and Unifying Theme

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

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

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

**Program Learning Outcomes**

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

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

**ASSOCIATE IN SCIENCE IN REGISTERED NURSING**  
with emphasis on employment preparation

Dept. /No.	Title	Units
RN Program electives to be completed PRIOR to applying to RN program:		
BI 015**	General Microbiology.....	5
BI 022	Human Anatomy.....	4
BI 023**	Human Physiology.....	5
ENG 003A/ENGL C1000	Academic Reading and Writing.....	3
MATH 040*	Intermediate Algebra.....	4
PSY 003	Developmental Psychology.....	3
The following must be completed before admission to RN program:		
PSY 001/PSYC C1000	Introduction to Psychology.....	3
SOC 001	Introduction to Sociology or	
ANTH 002	Cultural Anthropology.....	3
SP 001	Interpersonal Communication or	
SP 004/COMM C1000	Introduction to Public Speaking.....	3
SP 007	Decision-Making and Advocacy or	
SP 015	Intercultural Communication.....	3
Select three (3) units from the Humanities area to meet the CMC General Education Requirement. PHIL 013 Perspectives on Death and Dying is highly recommended.		
First Semester:	N 010 Nursing Foundations.....	5
	N 015 Concepts of Nursing Practice I.....	5
Second Semester:	N 020 Concepts of Nursing Practice II.....	5
	N 025 Concepts of Mental Health Nursing.....	3.5
Third Semester:	N 030 Concepts of Nursing Practice III.....	5
	N 035 Concepts of Obstetrical Nursing with Family Health.....	2.25
	N 036 Concepts of Pediatric Nursing.....	2.25
Fourth Semester:	N 040 Concepts of Nursing Practice IV.....	5
	N 045 Nursing Management, Leadership and Preceptorship.....	4
Total Units for the Major.....		37
CMC General Education Requirement.....		36
MINIMUM DEGREE UNITS.....		73
Advisors:	T. McCarthy, H. Steines, C. Weiss	

**Advanced Placement & LVN to RN option**

LVN to RN Advanced Placement students are eligible to apply for admission to the second semester of the Register Nursing Program.

Military challenge students are eligible to apply for admission to any level/course of the registered nursing program according to the college's credit for prior learning policy and the registered nursing program criteria for admission and course challenge.

The RN Program is designated to prepare graduates to practice as a Beginning Nurse Generalist. Theory and clinical run concurrently with a clinical experiences provided in various healthcare facilities within the community. Both are supported by time spent in the Nursing Resource lab (NRL). Opportunities for skills practice utilizing simulation mannequins, specialize healthcare equipment and videos are all part of a supervised learning experience. The most current information regarding Program requirements and the admission process may be found on the CMC website, [www.cmccd.edu/prospective-students/health-sciences/](http://www.cmccd.edu/prospective-students/health-sciences/).

**LVN to RN 30-unit Option**

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

\*Due to AB 705 and AB 1705 regulations, the District no longer offers MATH 040. CMC proactively accepts course substitutions for MATH 040 in the RN degree. Students may substitute MATH 014/STAT C1000, MATH 010, SOC 003, or any Math course higher than MATH 010 in the College Algebra Sequence, or MATH 016 for MATH 040. If a student requests a substitution of MATH 016 for MATH 040, the student will need to complete one additional unit to fulfill the required 73 minimum degree units. The additional unit can be from another transfer level course a student has on their transcript.

\*\*Students with transfer credit of 4 units for BI 015 and/or BI 023 satisfy the prerequisite requirement. The student will need to complete each additional unit to fulfill the required 73 minimum degree units. Additional units can be from other transfer level course(s) a student has on their transcript.

# NURSING: VOCATIONAL

## NURSING - VOCATIONAL with emphasis on employment preparation

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

### Philosophy

The Vocational Nursing Program is an integral part of Copper Mountain College. The vocational Nursing faculty endorse the instructional 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 function 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 the 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.

**Program Learning Outcomes**

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

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

**ASSOCIATE IN SCIENCE IN VOCATIONAL NURSING**  
with emphasis on employment preparation

Dept./No.	Title	Units
<b>Required Courses:</b>		
BI 022	Human Anatomy.....	4
BI 023	Human Physiology.....	5
HS 065	Basic Pharmacology .....	3
PSY 003	Developmental Psychology.....	3
VN 010	Vocational Nursing I .....	9
VN 020	Vocational Nursing II .....	16
VN 030	Vocational Nursing III .....	16
Total Units for the Major .....		56
CMC General Education Requirement .....		18
MINIMUM DEGREE UNITS .....		74
Advisors: H. Steines, C. Weiss		

**CERTIFICATE OF ACHIEVEMENT IN VOCATIONAL NURSING**  
with emphasis on employment preparation

*(Graduates eligible for Vocational Nurse Licensing Examination in California)  
The most current information regarding Program requirements and the admission process may be found on the CMC website, [www.cmccd.edu/prospective-students/health-sciences/](http://www.cmccd.edu/prospective-students/health-sciences/)*

Dept./No.	Title	Units
<b>Required Courses:</b>		
BI 022	Human Anatomy.....	4
BI 023	Human Physiology.....	5
HS 065	Basic Pharmacology .....	3
PSY 003	Developmental Psychology .....	3
VN 010	Vocational Nursing I .....	9
VN 020	Vocational Nursing II .....	16
VN 030	Vocational Nursing III .....	16
MINIMUM CERTIFICATE UNITS .....		56
Advisors: H. Steines, C. Weiss		

**Course Sequence**

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

Dept./No.	Title	Units
<b>Prerequisites:</b>		
BI 022	Human Anatomy.....	4
BI 023	Physiology .....	5
HS 065	Basic Pharmacology .....	3
PSY 003	Developmental Psychology.....	3
<b>Summer</b>		
VN 010	Vocational Nursing I .....	9
<b>Fall</b>		
VN 020	Vocational Nursing II.....	16
<b>Spring</b>		
VN 030	Vocational Nursing III.....	16

# PHYSICS



## ASSOCIATE IN SCIENCE IN PHYSICS for transfer

The Associate in Science in Physics for Transfer, also called the Physics AS-T Degree, is designed to prepare students majoring in Physics for a seamless transfer with junior status to a CSU campus for completion of a baccalaureate degree in Physics. Upon successful completion of courses leading to the Physics AS-T Degree, the student will be able to demonstrate that they understand fundamental Physics concepts, skills, and applications, along with the requisite mathematical training sufficient to attain upper division status in Physics at any CSU institution.

This Physics AS-T degree requires students to meet both of the following requirements:

- (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC Breadth Requirement; and
  - (B) A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.
- (2) Obtainment of a minimum grade point average of 2.0. There are no additional graduation requirements.

Students are advised to consult with a counselor to verify transfer requirements.

### Program Learning Outcomes

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

1. Develop a world view that incorporates the role of physics in modern society. (Maps to ILO 3 & 4.)
2. Integrate fundamental physical concepts and principles to other science disciplines. (Maps to ILO 2 & 5.)
3. Solve novel, not previously seen, problems by employing analytical reasoning and physical concepts to formulate representative soluble physical models. (Maps to ILO 2 & 5.)
4. Demonstrate proficiency in standard physics laboratory techniques commonly acquired in lower-division course work. (Maps to ILO 1 & 5.)
5. Collaboratively analyze representative physical data using problem-solving learning and communicate findings in written and oral form. (Maps to ILO 1 & 5.)
6. Develop an awareness of the current limitations of physics and their own knowledge, detect pseudoscience, and demonstrate a strong work ethic, including integrity, a sense of responsibility, and team working skills. (Maps to ILO 1, 2, 3, 4, & 5.)

Dept. /No.	Title	Units
Required Courses:		
PH 004A	Physics for Scientists and Engineers .....	4
PH 004B	Physics for Scientists and Engineers .....	4
PH 004C	Physics for Scientists and Engineers .....	4
MATH 001A	Calculus .....	4
MATH 001B	Calculus .....	4
MATH 002A	Multivariate Calculus.....	5
Required Courses .....		25
Cal-GETC General Education Requirements .....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS .....		60
Advisor:	Staff	

# POLITICAL SCIENCE

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

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

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

This degree also includes the following completion requirements:

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

### Program Learning Outcomes

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

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



## ASSOCIATE IN ARTS IN POLITICAL SCIENCE for transfer

## ASSOCIATE IN ARTS IN POLITICAL SCIENCE

Dept. /No.	Title	Units
Required Courses:		
PS 001/POLS C1000	American Government & Politics	3
PS 002	Introduction to Comparative Government	3
PS 004	Introduction to International Relations	3
MATH 014/STAT C1000 Introduction to Statistics		
or		
SOC 003	Fundamentals of Statistics	4
Restricted Electives:		
Choose six (6) units from the following:		
CJ 032, HIST 017, HIST 018, HIST 019, PSY 001/PSYC C1000, PSY 005, SOC 001, SOC 002, SOC 014		6
Required Courses		13-14
Restricted Electives		6
Cal-GETC General Education Requirements		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS		60
Advisor:	D. Pieper	

Dept. /No.	Title	Units
Required Courses:		
PS 001/POLS C1000	American Government & Politics	3
PS 002	Introduction to Comparative Government	
or		
PS 004	Introduction to International Relations	3
Restricted Electives:		
Select eighteen (18) units from the following:		
CJ 001, CJ 002, CJ 005A, ECON 001, ECON 002, HIST 017, HIST 018, PHIL 006, SOC 001, SOC 002, SOC 004, SOC 014		18
Dept. /No.	Title	Units
Total Units for the Major		24
General Education (CSU GE or IGETC) Units		34-43
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS		60
Advisor:	D. Pieper	

# PSYCHOLOGY



## ASSOCIATE IN ARTS IN PSYCHOLOGY for transfer

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

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

This degree includes the following completion requirements:

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

### Program Learning Outcomes

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

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

Dept. /No.	Title	Units
Required Courses:		
PSY 001/PSYC C1000	Introduction to Psychology.....	3
PSY 003	Developmental Psychology .....	3
PSY 005	Behavioral and Social Science Research Methods.....	4
MATH 014/STAT C1000	Introduction to Statistics	
or		
SOC 003	Fundamentals of Statistics.....	4
BI 004	Elements of Biology.....	3
BI 004L	Elements of Biology Lab.....	1
Select one course from the following (3 units):		
PSY 010, PSY 012, PSY 033 .....		3
Total units for the major:.....		21
Cal-GETC General Education Units.....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	K. Connor	

# SOCIOLOGY

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

At the time of catalog publication, a student may earn an AA-T in Communication Studies and Sociology. Additional majors are being developed. Please see a counselor and [www.cmccd.edu](http://www.cmccd.edu) for more information.

This Sociology AA-T degree requires students to meet both of the following requirements:

- (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC General Education-Breadth Requirements; and
  - (B) A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.
- (2) Obtainment of a minimum grade point average of 2.0.

### Program Learning Outcomes

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

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



## ASSOCIATE IN ARTS IN SOCIOLOGY for transfer

## ASSOCIATE IN ARTS IN SOCIOLOGY

Dept. /No.	Title	Units
<b>Required Courses:</b>		
SOC 001	Introduction to Sociology.....	3
SOC 002	Social Problems .....	3
SOC 003	Fundamentals of Statistics .....	4
SOC 010	Introduction to Marriage & Family.....	3
SOC 014	Introduction to Race and Ethnicity .....	3
Restricted Electives - choose one (1) course from the following: ANTH 001, ANTH 002, CJ 001, ECON 001, ECON 002, GEOG 001, GEOG 002, HIST 003, HIST 004, HIST 017, HIST 018, PS 001/POLS C1000, PS 002, PS 004, PSY 001/PSYC C1000, PSY 003, SOC 004.		
Required Courses .....		16
Restricted Electives .....		3
Cal-GETC General Education Requirements.....		34
Transferable elective units as needed.		
<b>MINIMUM TRANSFERABLE UNITS.....</b>		<b>60</b>
Advisor:	M. Danza	

Dept. /No.	Title	Units
<b>Required Courses:</b>		
SOC 001	Introduction to Sociology .....	3
SOC 002	Social Problems .....	3
SOC 003	Fundamentals of Statistics or	
MATH 014/STAT C1000	Introduction to Statistics.....	4
<i>Check the university requirements on ASSIST to determine which statistics course to complete.</i>		
SOC 004	Sociological Analysis & Critical Thinking .....	3
Select twelve (12) units from the following: <i>(Check <a href="http://www.assist.org">www.assist.org</a> for university requirements - this may determine which 12 units you select or see a counselor)</i>		
ACCT 001, ANTH 001, ANTH 002, ANTH 003, BUMA 001, BUMA 010, CD 012, CIS 070A, CS 073, CS 089, CJ 001, CJ 010, ECON 001, ECON 002, GEOG 001, GEOG 002, HIST 004, HIST 017, HIST 018, MATH 001A, PHIL 010, PHIL 014, PS 001/POLS C1000, PS 002, PS 004, PSY 001/PSYC C1000, PSY 003, SOC 010, SOC 014 ...		12
Total Units for the Major.....		25
General Education (CSU GE or IGETC) Units.....		34-43
Transferable elective units as needed.		
<b>MINIMUM TRANSFERABLE UNITS.....</b>		<b>60</b>
Advisor:	M. Danza	

# SPANISH



## ASSOCIATE IN ARTS IN SPANISH for transfer

The Associate in Arts in Spanish for Transfer degree will prepare students for upper division coursework in the study of Spanish. The Spanish program offers students a strong foundation in communicative skills and provides students with the opportunity to transfer to a variety of liberal arts, language arts, and linguistics bachelor degree programs. The Associate in Arts in Spanish for Transfer degree is suited to the needs of students who will complete their education at Copper Mountain College with an A.A.-T in Spanish and transfer to a CSU to complete their bachelor's degree. Successful completion of the transfer degree in Spanish guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree, in preparation to pursue a career in the field of Spanish.

The goals and outcomes for the Spanish major include the following:

1. Prepare students for seamless transfer to a CSU to complete a Spanish baccalaureate degree.
2. Provide students with a core body of knowledge in the study of Spanish, with advanced topics that provide breadth of knowledge, build on the cultural and linguistic study of Spanish as a Modern Language.
3. Prepare students for advanced studies within the field of Spanish.

This Spanish AA-T degree requires students to meet both of the following requirements:

- (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Cal-GETC General Education-Breadth Requirements; and
  - (B) A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or "P" or better.
- (2) Obtainment of a minimum grade point average of 2.0.

### Program Learning Outcomes

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

1. Recognize and use grammatical structures in Spanish.
2. Identify specific music, art, literature, and/or cultural traditions of Spain and Latin America.
3. Successfully engage in basic conversations in Spanish.
4. Demonstrate familiarity with the geography of the countries and regions where the target Spanish is spoken.
5. Demonstrate awareness, appreciate Spanish culture and history.
6. Acquire real world communication skills necessary for employment where bilingual abilities are beneficial.

Dept. /No.	Title	Units
Required Courses:		
SPAN 001	Elementary Spanish I.....	5
SPAN 002	Elementary Spanish II.....	5
SPAN 003	Intermediate Spanish I.....	4
SPAN 004	Intermediate Spanish II.....	4
Restricted Electives:		
Choose one course from the following:		
EGSJ 030	Identity and Ideology: Intro to Chicano/a and Latino/a Studies .....	3
EGSJ 031	Chicano/Latino Literature, Film, Theater, & Music .....	3
Required Courses .....		18
Restricted Electives .....		3
Cal-GETC General Education Requirements .....		34
Transferable elective units as needed.		
MINIMUM TRANSFERABLE UNITS.....		60
Advisor:	Y. Llort	

# COURSE DESCRIPTIONS

## ACADEMIC SKILLS CENTER (ASC)

### ASC 005A TUTOR TRAINING

0 Units  
Total Lab Hours: 24

This course covers general tutoring skills that can be utilized for any subject matter. The tutoring skills covered are based on the requirements for College Reading and Learning Association (CRLA) tutoring certification, which includes an understanding of tutoring pedagogy elements such as tutoring rights and responsibilities, relevant learning theory, active listening, modeling, coping with affective interference, developing approaches to working with diverse populations, and academic success coaching in the tutorial context. *Prerequisite: Current enrollment with a minimum of 6 units; instructor recommendation; and a grade of "B" or better in the course to be tutored.*

### ASC 100 SUPERVISED TUTORING

0 Units  
Total Lab Hours: 72

This course is a free, open entry/open exit environment where college students receive tutoring through the Tutoring & Academic Support Center (TASC) in a variety of subjects from one-on-one, small group, and/or online help. Students must be concurrently enrolled in the course for which they request tutoring. Referral on the basis of an identified learning need is required for students to enroll in this course. The referral can be from a counselor, an instructor, or the students themselves. (Chancellor's Office Guidelines for Title 5, Section 58170)

### ASC 101A LIBRARY WORKSHOP - LIBRARY ORIENTATION

0 Units  
Total Lecture Hours: 1

This noncredit course provides supplemental instruction for students enrolled in credit courses requiring researched papers and/or assignments. Students learn about library resources and services, along with effective search techniques for online library databases.

### ASC 101B LIBRARY WORKSHOP - SEARCH STRATEGIES

0 Units  
Total Lecture Hours: 1

This noncredit course provides supplemental instruction for students enrolled in credit courses requiring researched papers and/or assignments. Topics covered include effective search techniques, Boolean logic, primary and secondary sources, utilizing Google Scholar, and differentiating magazines and journals.

### ASC 101C LIBRARY WORKSHOP - EVALUATING SOURCES

0 Units  
Total Lecture Hours: 1

This noncredit course provides supplemental instruction for students enrolled in credit courses requiring researched papers and/or assignments. Topics covered include evaluating sources of information and identifying fake news.

### ASC 101D LIBRARY WORKSHOP - APA FORMAT

0 Units  
Total Lecture Hours: 1

This noncredit course provides supplemental instruction for students enrolled in credit courses requiring researched papers and/or assignments. Topics include proper citations in APA format and avoiding plagiarism.

### ASC 101E LIBRARY WORKSHOP - MLA FORMAT

0 Units  
Total Lecture Hours: 1

This noncredit course provides supplemental instruction for students enrolled in credit courses requiring researched papers and/or assignments. Topics include proper formatting in MLA style and avoiding plagiarism.

### ASC 102 WORDS

0 Units  
Total Lecture Hours: 1-72

This course places an emphasis on parts of speech and their functions in a sentence. Students gain an understanding of nouns and pronouns, pronoun case, prepositions and prepositional phrases, action and linking verbs, subjects, and objects. Having a strong foundation in sentence components is essential to successful academic writing.

### ASC 103 SENTENCES

0 Units  
Total Lecture Hours: 1-72

Building on the skills learned in the Words course, students learn to construct simple, compound, and complex sentences. Topics include independent and dependent clauses, coordinating and subordinating conjunctions, and punctuation. By mastering these three sentence structures, students will naturally avoid fragments and run-ons.

*Advisory: ASC 102*

### ASC 104 PARAGRAPHS & ESSAYS

0 Units  
Total Lecture Hours: 1-72

Good writing can get lost in a poorly-structured paragraph or essay. This workshop emphasizes the importance of a strong thesis statement, clear topic sentences, and appropriate and sufficient support. Students will understand the differences and similarities between paragraphs and essays, and several rhetorical patterns will be discussed.

### ASC 105 FOUNDATIONS OF READING

0 Units  
Total Lecture Hours: 36

In this two-hour workshop, students will gain reading comprehension and critical reading skills; they will also build vocabulary skills. Students will draw logical inferences and critically evaluate arguments in academic writing.

**ASC 111  
MESA ORIENTATION COURSE**

0 Units

Total Lecture Hours: 16

This course is intended to introduce incoming Math Engineering Science Achievement (MESA) Program students to campus resources, the expectations of undergraduate college students, research and internships, careers in science, engineering and math, and tools to be successful in college. Students taking this course must qualify for the MESA program, which includes the intention to apply to a 4-year institution. This course must be completed within the first semester of joining the MESA Program to receive benefits.

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**ACCESS (ACC)**

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**Effective Spring 2026****ACC 040  
ACCESS (DSPS) COMPUTER SKILLS AND  
ACADEMIC SUPPORT LAB**

0 Units

Total Lab Hours: 64

In this course, students with disabilities attain the foundational skills necessary to use computers effectively for academic and personal use. The course covers basic computer operation, file management, word processing, internet navigation, and assistive technology. In addition, students receive tutoring support for coursework in various disciplines. The course emphasizes individualized instruction and self-paced learning.

*Prerequisite: This course is intended for students enrolled in ACCESS who meet the qualifications to join the program. To be eligible for enrollment in this course, students must have approval from the instructor.*

**ACC 041  
STRATEGIES FOR COLLEGE SUCCESS**

2 Units

Total Lecture Hours: 27

Total Lab Hours: 27

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

*Advisory: Intended for students with disabilities*

**Deactivation Effective Spring 2026****ACC 044  
COMPUTER ACCESS KEYBOARDING**

0 Units

Total Lecture Hours: 1-72

Total Lab Hours: 1-72

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

*Advisory: Intended for students with disabilities.*

**Effective Spring 2026****ACC 044  
ACCESS (DSPS) COMPUTER  
KEYBOARDING**

0 Units

Total Lab Hours: 64

In this course, students with disabilities develop and improve keyboarding skills using adaptive strategies and assistive technology. Students learn proper finger placement, accuracy, speed-building techniques, and strategies for accessibility in typing. Assistive technology tools are integrated to accommodate students who have a range of disabilities, including visual impairments, mobility limitations, and learning differences.

*Prerequisite: This course is intended for students enrolled in ACCESS who meet the qualifications to join the program. To be eligible for enrollment in this course, students must have approval from the instructor.*

**ACC 301  
INTRODUCTION TO LEARNING  
DISABILITIES**

0 Units

Total Lecture Hours: 4.5

Total Lab Hours: 13.5

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

*Advisory: Intended for students with disabilities.*

**Deactivation Effective Spring 2026****ACC 304  
ACCESS INSTRUCTIONAL SUPPORT LAB**

0 Units

Total Lab Hours: 72

This noncredit course provides basic skills tutorials (reading, English, arithmetic, and algebra) and adaptive software to support disabled students enrolled in regular college programs or adult basic education. Faculty work with each student to develop an individualized program of computerized activities that enhances the student's ability to overcome educational limitations, leading to the successful completion of college coursework.

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**ACCOUNTING (ACCT)**

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**ACCT 001  
FINANCIAL ACCOUNTING**

4.5 Units

Total Lecture Hours: 81

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

*Advisory: BUAC 066*

*CSU, UC, Program Applicable*

*C-ID ACCT 110*

## ACCT 002 MANAGERIAL ACCOUNTING

3.5 Units

Total Lecture Hours: 63

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

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

CSU, UC, Program Applicable

C-ID ACCT 120

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

3 Units

Total Lecture Hours: 54

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

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

Program Applicable

## ACCT 004 TAX ACCOUNTING I - INDIVIDUALS

3 Units

Total Lecture Hours: 54

This course is designed to provide students with tax information for both personal and career interests. Students learn tax knowledge and material from the current laws and regulations. This assists in the preparation of their own individual tax returns, tax returns for other individuals, and a tax return for a small business. Income tax issues encountered by individuals in analyzing business, investment, employment, and personal decisions are reviewed. Tax planning issues for the current year and future years are considered. This course replaces BUAC 004.

Advisory: BUAC 066

CSU, Program Applicable

## ACCT 005 TAX ACCOUNTING II - BUSINESS ENTITIES

3 Units

Total Lecture Hours: 54

This course is designed to provide students with tax information for both personal and career interests. Students learn tax information from the current laws and regulations available for preparation of tax returns for their own business entities and for the business entities of others. Corporations, partnerships, estates, and trusts are covered. The tax issues arising in formation, operation, and termination of corporations and partnerships are reviewed. Tax planning issues for the current year and future years are considered. Formerly known as BUAC 005.

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

Program Applicable

## ADULT EDUCATION (AE) FORMERLY DEVELOPMENTAL EDUCATION (DE)

### AE 300A BASIC COLLEGE MATHEMATICS

0 Units

Total Lecture Hours: 72

AE 300A helps students acquire basic math skill competency and prepares them to succeed in college level courses. Students apply the order of operations to whole numbers, integers, and rational numbers in the form of decimals and fractions. Other topics include rates, ratios, proportions, percentages, the basic percent equation, and simple interest equation applied to business and consumer applications. Students will review metrics using the U.S. customary system and the metric system including converting units. The course introduces statistics, probability, and elementary geometric concepts such as perimeter, area, and volume, including square roots to solve simple right triangle problems using the Pythagorean Theorem. Students review linear equations, including slope. Formerly known as DE 300A.

### AE 300B BASIC COLLEGE ENGLISH

0 Units

Total Lecture Hours: 72

AE 300B is designed to improve students' receptive and expressive skills (reading and writing) and to prepare them for success in college-level courses. Writing instruction includes word usage, sentence formation, paragraph development, capitalization, punctuation, spelling, and writing conventions. Reading instruction includes using context clues, recalling information, interpreting graphic information, comprehension, and analysis of reading passages. Formerly known as DE 300B.

### AE 301 SUPPLEMENTAL READING

0 Unit

Total Lecture Hours: 34

This is an open-entry/open-exit course in which students read fiction and nonfiction in order to improve comprehension, vocabulary, critical thinking, reflective writing, and general enjoyment of reading. Students borrow from a collection of books, read them, then respond to the texts orally and in writing. This course supports all AE courses. Formerly RDG 100 and DE 301.

### AE 302 ENGLISH AS A SECOND LANGUAGE I

0 Units

Total Lecture Hours: 72

This is a noncredit, beginning-level class. It is an open-entry, open-exit course designed for non-native speakers of English and those who speak English as their second language. Course content includes phonics, listening skills, vocabulary, grammar, reading, writing, oral communication, social studies, and American culture. Formerly known as DE 302.

### AE 303 DIGITAL LITERACY

0 Units

Total Lecture Hours: 72

This noncredit, open-entry, open-exit course is designed to teach adult learners the critical digital literacy skills necessary for work, school, and daily life.

**AE 305  
ENGLISH AS A SECOND LANGUAGE II**

0 Units

Total Lecture Hours: 72

This is a noncredit, intermediate-level class. It is an open-entry, open-exit course designed for non-native speakers of English and those who speak English as their second language. This course continues to build upon the four language competencies of reading, writing, listening, and speaking English in integrated skills formats. Formerly known as DE 305.

**AE 308  
ENGLISH AS A SECOND LANGUAGE III**

0 Units

Total Lecture Hours: 72

This is a noncredit, advanced-level class. It is an open-entry, open-exit course designed for non-native speakers of English and those who speak English as their second language. The course is designed to prepare students to transition to basic English courses. The course content includes advanced grammar studies as well as written and oral communication and reading. Formerly known as DE 308.

**AE 309  
USA LEARNS: CITIZENSHIP**

0 Units

Total Lecture Hours: 72

This noncredit, open-entry, open-exit course is designed to help nonnative English speakers prepare for the United States naturalization interview, including the N-400 review and the civics, reading, and writing tests. In addition to teaching key vocabulary and concepts, the course includes extensive practice in listening and pronunciation. Formerly known as DE 309.

**AE 310A  
HIGH SCHOOL ENGLISH COMPOSITION - A**

0 Units

Total Lecture Hours: 72

English Composition - A focuses on reading comprehension and writing skills. Students learn reading techniques, expository writing formulas, how to use reference materials, and how to analyze literature of various genres. Students explore authorial techniques in poetry, fiction, and nonfiction and analyze thematic connections. This course meets the Common Core State Standards for English Language Arts, satisfies the first semester of English in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the first half of DE 310 and DE 310A.

**AE 310B  
HIGH SCHOOL ENGLISH COMPOSITION - B**

0 Units

Total Lecture Hours: 72

English Composition - B focuses on critical reading and writing skills. Students learn to analyze argumentative texts, informational texts, and literature of various genres and apply that learning to their own writing. The course builds students' analysis and writing skills as they explore drama, historical documents, speeches, and short fictional texts. This course satisfies the second semester of English in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the second half of DE 310 and DE 310B.

**AE 312A  
HIGH SCHOOL INTRODUCTION TO LITERATURE - A**

0 Units

Total Lecture Hours: 72

Introduction to Literature - A examines informational texts as well as modern and world literature to explore themes, literary elements, and word choice. Students analyze the development of central ideas through the structure and vocabulary of a text. This course meets the Common Core State Standards for English Language Arts, partially satisfies the English requirement in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the first half of DE 312 and DE 312A.

**AE 312B  
HIGH SCHOOL INTRODUCTION TO LITERATURE - B**

0 Units

Total Lecture Hours: 72

Introduction to Literature - B examines informational texts as well as modern and world literature to explore themes, literary elements, and word choice. Students analyze the development of central ideas through the structure and vocabulary of a text. This course meets the Common Core State Standards for English Language Arts, partially satisfies the English requirement in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the second half of DE 312 and DE 312B.

**AE 316  
READING DEVELOPMENT**

0 Units

Total Lecture Hours: 64

This open-entry/open-exit course is designed to improve reading skills and to foster reading enjoyment by building and reinforcing reading proficiency. It covers decoding, comprehension, and critical thinking skills needed in academic and work situations. Formerly known as DE 316.

**AE 317  
COLLEGE PREPARATORY READING**

0 Units

Total Lecture Hours: 3

This open-entry/open-exit course develops reading skills necessary for success in a college program of studies. The following topics are addressed: vocabulary, main ideas, supporting details, implied main ideas, inferences, purpose and tone, argument, and critical thinking. These concepts are applied to a variety of fiction and nonfiction works. Formerly RDG 051 and DE 317.

**AE 320A  
HIGH SCHOOL AMERICAN LITERATURE - A**

0 Units

Total Lecture Hours: 72

In AE 320A, students study a variety of techniques to improve their reading comprehension and writing skills while studying the types of writing: creative, descriptive, expository, narrative, and persuasive. Students read and analyze different literary genres, with an emphasis on American literary movements, and complete writing activities to evaluate works for literary techniques, forms, and themes. This course meets the Common Core State Standards for English Language Arts, partially satisfies the English requirement in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the first half of DE 320 and DE 320A.

## **AE 320B HIGH SCHOOL AMERICAN LITERATURE - B**

0 Units

Total Lecture Hours: 72

In AE 320B, students encounter a variety of techniques to improve their reading comprehension and writing skills. The course includes creative, descriptive, and narrative writing with an emphasis on modern American literature and its literary movements. Students complete writing activities to evaluate various literary works with regards to literary techniques, form, and theme. This course meets the Common Core State Standards for English Language Arts, partially satisfies the English requirement in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the second half of DE 320 and DE 320B.

## **AE 321A HIGH SCHOOL BRITISH LITERATURE - A**

0 Units

Total Lecture Hours: 72

In this course, students will explore the relation between British history and literature from the Anglo-Saxon period through the Neoclassical era. Students read and analyze a variety of literary works from these eras by using relevant cultural and political history. This course meets the Common Core State Standards for English Language Arts, satisfies part of the English requirement in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the first half of DE 321 and DE 321A.

## **AE 321B HIGH SCHOOL BRITISH LITERATURE - B**

0 Units

Total Lecture Hours: 72

In this course, students will explore the relation between British history and literature from the Romantic period through the Modern era. Students read and analyze a variety of literary works from these eras by using relevant cultural and political history. This course meets the Common Core State Standards for English Language Arts, satisfies part of the English requirement in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the second half of DE 321 and DE 321B.

## **AE 330A HIGH SCHOOL BEGINNING MATH SKILLS - A**

0 Units

Total Lecture Hours: 72

Mathematics is the science of number, quantity, and space. In this course, students solve problems using expressions and equations. Students learn how to work with and manipulate numbers in equations in order to solve problems they encounter in everyday life. This course meets the Common Core State Standards for General Math, satisfies the first semester of General Math in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the first half of DE 330 and DE 330A.

## **AE 330B HIGH SCHOOL BEGINNING MATH SKILLS - B**

0 Units

Total Lecture Hours: 72

In this course, students explore how to solve problems using expressions and equations, geometry, and basic statistical methods. This course meets the Common Core State Standards for General Math, satisfies the second semester of General Math in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the second half of DE 330 and DE 330B.

## **AE 340A HIGH SCHOOL WORLD GEOGRAPHY AND CULTURES - A**

0 Units

Total Lecture Hours: 72

Geography is the study of the physical world and the many systems within it. In this course, students examine human cultures and how they develop in relation to the environment and its natural resources, with a particular focus on North, Central, and South America. This course satisfies an elective requirement for the High School Completion Program. Successful completion of this course is worth five high school credits and no college credits. Formerly the first half of DE 340 and DE 340A.

## **AE 340B HIGH SCHOOL WORLD GEOGRAPHY AND CULTURES - B**

0 Units

Total Lecture Hours: 72

Geography is the study of the physical world and the many systems within it. In this course, students examine human settlement and how it developed in relation to weather patterns and natural resources in Europe, Asia, Africa, Australia, and New Zealand. This course satisfies an elective requirement for the High School Completion Program. Successful completion of this course is worth five high school credits and no college credits. Formerly the second half of DE 340 and DE 340B.

## **AE 366A HIGH SCHOOL EARTH SCIENCE - A**

0 Units

Total Lecture Hours: 72

Earth Science A begins with a discussion of the methods and tools that scientists use to study Earth and space science, including the scientific method, modeling, and mathematics. Students examine theories explaining how the planets, solar system, and universe formed and explain the interactions among the sun, Earth, and moon. Students also learn about the emergence of Earth's materials, atmosphere, and first life forms, as well as the dating methods that help explain Earth's history. This course partially satisfies the physical science requirement in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the first half of DE 366 and DE 366A.

## **AE 366B HIGH SCHOOL EARTH SCIENCE - B**

0 Units

Total Lecture Hours: 72

Earth Science B continues the study of Earth and space science. It begins with the composition of rocks and minerals and the processes involved in the rock cycle. Other topics include tectonic mechanisms, the hydrosphere and atmosphere, the differences between weather and climate, and constructing evidence-based predictions using data and modeling. Students consider negative effects that humans can have on the natural cycles of Earth and protective measures to counter these effects. This course partially satisfies the physical science requirement in the High School Completion Program and provides five high school credits upon successful completion. Formerly the second half of DE 366 and DE 366B.

**AE 368  
HIGH SCHOOL ENVIRONMENTAL SCIENCE**

0 Units  
Total Lecture Hours: 72

This course is an introduction to the concepts and processes of environmental science. Students describe the abiotic and biotic factors of an ecosystem, the importance of biodiversity for the survival of organisms, and the importance of the food chain and the food web in the ecosystem. In addition, the course examines ecological interactions and succession, climate change, and different types of adaptation. This course partially satisfies the physical science requirement in the High School Completion Program and provides five high school credits upon successful completion. Formerly known as DE 368.

**AE 384  
HIGH SCHOOL WOMEN'S STUDIES**

0 Units  
Total Lecture Hours: 72

In AE 384, students develop critical thinking skills by exploring the experience of women through cinema. Topics include gender, race, and social class in American film and the history of the women's movement. Women's Studies explores stereotypes and normativity in female film characterizations through the 1990s. This course satisfies an elective requirement in the High School Completion Program and provides five high school credits upon successful completion. Formerly known as DE 384.

**AE 387  
HIGH SCHOOL INTRODUCTION TO  
ARCHAEOLOGY**

0 Units  
Total Lecture Hours: 72

The field of archaeology explains the events and societies of the past that have shaped the modern world. AE 387 focuses on the techniques, methods, and theories that guide the study of the past. Students learn how archaeological research is conducted and interpreted, how artifacts are located and preserved, and how material items are related to culture. This course satisfies an elective requirement in the High School Completion Program and provides five high school credits upon successful completion. Formerly known as DE 387.

**AE 388  
HIGH SCHOOL GOTHIC LITERATURE**

0 Units  
Total Lecture Hours: 72

In AE 388, students explore Gothic literature and its greatest authors from the 19th century through modern times. The course focuses on how Gothic themes reflect the class system, gender norms, racism, and social injustice. This course satisfies one elective requirement in the High School Completion Program and provides five high school credits upon successful completion. Formerly known as DE 388.

**AE 390  
GED PREP SCIENCE**

0 Units  
Total Lab Hours: 72

This course prepares students for the GED 2014 Official Test and is aligned with the Common Core State Standards (CCSS). The course focuses on the three content areas of the GED 2014 Science Test: life science, physical science, and earth and space science. General science curriculum is interspersed with test-taking strategies, and upon completion of the course's modules, students are given the opportunity to take a GED 2014 practice test. Formerly known as DE 390.

**AE 392  
GED PREP SOCIAL STUDIES**

0 Units  
Total Lab Hours: 72

This course prepares students for the GED 2014 Official Test and is aligned with the Common Core State Standards (CCSS). The course focuses on the four content areas of the GED 2014 Social Studies Test: Geography and the World, U. S. History, Government and Civics, Economics, and World History. In addition to the content, the course covers test-taking strategies and higher-order concepts covered on the test. Upon completion of the course's modules, students are given the opportunity to take a GED 2014 practice test. Formerly known as DE 392.

**AE 395  
GED PREP LANGUAGE ARTS**

0 Units  
Total Lab Hours: 72

This course prepares students for the GED 2014 Reasoning through Language Arts Official Test and is aligned with the Common Core State Standards (CCSS). This course includes reading comprehension, writing, language conventions, and usage. Students will learn how to determine main ideas, points of view, inferences, and claims from a variety of sources, including some at the career- and college-readiness levels. Students will also learn how to plan, organize, write, and revise essays using correct grammar, capitalization, and punctuation. Test-taking strategies are included, and upon completion of the course's modules and essay writing, students are given the opportunity to take a GED 2014 practice test. Formerly known as DE 395.

**AE 396  
GED PREP MATH REASONING**

0 Units  
Total Lab Hours: 72

This course prepares students for the GED 2014 Official Test and is aligned with the Common Core State Standards (CCSS). The course focuses on the four broad mathematical content areas of the GED 2014 Mathematical Reasoning Test: number sense and operations, data measurement and analysis, algebra, functions, and patterns, and geometry. In addition to the content, the course covers test-taking strategies and higher-order concepts covered on the test. Upon completion of the course's modules, students are given the opportunity to take a GED 2014 practice test. Formerly known as DE 396.

**AE 432A  
HIGH SCHOOL PRE-ALGEBRA - A**

0 Units  
Total Lecture Hours: 72

In AE 432A, students study basic concepts of mathematics, such as transformations and linear equations. They solve real-world problems by using linear equations and interpreting functions. This course meets the Common Core State Standards for General Math, satisfies the first semester of Pre-Algebra in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the first half of DE 332 and DE 432A.

## **AE 432B HIGH SCHOOL PRE-ALGEBRA - B**

0 Units

Total Lecture Hours: 72

AE 432B introduces scientific notation and how to use roots appropriately. Students plot and compare irrational numbers, simplify expressions with irrational numbers, and explore the Pythagorean Theorem and probability. This course meets the Common Core State Standards for General Math, satisfies the second semester of Pre-Algebra in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the second half of DE 332 and DE 432B.

## **AE 434A HIGH SCHOOL ALGEBRA - A**

0 Units

Total Lecture Hours: 72

This course is designed to build, develop, and periodically assess mathematical knowledge while strengthening students' algebraic skills. Students focus on linear relationships through graphing, creating, solving, and applying function notation to describe them. Students also study linear transformations and represent linear data using scatter plots and mathematical models. In the last unit, students represent, compare, and analyze data sets in a variety of contexts. This course satisfies the first semester of General Algebra in the High School Completion Program and provides five high school credits upon successful completion. Formerly the first half of DE 334 and DE 434A.

## **AE 434B HIGH SCHOOL ALGEBRA - B**

0 Units

Total Lecture Hours: 72

Algebra B builds, develops, and assesses students' mathematical knowledge while strengthening skills. Students learn quadratic and exponential relationships, perform operations, and factor polynomials, and write and graph quadratic equations. Students also model real-world situations with quadratic functions, solve quadratic equations, and solve linear-quadratic and linear-exponential functions. Students compare different function types graphically and algebraically. This course satisfies the second semester of General Algebra in the High School Completion Program and provides five high school credits upon successful completion. Formerly the second half of DE 334 and DE 434B.

## **AE 450A HIGH SCHOOL WORLD HISTORY - A**

0 Units

Total Lecture Hours: 72

World History A explores major historical events around the world and emphasizes the development of historical thinking skills. Students examine the origins and developments of European exploration. Students focus on events in the early modern world, investigating the causes and effects of the Renaissance; European exploration of Africa, Asia, and North and South America; the Scientific Revolution, and political revolutions from 1776 to 1917. Other topics include the impact of industrialization and nationalism on the early modern world. This course satisfies the first semester requirement of World History in the High School Completion Program and provides five high school credits upon successful completion. Formerly the first half of DE 350 and DE 450A.

## **AE 450B HIGH SCHOOL WORLD HISTORY - B**

0 Units

Total Lecture Hours: 72

In World History B, students explore major historical events around the world: imperialism in the late nineteenth and early twentieth centuries, WWI, WWII, the rise and fall of communism in the Soviet Union and China, and the effects of decolonization in Southeast Asia and Africa. Students then study the modernization of China, the rise of nationalism in the Middle East, and the benefits and challenges of economic globalization. This course satisfies the second semester requirement of World History in the High School Completion Program and provides five high school credits upon successful completion. Formerly the second half of DE 350 and DE 450B.

## **AE 451A HIGH SCHOOL UNITED STATES HISTORY - A**

0 Units

Total Lecture Hours: 72

United States History - A focuses on the expansion of the nation from the late 1700s to the mid-1900s. It reviews the events and principles behind the founding of the United States. Students use historical inquiry to analyze societal issues, trends, and events from the Civil War through the Great Depression and World War II. This course meets the Common Core State Standards for Literacy in History/Social Studies, satisfies the first semester of U.S. History in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the first half of DE 351 and DE 451A.

## **AE 451B HIGH SCHOOL UNITED STATES HISTORY - B**

0 Units

Total Lecture Hours: 72

In United States History - B, students examine and analyze events from the Cold War to the Civil Rights Movement to the War on Terror. These important events are evaluated through a variety of viewpoints as well as with primary and secondary sources. This course meets the Common Core State Standards for Literacy in History/Social Studies, satisfies the second semester of U.S. History in the High School Completion Program, and provides five high school credits upon successful completion. Formerly the second half of DE 351 and DE 451B.

## **AE 452 HIGH SCHOOL AMERICAN GOVERNMENT**

0 Units

Total Lecture Hours: 72

In AE 452, students learn about the principles and events that led to the founding of the United States in the eighteenth century; examine the three branches of U.S. government; explore the role of the individual citizen; and apply this knowledge to areas of foreign, domestic, and economic policy. The course emphasizes chronology and the use of historical documents to explain the events and structures of modern government. This course satisfies the American Government requirement in the High School Completion Program and provides five high school credits upon successful completion. Formerly known as DE 352, DE 452.

**AE 453  
HIGH SCHOOL ECONOMICS**

0 Units

Total Lecture Hours: 72

This economics course covers basic economic problems, such as scarcity, choice, and effective use of resources. Students explore market structures and international trade with emphasis on the basic principles of the American economic system and the role of the government and the Federal Reserve System. This course satisfies the economics requirement in the High School Completion Program and provides five high school credits upon successful completion. Formerly known as DE 353 and DE 453.

**AE 460A  
HIGH SCHOOL BIOLOGY - A**

0 Units

Total Lecture Hours: 72

In AE 460A, students are introduced to biology and biochemistry with a focus on plant and animal cells, the functions of different organ systems, cell division, DNA, and chromosomes. This course meets the Common Core State Standards for Literacy in Science, satisfies the first semester of Biology in the High School Completion Program, and provides five high school credits upon successful completion. Formerly known as the first half of DE 360 and DE 460A.

**AE 460B  
HIGH SCHOOL BIOLOGY - B**

0 Units

Total Lecture Hours: 72

AE 460B explores the classification, characteristics, and biological processes of living organisms and considers evolutionary mechanisms and the environment. Students focus on the conservation of energy in different ecosystems and how the ecosystems are interdependent. This course meets the Common Core State Standards for Literacy in Science, satisfies the second semester of Biology in the High School Completion Program, and provides five high school credits upon successful completion. Formerly known as the second half of DE 360 and DE 460B.

**AE 465A  
HIGH SCHOOL PHYSICAL SCIENCE - A**

0 Units

Total Lecture Hours: 72

In AE 465A, students learn to describe the atomic and molecular structure of substances using models and to investigate chemical reactions, forces, and the motion of objects. Students solve problems of power and apply these principles to simple machines to understand their relationship to more complex machines. This course meets the Common Core State Standards for Literacy in Science, satisfies the first semester of Physical Science in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the first half of DE 365 and DE 465A.

**AE 465B  
HIGH SCHOOL PHYSICAL SCIENCE - B**

0 Units

Total Lecture Hours: 72

In AE 465B, students investigate gravitational and electromagnetic force fields as well as concepts of electricity. The course explores energy transformations, how sound and light travel, and how electromagnetic waves assist with communication and collection of information about the universe. This course meets the Common Core State Standards for Literacy in Science, satisfies the second semester of Physical Science in the High School Completion Program, and provides five high school credits upon successful completion of the course. Formerly the second half of DE 365 and DE 465B.

**AE 470  
HIGH SCHOOL HEALTH SCIENCE**

0 Units

Total Lecture Hours: 72

Health Science explores what it means to be healthy and the activities that engender long-term health; practices that lead to a longer, more enjoyable life; and how health choices impact a student's life in meaningful ways. This course satisfies the requirement for Health Science in the High School Completion Program and provides five credits upon successful completion. Formerly known as DE 370 and DE 470.

**AMERICAN SIGN LANGUAGE (ASL)****ASL 001  
ELEMENTARY AMERICAN SIGN  
LANGUAGE I**

5 Units

Total Lecture Hours: 90

This course is an introduction to American Deaf culture through the language of American Sign Language (ASL) and includes sign vocabulary, grammar, the manual alphabet, receptive and expressive skills, finger spelling, non-verbal techniques, and language philosophies related to the Deaf culture. Students also explore the historical and cultural aspects of the Deaf community. This course is equivalent to ASL 001A and ASL 001B.

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: None

**ASL 002  
ELEMENTARY AMERICAN SIGN  
LANGUAGE II**

5 Units

Total Lecture Hours: 90

This course continues to build upon the topics, vocabulary, grammar, and conversational skills introduced in Elementary American Sign Language I (ASL 001). Students further study specific language and cultural behaviors and learn how to control the pace of a conversation, and are encouraged to apply Deaf culture communication skills in a variety of classroom and realistic situations. Students continue to develop and extend their previously acquired knowledge and skills, as well as focus on developing awareness and cultural sensitivity to Deaf values and norms. This course is equivalent to ASL 002A and ASL 002B.

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

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3B

**ASL 003  
INTERMEDIATE AMERICAN SIGN  
LANGUAGE I**

4 Units

Total Lecture Hours: 90

This course builds on the material introduced in ASL-002. Students expand their vocabulary and idioms, increase to a normal conversational speed, and express and receive complex ASL sentences. Students work with ASL narratives and apply discourse skills with special emphasis on spatial grammar structures. Students continue to develop their awareness of Deaf culture. This course includes an expanded discussion of Deaf cultural issues and daily life.

Prerequisite: ASL 002 with a grade of "C" or better

CSU, UC Program Applicable

CMC GE: 3, Cal-GETC: 3B

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## ASL 004 INTERMEDIATE AMERICAN SIGN LANGUAGE II

4 Units

Total Lecture Hours: 90

This course continues to develop the material introduced in ASL 003. Students demonstrate mastery of ASL vocabulary and idioms, complex ASL sentences and fingerspelled loan signs, and develop ASL storytelling skills while refining discourse skills. Students increase their conversational speed in fingerspelling. Sensitivity to Deaf cultural issues will be demonstrated in the classroom and in the Deaf community.

Prerequisite: ASL 003 with a grade of "C" or better

CSU, UC Program Applicable

CMC GE: 3, Cal-GETC: None

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## ANTHROPOLOGY (ANTH)

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### ANTH 001 INTRODUCTION TO PHYSICAL ANTHROPOLOGY

3 Units

Total Lecture Hours: 54

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

CSU, UC, Program Applicable

CMC GE: 5, Cal-GETC: 5B

C-ID ANTH 110

### ANTH 002 CULTURAL ANTHROPOLOGY

3 Units

Total Lecture Hours: 54

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

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: 4

C-ID ANTH 120

### ANTH 003 ARCHAEOLOGY: AN INTRODUCTION TO PREHISTORY

3 Units

Total Lecture Hours: 54

This course investigates human prehistory, spanning the period. This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences.

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: 4

C-ID ANTH 150

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## ART (ART)

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### ART 001A FUNDAMENTALS OF DRAWING AND COMPOSITION

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course is an introduction to observational drawing and composition open to art and non-art majors interested in developing basic drawing skills. Students develop the ability to perceive and define shape, contour, volume, space, and light using a variety of drawing media and subject matter. Emphasis is on clarity of observation and the ability to order and translate three-dimensional form and space into two-dimensional drawings. Students expand their understanding of visual and verbal analysis pertaining to finished works of art and examine historical and contemporary trends in drawing.

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: None

C-ID ARTS 110

### ART 101A FUNDAMENTALS OF DRAWING AND COMPOSITION - NONCREDIT

0 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course is an introduction to observational drawing and composition open to art and non-art majors interested in developing basic drawing skills. Students develop the ability to perceive and define shape, contour, volume, space, and light using a variety of drawing media and subject matter. Emphasis is on clarity of observation and the ability to order and translate three-dimensional form and space into two-dimensional drawings. Students expand their understanding of visual and verbal analysis pertaining to finished works of art and examine historical and contemporary trends in drawing.

### ART 001B INTERMEDIATE DRAWING AND COMPOSITION

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

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

Prerequisite: ART 001A with a grade of "C" or better

CSU, UC, Program Applicable

C-ID ARTS 205

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

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

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

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: None

C-ID ARTS 100

**ART 004  
THREE-DIMENSIONAL DESIGN**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course introduces the concepts, applications, and historical references related to three dimensional design and spatial compositions, including the study of visual elements and design principles as they apply to form and space. Students will develop a visual design vocabulary through lecture presentations and in the use of appropriate materials for three-dimensional studio projects. Studio techniques will include casting, additive, subtractive, and assemblage methods in the production of three-dimensional forms.  
CSU, UC, Program Applicable  
C-ID ARTS 101

**ART 005A  
INTRODUCTION TO FIGURE DRAWING**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is a first semester course for art and non-art majors interested in developing the basic drawing skills of representing the human figure and understanding artistic anatomy. As an introduction to observational figure drawing and composition, students develop the ability to perceive and define the anatomy and structural organization of the human form in terms of expressive design and creative use of drawing media. Students utilize a variety of drawing media within the course and work up to representing the human figure in full value and color.

Advisory: ART 001A  
CSU, UC, Program Applicable  
C-ID ARTS 200

**ART 105A  
INTRODUCTION TO FIGURE DRAWING - NONCREDIT**

0 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is a first semester course for art and non-art majors interested in developing the basic drawing skills of representing the human figure and understanding artistic anatomy. As an introduction to observational figure drawing and composition, students develop the ability to perceive and define the anatomy and structural organization of the human form in terms of expressive design and creative use of drawing media. Students utilize a variety of drawing media within the course and work up to representing the human figure in full value and color.

Advisory: ART 001A

**ART 005B  
INTERMEDIATE FIGURE DRAWING**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

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

**ART 007A  
INTRODUCTION TO CERAMICS**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is an introductory ceramics course for art and non-art majors. Ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing, and ceramic terminology are covered. Students explore aesthetic and creative development of clay objects by examining historical, contemporary, and personal modes of expression across cultures.

Advisory: ART 004  
CSU, UC, Program Applicable

**ART 107A  
INTRODUCTION TO CERAMICS - NONCREDIT**

0 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is an introductory ceramics course for art and non-art majors. Ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing, and ceramic terminology are covered. Students explore aesthetic and creative development of clay objects by examining historical, contemporary, and personal modes of expression across cultures.

Advisory: ART 004

**ART 007B  
INTERMEDIATE CERAMICS**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

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

**ART 009A  
PRINTMAKING**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

Advisory: ART 003A  
CSU, UC, Program Applicable

## ART 009B PRINTMAKING

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

*Prerequisite:* ART 009A with a grade of "C" or better  
CSU, UC, Program Applicable

## ART 010 INTRODUCTION TO ART

3 Units  
Total Lecture Hours: 54

This course is an introduction to the concepts, techniques, and social forces that shape and reflect our visual world. Emphasis is placed on gaining insights and developing an understanding of the variables inherent in planning, organizing, and making a work of art.

*Advisory:* ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: 3A  
C-ID ARTH 100

## ART 011A INTRODUCTION TO SCULPTURE

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course is an introduction to sculpture for art and non-art majors covering three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. Students explore a variety of materials and processes, including additive and subtractive methods, assemblage and construction, and relief mold-making and casting. Concepts and trends in sculpture and three-dimensional art from pre-history to the contemporary are studied with an emphasis on covering a range of artists from diverse backgrounds and identities.

*Advisory:* ART 004, ART 001A  
CSU, UC, Program Applicable

## ART 011B INTERMEDIATE SCULPTURE

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

*Prerequisite:* ART 011A with a grade of "C" or better  
CSU, UC, Program Applicable

## ART 023A INTRODUCTION TO PAINTING

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is a first semester course for art and non-art majors interested in developing basic painting skills. The course explores traditional and contemporary painting techniques with an emphasis on cultivating observational painting skills. Students learn how to perceive and define shape, contour, volume, texture, space, and light using oil painting media. Emphasis is on learning the techniques of painting, understanding the use of color, strengthening observation and rendering skills, while providing an understanding of the historical and cultural development of painting.

*Advisory:* ART 001A  
CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: None  
C-ID ARTS 210

## ART 123A INTRODUCTION TO PAINTING - NONCREDIT

0 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is a first semester course for art and non-art majors interested in developing basic painting skills. The course explores traditional and contemporary painting techniques with an emphasis on cultivating observational painting skills. Students learn how to perceive and define shape, contour, volume, texture, space, and light using oil painting media. Emphasis is on learning the techniques of painting, understanding the use of color, strengthening observation and rendering skills, while providing an understanding of the historical and cultural development of painting.

*Advisory:* ART 001A

## ART 023B INTERMEDIATE PAINTING

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is an intermediate course for art and non-art majors interested in further development of painting skills and techniques, understanding the use of color and space while strengthening observation and rendering skills. The course explores both traditional and contemporary painting concepts, styles, and techniques that involve complex compositional and technical problems in either acrylic or oil painting media.

*Prerequisite:* ART 023A with a grade of "C" or better  
CSU, UC, Program Applicable

## ART 123B INTERMEDIATE PAINTING - NONCREDIT

0 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is an intermediate course for art and non-art majors interested in further development of painting skills and techniques, understanding the use of color and space while strengthening observation and rendering skills. The course explores both traditional and contemporary painting concepts, styles, and techniques that involve complex compositional and technical problems in either acrylic or oil painting media.

*Prerequisite:* ART 023A with a grade of "C" or better

**ART 031  
DIGITAL PHOTOGRAPHY**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course provides an introduction to the tools, materials, and techniques of digital photography, including the use of related computer software programs. Multimedia editing techniques, file formats, composition, and the preparation of images for Web use are included. Theoretical and conceptual trends of digital photography within the scope of contemporary art will be emphasized, as well as personal applications. Students will develop an understanding of visual and verbal analysis pertaining to the aesthetics of digital photographs. Each student must have a digital camera, preferably one with manual controls.

Advisory: ART 003A, CIS 070B  
CSU, Program Applicable

**ART 033  
HISTORY OF PHOTOGRAPHY**

3 Units  
Total Lecture Hours: 54

This course covers the history of photography from its beginning in the mid-nineteenth century to the present time. Illustrated lectures on the technology, application, and aesthetics of photography as a fine art form include the significant movements that contributed to the establishment of photography as one of the major forms of art and communication in the twentieth and twenty-first centuries.

Advisory: ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: 3A

**ART 040  
INTRODUCTION TO DIGITAL GRAPHIC  
DESIGN**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

Advisory: ART 003A  
CSU, Program Applicable  
C-ID ARTS 250

**ART 041  
GRAPHIC DESIGN II**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

Students in this course utilize computers to solve communication and design problems for traditional and new media using graphic, audio, and animation components. Topics covered include digital typography, animation, motion graphics, sound, and new media. Adobe Photoshop/Illustrator, Adobe Encore, and ProShow Producer are the primary applications used in this class. Students must have a digital camera, preferably with manual controls and video capabilities. Students are strongly advised to have access to a home computer and printer for successful completion of this course.

Prerequisite: ART 040 with a grade of "C" or better  
CSU, Program Applicable

**ART 048A  
DIRECTED RESEARCH SEMINAR**

1 Unit  
Total Lecture Hours: 18

The course provides students an opportunity to extend their knowledge and experience of selected topics in Art within the general scope of departmental offerings that are not contained in scheduled courses. Courses 48A, 48B and 48C may be taken for 1, 2 and 3 units, respectively, with a maximum of six (6) seminar units accepted for the A.A. or A.S. degree. Course content and unit credit to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, art show and gallery management projects, art and community projects, or art-related research projects.

CSU, Program Applicable

**ART 048B  
DIRECTED RESEARCH SEMINAR**

2 Units  
Total Lecture Hours: 36

The course provides students an opportunity to extend their knowledge and experience of selected topics in Art within the general scope of departmental offerings that are not contained in scheduled courses. Courses 48A, 48B and 48C may be taken for 1, 2 and 3 units, respectively, with a maximum of six (6) seminar units accepted for the A.A. or A.S. degree. Course content and unit credit to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, art show and gallery management projects, art and community projects, or art-related research projects.

CSU, Program Applicable

**ART 048C  
DIRECTED RESEARCH SEMINAR**

3 Units  
Total Lecture Hours: 54

The course provides students an opportunity to extend their knowledge and experience of selected topics in Art within the general scope of departmental offerings that are not contained in scheduled courses. Courses 48A, 48B and 48C may be taken for 1, 2 and 3 units, respectively, with a maximum of six (6) seminar units accepted for the A.A. or A.S. degree. Course content and unit credit to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, art show and gallery management projects, art and community projects, or art-related research projects.

CSU, Program Applicable

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

3 Units  
Total Lecture Hours: 54

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

Advisory: ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: 3A  
C-ID ARTH 110

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

3 Units

Total Lecture Hours: 54

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

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3A

C-ID ARTH 120

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

3 Units

Total Lecture Hours: 54

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

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3A

C-ID ARTH 150

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

3 Units

Total Lecture Hours: 54

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

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3A

C-ID ARTH 140

## **ASTRONOMY (A)**

### **A 001 DESCRIPTIVE ASTRONOMY**

3 Units

Total Lecture Hours: 54

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

CSU, UC, Program Applicable

CMC GE: 5, Cal-GETC: 5A

### **A 001L DESCRIPTIVE ASTRONOMY LAB**

1 Unit

Total Lab Hours: 54

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

Corequisite: A 001 or prior completion

CSU, UC, Program Applicable

CMC GE: 5, Cal-GETC: 5A, 5C

## **AUTOMOTIVE TECHNOLOGY (AUTO)**

A.S.E. — Automotive Service Excellence Education Foundation

B.A.R. — Bureau of Automotive Repair

### **AUTO 004 PRINCIPLES OF AUTOMOTIVE TECHNOLOGY**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

Principles of Automotive Technology is the prerequisite course for the entry level student in the Automotive Program. It provides a comprehensive overview of the major components and systems found on modern automobiles. The course includes information on the automotive repair industry, workplace safety, identification and proper use of hand tools, construction and operation of major automotive systems, and basic procedures for vehicle maintenance and service.

Program Applicable

### **AUTO 018 ENGINE PERFORMANCE I**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

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

Program Applicable

## **AUTO 020 AUTOMOTIVE ELECTRICAL SYSTEMS I**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

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

Program Applicable

## **AUTO 021 AUTOMOTIVE ELECTRICAL SYSTEMS II**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

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

Prerequisite: AUTO 020 or current ASE Electrical Certification.

Program Applicable

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

5 Units

Total Lecture Hours: 81

Total Lab Hours: 27

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

Advisory: AUTO 018, AUTO 029

Program Applicable

## **AUTO 028 INTRODUCTION TO HYBRID AND ELECTRIC VEHICLE TECHNOLOGY**

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course explores the use of hybrid and electrical battery power for vehicle transportation. Topics include safety when using high voltage, maintenance procedures, drivability, inverter, DC/DC power transfer, and battery technology. This course also covers physics of battery storage, hybrid generation systems, electric vehicle applications, and their integrated systems from many manufacturers. This course could be preparation for the students' successful completion of the L3 ASE certification exam.

The Light Duty Hybrid/Electric Vehicle Specialist (L3) is an advanced level certification geared toward technicians who perform diagnoses and repairs on hybrid/electric vehicles. Students are advised that the Automobile Electrical/Electronic Systems (A6) and Engine Performance (A8) certifications are required to register for the (L3) certification.

Program Applicable

## **AUTO 029 ENGINE PERFORMANCE II**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

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

Prerequisite: AUTO 018 with a grade of "C" or better, or 2 (two) years verifiable trade experience

Program Applicable

## **AUTO 035 AUTOMOTIVE STEERING, SUSPENSION, AND ALIGNMENT**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

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

Program Applicable

## **AUTO 036 AUTOMOTIVE BRAKE SYSTEMS**

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

Automotive Brake Systems introduces the student to automotive brake components and provides fundamental information on the design, construction, and operating principles of modern automotive braking systems. Emphasis is placed on providing practical hands-on experience in the proper inspection, measurement, testing, general service, adjustment, repair, diagnosis, removal, disassembly, reassembly, and replacement of braking system components used on current production vehicles. New automotive brake system technology will be introduced as it becomes available.

*Program Applicable*

## **AUTO 044 AUTOMOTIVE ENGINE REPAIR**

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

This course provides the automotive student with basic theory and practical hands-on experience in the testing, diagnosis, disassembly, inspection, adjustment, service and/or repair, and reassembly of the automobile engine. Cylinder heads, valve trains, and other engine related components will also be covered.

*Program Applicable*

## **AUTO 045 AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

This course introduces automotive students to the basic construction and operating principles of common, current production, automotive automatic transmissions and transaxles. Topics covered in this course include: drivetrain theory, torque converter design and theory of operation, oil pumps, gear sets, reaction units, friction units, hydraulic circuits and controls, and electronic transmission/transaxle controls. Emphasis is placed on providing students practical hands-on experience in the proper diagnosis, service, repair, and partial overhaul of automotive automatic transmissions and transaxles. New technology in this subject area will be introduced as it becomes available. This course is aligned with the National Automotive Technicians Education Foundation (NATEF) 2012 accreditation standards.

*Program Applicable*

## **AUTO 060 AUTOMOTIVE HEATING AND AIR CONDITIONING**

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

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

*Program Applicable*

## **AUTO 065 MANUAL TRANSMISSIONS AND TRANSAXLES**

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

This course provides the automotive student with information on the construction features and principles about the operation of current manual transmissions, transaxles, clutches, drive lines, axles, and differentials for both front wheel drive and rear wheel drive vehicles. The student is also provided practical hands-on experience in the testing, diagnosis, disassembly, inspection, measurement, adjustment, service, and/or repair, and reassembly of these manual powertrain components. This course is aligned with the National Automotive Technicians Education Foundation (NATEF) 2012 accreditation standards.

*Program Applicable*

## **AUTO 078 HYBRID AND ALTERNATIVE FUEL VEHICLES**

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

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

*Program Applicable*

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## **BIOLOGY (BI)**

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### **BI 004 ELEMENTS OF BIOLOGY**

3 Units  
Total Lecture Hours: 54

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

**Note:** BI 004 and BI 004L meet the Biological Sciences General Education Requirement; BI 004 and BI 004L do not meet requirements for biological science majors. BI 004 is offered for those individuals with little or no background in the biological sciences.

*CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5B*

**BI 004L  
ELEMENTS OF BIOLOGY LABORATORY**

1 Unit  
Total Lab Hours: 54

This course provides supplementary laboratory experience for students enrolled in BI 004. Critical practical studies in biological principles are emphasized such as microscopy, cell structure and function, diffusion and osmosis, and photosynthesis and cellular respiration. Other topics include a survey of botany and zoology, heredity, molecular and chromosomal genetics, DNA fingerprinting, evolutionary mechanisms, ecological relationships, population growth, and animal behavior. Students must complete dissections, laboratory experiments, and problem-based learning assignments.

**Note:** BI 004 and BI 004L meet the Biological Sciences General Education requirements. BI 004 and BI 004L do not meet the requirements for biological science majors. BI 004L is offered for those individuals with little or no background in the biological sciences. Some colleges or universities may not give academic credit for online science laboratory courses, so students should verify this with the college or university to which they are transferring if taken in an online format.

Corequisite: BI 004 or prior completion  
Advisory: ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5B, 5C

**BI 005  
MOLECULAR AND CELLULAR BIOLOGY**

5 Units  
Total Lecture Hours: 72  
Total Lab Hours: 54

This course, intended for science majors, will cover principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, and cellular communication. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. This course, in conjunction with BI 006, Biology of Organisms, provides students with the general biology core curriculum for transfer. BI 005 and BI 006 replaces the BI 001A-C series.

Prerequisite: CH 001A, with a grade of "C" or better  
Advisory: BI 004 or high school biology  
CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5B, 5C  
C-ID BIOL 190

**BI 006  
BIOLOGY OF ORGANISMS**

5 Units  
Total Lecture Hours: 72  
Total Lab Hours: 54

This course, intended for biology majors, is a survey of the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles, classification, structure, function, development, physiology, regulation and evolutionary adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environments. Additional topics include population dynamics, community ecology, mechanisms of evolution, and population genetics. Laboratory activities may include field trips. BI 005 and BI 006 replaces the BI 001A-C series.

Advisory: BI 005, CH 003  
CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5B, 5C  
C-ID BIOL 140

**BI 015  
GENERAL MICROBIOLOGY**

5 Units  
Total Lecture Hours: 72  
Total Lab Hours: 54

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

Prerequisite: BI 023 with a grade of "C" or better  
CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5B, 5C

**BI 022  
HUMAN ANATOMY**

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

This course examines the structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. BI 022 is primarily intended for nursing, allied health, kinesiology, and other health-related majors, and satisfies the Biological Science General Education requirements. It is not recommended for the pre-medical or pre-dental students who must take BI 005 and BI 006.

Advisory: BI 004 and one of the following MATH 010 or MATH 012 or STAT C1000 or MATH 016  
CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5B, 5C  
C-ID BIOL 110B

**BI 023  
HUMAN PHYSIOLOGY**

5 Units  
Total Lecture Hours: 72  
Total Lab Hours: 54

In this course, students study the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system.

This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors. It may be used to satisfy a General Education Life Science requirement. Pre-medical, pre-dental and pre-veterinary students are advised to take BI 005 and BI 006 rather than BI 022 and BI 023.

Prerequisite: BI 022 & CH 003 with a grade of "C" or better  
CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5B, 5C  
C-ID BIOL 120B

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## BI 048A DIRECTED RESEARCH SEMINAR

1 Unit  
Total Lab Hours: 54

The course provides students an opportunity to extend their knowledge and understanding of selected topics in biology within the general scope of departmental offerings that are not contained in scheduled courses. The course may be taken for 1 unit, with a maximum of one (1) seminar unit may be accepted for the A.A. or A.S. degree. Course content will be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, special laboratory projects, or field research projects.

CSU, Program Applicable

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## BUSINESS — ADMINISTRATIVE (BUAA)

### BUAA 001 ADMINISTRATIVE PROFESSIONAL

3 Units  
Total Lecture Hours: 45  
Total Lab Hours: 27

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

Program Applicable

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## BUSINESS — ACCOUNTING (BUAC)

### BUAC 010 COMPUTER ACCOUNTING FOR SMALL BUSINESSES

3 Units  
Total Lecture Hours: 45  
Total Lab Hours: 27

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

Advisory: BUAC 066 or ACCT 001  
CSU, Program Applicable

### BUAC 066 BOOKKEEPING

3 Units  
Total Lecture Hours: 54

This course covers the essential elements of double-entry bookkeeping practice. Topics include the basic accounting equation, uses of journals and ledgers, preparation of financial statements, adjusting and closing entries, bank account reconciliation, payroll, and inventory. Students practice skills necessary to understand and perform bookkeeping transactions in an employment setting.

CSU, Program Applicable

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## BUSINESS — MANAGEMENT (BUMA)

### BUMA 001 PRINCIPLES OF MANAGEMENT

3 Units  
Total Lecture Hours: 54

This course examines the history of organizational design, managerial processes, and motivational theories in the context of current management problems. It includes a study of the role of managers in technologically and culturally diverse environments, including the functions of planning, organizing, leading, and controlling. The student is provided an opportunity to gain contemporary knowledge in management design and to improve managerial insights, skills, and abilities.

CSU, UC, Program Applicable

### BUMA 010 INTRODUCTION TO BUSINESS

3 Units  
Total Lecture Hours: 54

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

CSU, UC, Program Applicable  
C-ID BUS 110

### BUMA 012 PERSONAL FINANCE

3 Units  
Total Lecture Hours: 54

This course provides the tools to achieve personal financial goals. Students learn to make informed decisions related to spending, saving, borrowing, and investing by applying quantitative reasoning concepts to solve problems. Topics covered include personal financial planning, money management, tax strategy, consumer credit, purchasing decisions, insurance, retirement, estate planning, and investing in stocks, bonds, and mutual funds.

CSU, Program Applicable  
CMC GE: 2, Cal-GETC: None

### BUMA 020A BUSINESS LAW

3 Units  
Total Lecture Hours: 54

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

Advisory: To be successful in this course, students must be able to a. Read and comprehend text and respond at the literate level, b. Compose simple, organized, and original responses to written material.

CSU, UC, Program Applicable  
C-ID BUS 125

### BUMA 027 MARKETING

3 Units  
Total Lecture Hours: 54

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

CSU, Program Applicable

**BUSINESS WORK EXPERIENCE (BUWE)****BUWE 080  
WORK EXPERIENCE - BUSINESS**

1 Unit

Total Lab Hours - 75 hrs for paid or 60 hrs of unpaid

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

Program Applicable

**BUWE 081  
WORK EXPERIENCE - BUSINESS**

2 Units

Total Lab Hours - 150 hrs for paid or 120 hrs of unpaid

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

Program Applicable

**BUWE 082  
WORK EXPERIENCE - BUSINESS**

3 Units

Total Lab Hours - 225 hrs for paid or 180 hrs of unpaid

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

Program Applicable

**BUWE 083  
WORK EXPERIENCE - BUSINESS**

4 Units

Total Lab Hours - 300 hrs for paid or 240 hrs of unpaid

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

Program Applicable

**BUWE 084  
WORK EXPERIENCE - RETAIL KIOSK  
OPERATIONS**

1 Unit

Total Lab Hours : 60

This course covers the formation, management, operations, and closing of a merchandise retail kiosk. Students learn entrepreneurship, management, human resources, marketing, inventory control, budgeting, bookkeeping, accounting, banking, cash management, operations, and the reporting of the financial results of the business. This course is recommended for students who wish to explore a career in business management, retail operations, entrepreneurship, bookkeeping, financial accounting, managerial accounting, marketing, human resources, and customer service. This course will provide students with career awareness for various positions.

Program Applicable

**CHEMISTRY (CH)****CH 001A  
GENERAL CHEMISTRY**

5 Units

Total Lecture Hours: 54

Total Lab Hours: 108

This is the first portion of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculations. Inorganic chemistry is stressed and the material includes a discussion of atomic structure, chemical bonding, stoichiometry, reaction types, states of matter, and the properties of solutions. The laboratory part of the course complements the lectures.

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

Prerequisite: CH 003 with a grade of "C" or better.

Advisory: MATH 010

CSU, UC, Program Applicable

CMC GE: 5, Cal-GETC: 5A, 5C

C-ID CHEM 110

C-ID CHEM 120S = CH 001A + CH 001B

**CH 001B  
GENERAL CHEMISTRY**

5 Units

Total Lecture Hours: 54

Total Lab Hours: 108

This is the second course of a two-semester sequence covering the basic principles and concepts of chemistry with emphasis on chemical calculation. Inorganic chemistry is stressed and the material includes a discussion of thermodynamics, reaction kinetics, equilibria, electro-chemistry and a detailed study of the chemistry of selected elements. There is a brief introduction to organic, biological and nuclear chemistry. The laboratory part of the course complements the lectures and includes ion properties and qualitative analysis.

Prerequisite: CH 001A with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 5, Cal-GETC: 5A, 5C

C-ID CHEM 120S = CH 001A + CH 001B

**CH 003  
INTRODUCTORY GENERAL CHEMISTRY**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

This course covers the fundamental principles of inorganic chemistry. Topics include measurements; SI units; scientific notation; significant figures; unit conversions; chemical reaction classes; equation balancing, stoichiometry and stoichiometric calculations; modern atomic theory; atomic structure; bonding; the International Union of Pure and Applied Chemistry (IUPAC) nomenclature system; chemical thermodynamics; chemical equilibrium; buffers; gases and gas laws; liquids; solids; and solutions.

Advisory: MATH 010

CSU, UC, Program Applicable

CMC GE: 5, Cal-GETC: 5A, 5C

C-ID CHEM 101

**CH 005  
BIO-ORGANIC CHEMISTRY**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

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

*Prerequisite: CH 003 with a grade of "C" or better*

CSU, UC, Program Applicable

CMC GE: None, Cal-GETC: None

C-ID CHEM 102

**CH 010A  
ORGANIC CHEMISTRY**

5 Units

Total Lecture Hours: 54

Total Lab Hours: 108

This course is the first in 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 isomerism, and the reactivity of alkanes, alkenes, and alkynes. Addition, substitution, and radical reactions are discussed. Alcohols, ethers, haloalkanes, and conjugated unsaturated systems are analyzed. The course is designed for chemistry, biology, physics, and pre-professional majors.

*Prerequisite: CH 001B with a grade of "C" or better*

CSU, UC, Program Applicable

CMC GE: None, Cal-GETC: 5A, 5C

C-ID CHEM 150

C-ID CHEM 160S = CH 010A + CH 010B

**CH 010B  
ORGANIC CHEMISTRY**

5 Units

Total Lecture Hours: 54

Total Lab Hours: 108

This course is the second in a two-semester sequence covering the basic principles and concepts of organic chemistry, including spectroscopy. An introduction is made to bio-molecules. The course is designed for chemistry, biology, physics, and pre-professional majors.

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

CSU, UC, Program Applicable

CMC GE: None, Cal-GETC: 5A, 5C

C-ID CHEM 160S = CH 010A + CH 010B

**CHILD DEVELOPMENT (CD)****CD 010  
CHILD GROWTH AND DEVELOPMENT**

4 Units

Total Lecture Hours: 72

This introductory course examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. To comply with outside classroom regulations per SB 792, students are required to show proof of immunizations for MMR and Tdap and a recent negative TB test result. This course combines the content from courses formerly known as ECE-010A and ECE-010B.

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: 4

C-ID CDEV 100

**CD 012  
CHILD, FAMILY, AND COMMUNITY**

3 Units

Total Lecture Hours: 54

This course covers the processes of socialization focusing on the interrelationship of family, school, and community; examines the influence of multiple societal contexts; and explores the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence. This course is required by the California State Department of Social Services for teachers and directors of preschool programs, all Child Development majors, and licensing in private and publicly-funded centers. To comply with outside classroom regulations per SB 792, students are required to show proof of immunizations for MMR and Tdap and a recent negative TB test result. Formerly known as ECE 012.

CSU, Program Applicable

CMC GE: 4, Cal-GETC: None

C-ID CDEV 110

**CD 014  
PRINCIPLES AND PRACTICES OF  
TEACHING YOUNG CHILDREN**

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course examines the historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight. The course also explores the typical roles and expectations of early childhood educators, identifies professional ethics, career pathways, and professional standards. The course introduces best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children, including how play contributes to children's learning, growth, and development. To comply with outside classroom regulations per SB 792, students are required to show proof of immunizations for MMR and Tdap and a recent negative TB test result. Proof of COVID vaccine may be required. Formerly known as ECE 014.

*Advisory: CD 010*

CSU, Program Applicable

C-ID ECE 120

**CD 015  
CHILD DEVELOPMENT PRACTICUM**

3 Units

Total Lecture Hours: 18

Total Lab Hours: 108

In this course, students will practice and demonstrate developmentally-appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. The course includes exploration of career pathways, professional development, and teacher responsibilities. This course includes 108 clock hours of supervised classroom experience. To comply with outside classroom regulations per SB792, students are required to show proof of immunizations for MMR and Tdap and a recent negative TB test result. Formerly known as ECE-015.

*Prerequisite:* CD 010, CD 014, CD 030, CD 075 with a grade of "C" or better

*CSU, Program Applicable*

*C-ID ECE 210*

**CD 019  
LANGUAGE ARTS AND LITERACY FOR  
YOUNG CHILDREN**

3 Units

Total Lecture Hours: 54

This course gives teachers of young children the skills and knowledge needed to effectively plan, document, and implement language and literacy activities in the early childhood classroom. It focuses on understanding how our image of the child reflects the methods and materials provided for language and literacy. Topics include the developmental stages of children's language and communication skills, the teacher's role in language and literacy, and ways in which language and literacy can be integrated across the early childhood curriculum. Formerly ECE 019.

*CSU, Program Applicable*

**CD 030  
INTRODUCTION TO CURRICULUM  
PLANNING IN EARLY CHILDHOOD  
EDUCATION**

3 Units

Total Lecture Hours: 54

This course presents an overview of knowledge and skills related to providing developmentally-appropriate curriculum and environments for young children from birth to age eight. Students will use knowledge of children's development, theories of learning and development, and examples from various models of developmentally appropriate practice to plan environments and curriculum in all content areas to support children's development and learning integrated throughout indoor and outdoor settings. To comply with outside classroom regulations per SB 792, students are required to show proof of immunizations for MMR and Tdap and a recent negative TB test result. Formerly known as ECE-030.

*Advisory:* CD 010, CD 014

*CSU, Program Applicable*

*C-ID ECE 130*

**CD 044  
HEALTH, SAFETY, AND NUTRITION IN  
EARLY CHILDHOOD EDUCATION**

3 Units

Total Lecture Hours: 54

This course examines the laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children, birth through middle childhood. The course explores the teacher's role in prevention strategies, nutrition and meal planning, integrating health, safety, and nutrition experiences into daily routines, and overall risk management. To comply with outside classroom regulations per SB 792, students are required to show proof of immunizations for MMR and Tdap, and a recent negative TB test result. To comply with State licensing requirements (AB 2370), this course includes content from the Childhood Lead Poisoning Prevention Branch: California Childcare Health Program. The content and student's engagement with the content throughout the course satisfies the required 16 hours of Preventative Health and Safety Lead Prevention Training for ECE students and those seeking to get their Child Care License. Formerly known as ECE-044.

*Advisory:* CD 010

*CSU, Program Applicable*

*CMC GE: None, Cal-GETC: None*

*C-ID ECE 220*

**CD 074  
TEACHING IN A DIVERSE SOCIETY**

3 Units

Total Lecture Hours: 54

This course examines the historical and current perspectives on diversity and inclusion and the impact of systemic societal influences on children's development, learning and school experiences. Strategies for developmentally-, culturally-, and linguistically-appropriate anti-bias curriculum will be explored, as well as approaches to promote inclusive and anti-racist classroom communities. The course also includes self-reflection on the influence of teachers' own culture and life experiences on teaching and interactions with children and families. To comply with outside classroom regulations per SB 792, students are required to show proof of immunizations for MMR and Tdap and a recent negative TB test result and any additional State-mandated immunization requirements.

*CSU, Program Applicable*

*CMC GE: 4, Cal-GETC: None*

*C-ID ECE 230*

**CD 075  
OBSERVATION AND ASSESSMENT OF  
YOUNG CHILDREN**

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals. To comply with outside classroom regulations per SB 792, students are required to show proof of immunization for MMR and Tdap and an up-to-date negative TB test result and any additional state-mandated immunization requirements.

*Prerequisite:* CD 010 and CD 044 with a grade of "C" or better

*CSU, Program Applicable*

*C-ID ECE 200*

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## CHILD DEVELOPMENT — PARENTING (CD-PAR)

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### CD PAR100 PARENTING ESSENTIALS: PARENTING INFANTS & TODDLERS (AGES BIRTH-3 YEARS)

0 Units  
Total Lecture Hours: 18

This course explores parent/caregiver-child interaction patterns (serve and return) for parents of infants and toddlers ages birth-3 years. Parents/caregivers examine age-appropriate behaviors, developmental theories, along with observation and communication strategies. Parents/caregivers also explore family structures, cultural backgrounds, and parenting children with differing abilities. Many topics are studied, including discipline, safety, communication, nutrition and eating behaviors, the parental role in the learning process, and socialization. Upon successful completion of the course, students demonstrate the ability to implement developmentally-appropriate and effective interactions with infants and toddlers that positively guide behavior and relieve stress in parents/caregivers of infants and toddlers.

### CD PAR101 PARENTING ESSENTIALS: PARENTING PRESCHOOL CHILDREN (AGES 3-5 YEARS)

0 Units  
Total Lecture Hours: 18

This course explores parent/caregiver-child interaction patterns for parents of young children ages 3-5. Parents/caregivers examine age-appropriate behaviors, developmental theories, along with observation and communication strategies. Parents/caregivers also explore family structures, cultural backgrounds, and parenting children with differing abilities. Many topics are studied, including discipline, safety, communication, nutrition and eating behaviors, the parental role in the learning process, and socialization. Upon successful completion of the course, students demonstrate the ability to implement developmentally-appropriate and effective interactions with preschool-aged children that positively guide behavior and relieve stress in parents/caregivers of young children ages 3-5.

### CD PAR102 PARENTING ESSENTIALS: PARENTING SCHOOL-AGE CHILDREN (AGES 6-11 YEARS)

0 Units  
Total Lecture Hours: 18

This course explores parent/caregiver-child interaction patterns for parents of elementary school-aged children ages 6-11. Parents/caregivers examine age-appropriate behaviors, developmental theories, along with observation and communication strategies. Parents/caregivers also explore family structures, cultural backgrounds, and parenting children with differing abilities. Many topics are studied, including discipline, safety, communication, nutrition and eating behaviors, the parental role in the learning process, and socialization. Upon successful completion of the course, students demonstrate the ability to implement developmentally-appropriate and effective interactions with school-aged children that positively guide behavior and relieve stress in parents/caregivers of young children ages 6-11.

### CD PAR103 PLAY-BASED PARENTING: CREATIVE ART & MUSIC (AGES 1.5-2.5 YEARS)

0 Units  
Total Lab Hours: 18

Adult students/parents/caregivers and their young children (ages 1.5 - 2.5 years) enjoy developmentally appropriate activities that build confidence and teach socialization, self-regulation, following directions, and social-emotional wellness through songs, music, and other fun creative experiences. Instructor shares lecture/discussion topics with parenting tips during an in-class snack time.

### CD PAR104 PLAY-BASED PARENTING: CREATIVE ART & MUSIC (AGES 2.5-5 YEARS)

0 Units  
Total Lecture Hours: 18

Adult students/parents/caregivers and their young children (ages 2.5 - 5 years) enjoy developmentally appropriate activities that build confidence and teach socialization, self-regulation, following directions, and social-emotional wellness through songs, music, and other fun creative experiences. Instructor shares lecture/discussion topics with parenting tips during an in-class snack time.

### CD PAR105 PLAY-BASED PARENTING: DEVELOPMENTAL MOVEMENT (AGES 12- 24 MONTHS)

0 Units  
Total Lab Hours: 18

Adults and infants/toddlers (ages 12-24 months) are introduced to developmentally-appropriate movement activities to strengthen and coordinate large muscle development milestones for this age group. Adults and their children are introduced to music, yoga, and proprioception activities that will create enjoyment and foster positive parent-child bonds.

### CD PAR106 PLAY-BASED PARENTING: DEVELOPMENTAL MOVEMENT (AGES 2-3 YEARS)

0 Units  
Total Lab Hours: 18

Adults and young children (ages 2-3 years) are introduced to developmentally-appropriate movement activities to strengthen and coordinate large muscle development milestones for this age group. Adults and their children are introduced to music, yoga, and proprioception activities that will create enjoyment and foster positive parent-child bonds.

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## COMMUNICATION (COMM)

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### COMM C1000 INTRODUCTION TO PUBLIC SPEAKING

3 Units  
Total Lecture Hours: 54

In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches. This course involves practice in oral and written communication skills, incorporating research. Formerly known as SP 004.

CSU, UC, Program Applicable  
CMC GE: 1B, Cal-GETC: 1C  
C-ID COMM 110

## COMPUTER-AIDED DESIGN AND DRAFTING (CADD)

### CADD 001 INTRODUCTION TO COMPUTER-AIDED DESIGN AND DRAFTING FUNDAMENTALS

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

In this entry-level course, students learn AutoCAD Drafting Software used in all areas of drafting. Computer Aided Design and Drafting skills can be utilized by architects, engineers, landscapers, fabricators, 3-D printing and Geographic Information Systems.

Advisory: CIS 070A with a grade of "C" or better

Program Applicable

### CADD 002 INTERMEDIATE COMPUTER-AIDED DESIGN AND DRAFTING

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

In this entry-level course, students learn AutoCAD Drafting Soft In this intermediate-level course, students expand their knowledge of AutoCAD Drafting Software used in all areas of drafting. Computer Aided Design and Drafting skills can be utilized by architects, engineers, landscapers, fabricators, 3-D printing and Geographic Information Systems.

Prerequisite: CADD 001 with a grade of "C" or better.

Program Applicable

### CADD 003 ADVANCED COMPUTER-AIDED DESIGN AND DRAFTING, RENDERING & ANIMATION

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

In this advanced-level course, students learn AutoCAD Drafting Software used in all areas of drafting, with an emphasis on rendering and animation. Computer-Aided Design and Drafting skills can be utilized by architects, engineers, landscapers, fabricators, 3-D printing and Geographic Information Systems.

Prerequisite: CADD 002 with a grade of "C" or better.

Program Applicable

### CADD 004 3-DIMENSIONAL COMPUTER-AIDED DESIGN AND DRAFTING & 3-DIMENSIONAL PRINTING

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This advanced-level course of study is intended to teach students AutoCAD Drafting Software, with special attention to advanced 3-Dimensional drafting and 3-Dimensional printing used in all areas of drafting. Computer-Aided Design and Drafting skills can be utilized by architects, engineers, landscapers, fabricators, 3-D printing and Geographic Information Systems.

Prerequisite: CADD 003 with a grade of "C" or better.

Program Applicable

## COMPUTER INFORMATION SYSTEMS (CIS)

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

3 Units

Total Lecture Hours: 54

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

Advisory: CIS 070A

Program Applicable

### CIS 062 BEGINNING DREAMWEAVER

1.5 Units

Total Lecture Hours: 24.3

Total Lab Hours: 8.1

This is a hands-on course that focuses on Dreamweaver, which is a high-end web authoring tool used to create professional websites. Students are introduced to beginning skills such as tools, palettes, and commands. Topics include new site creation, editing and maintenance of an existing site, image, text and PDF insertion, using tables and layers, HTML, site structure, and site uploading to an Internet Service Provider (ISP).

Advisory: CIS 070A

Program Applicable

### CIS 063 INTERMEDIATE DREAMWEAVER

1.5 Units

Total Lecture Hours: 24.3

Total Lab Hours: 8.1

This is an intermediate hands-on course that focuses on using Dreamweaver to create professional, multiple-page websites. Students acquire the intermediate skills of the Dreamweaver program, such as tracing, cascading style sheets, templates, libraries, frames, forms, and behaviors.

Prerequisite: CIS 062 with a grade of "C" or better

Program Applicable

### CIS 070A COMPUTER BUSINESS APPLICATIONS FOR WINDOWS

3 Units

Total Lecture Hours: 45

Total Lab Hours: 27

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

CSU, Program Applicable

## **CIS 072D EXCEL I**

3 Units  
Total Lecture Hours: 45  
Total Lab Hours: 27

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

Prerequisite: CIS 070A with a grade of "C" or better  
Program Applicable

## **CIS 073C ACCESS DATABASE MANAGEMENT**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course provides beginning and intermediate concepts and practical applications in database management using Windows. Students receive instruction and experience needed to design, create, customize, organize, extract, and store information using Access. Course topics include: queries, lists, and displays; data selection; sorting and indexing; creating and using input screens; formatting reports and labels.

Prerequisite: CIS 070A with a grade of "C" or better  
Program Applicable

## **CIS 074 EXCEL II**

3 Units  
Total Lecture Hours: 45  
Total Lab Hours: 27

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

Prerequisite: CIS 072D with a grade of "C" or better  
Program Applicable

## **CIS 076B WORD I**

3 Units  
Total Lecture Hours: 45  
Total Lab Hours: 27

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

Prerequisite: CIS 070A with a grade of "C" or better  
Program Applicable

## **CIS 078B WORD II**

3 Units  
Total Lecture Hours: 45  
Total Lab Hours: 27

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

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

## **CIS 082C WEB PUBLISHING**

3 Units  
Total Lecture Hours: 48.6  
Total Lab Hours: 16.2

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

Advisory: ART 003A or ART 040  
Program Applicable

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

3 Units  
Total Lecture Hours: 45  
Total Lab Hours: 27

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

Advisory: CIS 062  
Program Applicable

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

2 Units  
Total Lecture Hours: 18  
Total Lab Hours: 54

This is a practical hands-on course in which students learn how to create simple web pages for clients. Students examine steps involved in planning and producing web pages, modifying web templates, storyboard and timeline creation, content development, communication strategies, client relations, production techniques, and web site maintenance. Web authoring and maintenance tools will be explored. Students develop or modify web sites for customers provided by their instructor.

Prerequisite: CIS 063 with a grade of "C" or better  
Program Applicable

## COMPUTER SCIENCE (CS)

### CS 001 MICROCOMPUTER SPECIALIST/A+ TRAINING

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course, an overview of personal computers, prepares students for the CompTIA A+ Certification exam. Whether students intend to take the certification exam or explore the area of personal computers, this course provides knowledge of networking that will help you decide what part of the industry you would like to pursue. This course is a prerequisite to more advanced certifications. Topic areas include PC components, basic networking, operating systems installation, configuration, and troubleshooting, virtualization, and operational procedures.

Advisory: CS 073  
Program Applicable

### CS 003 COMPUTER NETWORK SPECIALIST/ CompTIA NET+ TRAINING

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course examines the fundamentals of computer networking. It provides complete coverage of all the CompTIA Network exam objectives, exam tips, scenarios, practice exam questions, and in-depth explanations. CompTIA Network Certification is an industry standard and can increase employment opportunities. Topics include network architectures, network installation, routing, advanced networking devices, remote connectivity, network operations, and network security.

Program Applicable

### CS 004 COMPUTER SECURITY SPECIALIST/ SECURITY TRAINING

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course examines the fundamentals of computer security. It provides complete coverage of all the CompTIA Security exam objectives, exam tips, scenarios, practice exam questions, and in-depth explanations. CompTIA Security Certification is an industry standard and can increase employment opportunities. Topics include network security, compliance and operational security, threats and vulnerabilities, application, data and host security, access control and identity management and cryptography.

Advisory: CS 073  
Program Applicable

### CS 005 CERTIFIED ETHICAL HACKER

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course examines the fundamentals of computer ethical hacking. Students prepare for the preferred industry standard exam and master an ethical hacking methodology that can be used in a penetration testing or ethical hacking situation. Students will be immersed in the hacker mindset to address and defend against future attacks.

Advisory: CS 073, CS 001, CS 003 and CS 004  
Program Applicable

### CS 073 INTRODUCTION TO COMPUTER SCIENCE

3 Units  
Total Lecture Hours: 54

This is an introductory course in computer concepts and terminology and their role in businesses. Students learn basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, applications, and system software; the Internet and World Wide Web; communications; e-commerce; societal issues; database management; systems analysis and design; programming; information systems; career opportunities and networking; certifications in the computer field; ethics and security; protection of intellectual property rights; and computer trends. Microsoft Office applications are explored through hands-on projects to assist students in developing computer-based solutions to business problems.

CSU, UC, Program Applicable  
C-ID BUS 140

### CS 080 SYSTEMS ANALYSIS AND DESIGN

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

Prerequisite: CS 073, CS 086 with a grade of "C" or better  
CSU, Program Applicable

### CS 086 VISUAL BASIC PROGRAMMING I

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course is an introductory class in computer programming concepts. Students design, write, and debug programs using principles of structured programming to create event-driven programs using the Visual Basic .Net Framework. Course topics include: Program Graphical User Interface Design, Program Design and Coding, Variables and Arithmetic Operations, Decision Structures, and Loop Structures. Students will also learn programming language structure and syntax, algorithm development, logic and design considerations and program development tools, error handling and debugging, conditional and relational operators, and an introduction to object-oriented programming.

Advisory: CIS 070A  
CSU, UC, Program Applicable  
C-ID: COMP 112

### CS 086A VISUAL BASIC PROGRAMMING II

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

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

## CS 087 ASSEMBLER LANGUAGE PROGRAMMING

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course familiarizes students with the organization and behavior of real computer systems at the assembly-language level. The mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied, as well as the internal representation of simple data types and structures. Numerical computation is examined, noting the various data representation errors and potential procedural errors.

Prerequisite: CS 086 or CS 089, and CS 073 with a grade of "C" or better  
CSU, UC, Program Applicable  
C-ID COMP 142

## CS 089 C++ PROGRAMMING I

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This is an introductory course in C++ programming. Students will gain practical hands-on problem solving by designing, writing, and debugging C++ programs using structured programming concepts. Topics include C++ structure and syntax, algorithm, development, fundamental data types, the parts of a C++ program, expressions and interactivity, making decisions, relational operators, loops and files, functions, arrays, searching and sorting arrays, pointers, characters, and C-strings.

Advisory: CS 073, CS 086 with a grade of "C" or better  
CSU, UC, Program Applicable  
C-ID COMP 122

## CS 089A C++ PROGRAMMING II

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

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

Prerequisite: CS 089 with a grade of "C" or better  
CSU, UC, Program Applicable  
C-ID COMP 132

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## CONSTRUCTION (CNST)

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### CNST 010 BASIC CONSTRUCTION PRINCIPLES

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course is an overview of the organization and structure of the construction industry as well as basic training in the essential skills expected of an entry-level employee on a residential or commercial construction site. The course emphasizes job-site safety, environmental concerns, practical knowledge of tool and equipment use, basic construction math, communication, and employability skills. Hands-on demonstrations provide students with a broad view of the expectations of entry-level work, wages, benefits, and workplace culture.

CSU, Program Applicable

142

### CNST 020 SITE PREPARATION AND LAYOUT

2 Units  
Total Lecture Hours: 18  
Total Lab Hours: 54

This course provides the understanding and skills necessary to complete the initial stages of building construction. General topics include project site clearance, reading and implementing information from the Precise Grading Plan, concept of cutting and filling, and site layout.

Prerequisite: CNST 010  
CSU, Program Applicable

### CNST 050 CONSTRUCTION FRAMING ESSENTIALS

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course provides instruction for framing systems and the practical framing techniques used to construct the floor, walls, and roof of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification.

Prerequisite: CNST 010  
CSU, Program Applicable

### CNST 060 PLUMBING FUNDAMENTALS

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course is an introduction to the mechanics of plumbing including the design, installation, and maintenance of drain, waste, and vent systems in buildings in addition to significant code and health issues, violations, and consequences related to those systems. Methods of measuring, cutting, and joining different materials and schedules of plastic and copper piping are covered along with common types of fittings and valves used in residential plumbing. Installation of water heaters, gas supply lines, and finish fixtures are also demonstrated.

Prerequisite: CNST 010  
CSU, Program Applicable

### CNST 080 FINISH CARPENTRY

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course focuses on the variety of applications that occur within the interior of a building during the final stages nearing completion of a project. Topics such as safety, door and window installation, door hardware, trims and molding, tools for installation, and cabinet installation are covered.

Prerequisite: CNST 010  
CSU, Program Applicable

### CNST 110 NONCREDIT BASIC CONSTRUCTION PRINCIPLES

0 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course is an overview of the organization and structure of the construction industry as well as basic training in the essential skills expected of an entry-level employee on a residential or commercial construction site. The course emphasizes job-site safety, environmental concerns, practical knowledge of tool and equipment use, basic construction math, communication, and employability skills. Hands-on demonstrations provide students with a broad view of the expectations of entry-level work, wages, benefits, and workplace culture.

Program Applicable

## CNST 120 NONCREDIT SITE PREPARATION AND LAYOUT

0 Units

Total Lecture Hours: 18

Total Lab Hours: 54

This course provides the understanding and skills necessary to complete the initial stages of building construction. General topics include project site clearance, reading and implementing information from the Precise Grading Plan, concept of cutting and filling, and site layout.

Prerequisite: CNST 010 or CNST 110

Program Applicable

## CNST 150 NONCREDIT CONSTRUCTION FRAMING ESSENTIALS

0 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course provides instruction for framing systems and the practical framing techniques used to construct the floor, walls, and roof of a simple structure. Topics include the fundamentals of wood, lumber, fasteners, adhesives, layout, assembly, bracing, sheathing, and truss identification.

Prerequisite: CNST 010 or CNST 110

Program Applicable

## CNST 160 NONCREDIT PLUMBING FUNDAMENTALS

0 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course is an introduction to the mechanics of plumbing including the design, installation, and maintenance of drain, waste, and vent systems in buildings in addition to significant code and health issues, violations, and consequences related to those systems. Methods of measuring, cutting, and joining different materials and schedules of plastic and copper piping are covered along with common types of fittings and valves used in residential plumbing. Installation of water heaters, gas supply lines, and finish fixtures are also demonstrated.

Prerequisite: CNST 010 or CNST 110

Program Applicable

## CNST 180 NONCREDIT FINISH CARPENTRY

0 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course focuses on the variety of applications that occur within the interior of a building during the final stages nearing completion of a project. Topics such as safety, door and window installation, door hardware, trims and molding, tools for installation, and cabinet installation are covered.

Prerequisite: CNST 010 or CNST 110

Program Applicable

## CRIMINAL JUSTICE (CJ)

### CJ 001 INTRODUCTION TO CRIMINAL JUSTICE

3 Units

Total Lecture Hours: 54

This course introduces students to the characteristics of the United States criminal justice system. Focus is crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Emphasis is placed on the U.S. justice system, particularly the structure and function of U.S. police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, as well as sentencing and incarceration policies. Formerly known as AJ 001.

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: None

C-ID AJ 110

### CJ 002 CRIMINAL LAW

3 Units

Total Lecture Hours: 54

Students study the historical development and philosophy of criminal law. In addition, constitutional provisions, definitions, and classification of crimes, and their application to the system of criminal justice are explained. The course includes legal research, study of case law methodology, and concepts of law as a normative social force. Formerly known as AJ 002.

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: None

C-ID AJ 120

### CJ 003 CRIMINAL EVIDENCE AND PROCEDURE

3 Units

Total Lecture Hours: 54

This course includes a study of the origin, development, philosophy, and constitutional basis for the rules of evidence. Students learn about United States constitutional and procedural considerations affecting search and seizure, types and degrees of evidence, rules governing admissibility at criminal trial, judicial decisions interpreting individual rights, and legal case studies. Formerly known as AJ 003.

CSU, Program Applicable

C-ID AJ 124

### CJ 005A COMMUNITY AND THE JUSTICE SYSTEM

3 Units

Total Lecture Hours: 54

This course examines the complex and dynamic relationship between communities and the United States justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics include crime prevention, restorative justice, conflict resolution, and ethics. Students learn to recognize differences in culture, ethnicity, and race as well as consider how prejudice and discrimination affect relationships between community and various justice components. Formerly known as AJ 005A.

CSU, UC, Program Applicable

C-ID AJ 160

## **CJ 006 PRINCIPLES OF CRIMINAL INVESTIGATIONS**

3 Units  
Total Lecture Hours: 54

This course incorporates the study of basic principles of all types of criminal investigation utilized in the United States justice system. Students study the specific knowledge necessary for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, public relations, and case preparation. Formerly known as AJ 006.

CSU, Program Applicable  
C-ID AJ 140

## **CJ 007 SUBSTANTIVE CALIFORNIA CRIMINAL LAW**

3 Units  
Total Lecture Hours: 54

This course offers an in-depth study of the substantive laws commonly utilized by the municipal, county, or state police officer, investigator, or other criminal justice employees. The scope of this course includes misdemeanor and felony violations of the criminal statutes, and provides an understanding of California Codified Law and an overview of legal case decisions. Formerly known as AJ 007.

CSU, Program Applicable

## **CJ 010 JUVENILE DELINQUENCY**

3 Units  
Total Lecture Hours: 54

This course explores major types of juvenile criminal behavior with emphasis on factors that contribute to criminality or delinquency. Students examine methods used in dealing with offenders in the juvenile justice system and the changing role of law enforcement, the judiciary, probation, parole, and juvenile institutions. The course includes changes in juvenile law, crime control, and juvenile treatment processes. Formerly known as AJ 010.

CSU, Program Applicable  
CMC GE: 4, Cal-GETC: None  
C-ID AJ 220

## **CJ 030 CORRECTIONAL SYSTEMS**

3 Units  
Total Lecture Hours: 54

This course focuses on historical and contemporary correctional theories and issues such as punishment, sentencing alternatives, prison experiences, prisoner rights, female and juvenile incarceration, crowding, and future projections. This course includes an in-depth study of relationships between criminals and institutional personnel. Formerly known as AJ 030.

CSU, Program Applicable  
C-ID AJ 200

## **CJ 032 INTRODUCTION TO CRIMINOLOGY**

3 Units  
Total Lecture Hours: 54

This course examines the historical development of criminology and the application of contemporary thought to the problems of crime in the United States. Topics include theories of criminal behavior causes; the nature, extent, control, and prevention of crimes; individual and group criminal activity; criminal behavior systems; recidivism; crime categories; crime prevention theory; aspects of victimology; and police behavioral responses.

CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: 4

## **CULINARY ARTS (CULN)**

### **CULN 001A CULINARY ESSENTIALS**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

Through a combination of lecture and lab sessions, students are introduced to food and workplace safety, and fundamental culinary principles, techniques and operations. Students are introduced to and apply skills in product identification, ingredient handling, recipe costing, commercial recipe development, cooking fundamentals and professional standards of commercial kitchen operations. After successful completion of this course, students are eligible to take CULN 001B. This course may include additional fees and/or field trips.

CSU, Program Applicable  
C-ID HOSP 160

### **CULN 001B VEGETABLES, LEGUMES, AND OTHER STARCHES**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

Through a combination of lecture and lab sessions, students are introduced to the history, organization, and purpose of the classic culinary kitchen layout. Emphasis is placed on standardized recipe usage and the preparation of vegetables and starches, including legumes, grains, and pastas. The modern culinary kitchen and career skills necessary for performance will be covered. This course may include additional fees. This course is open to students who have not taken CULN 001A but have a current San Bernardino Food Handler's card. However, if a student does not have restaurant experience, it is recommended that they take CULN 001A prior to enrolling in this course.

Prerequisite: CULN-001A with a grade of "C" or better OR a San Bernardino County Food Handlers Certificate that must be current for the duration of the course. This will be verified by Admissions and Records prior to enrollment.  
CSU, Program Applicable

### **CULN 002A DAIRY PRODUCTS, BREAKFAST FOODS, SALADS, AND APPETIZERS**

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

This course covers nutrition, balanced diets and menus; ingredients and the preparation and presentation of salads, dressings; eggs, and other breakfast foods. This class may include additional fees. This course is open to students who have not taken CULN 001A, but have a current San Bernardino Food Handler's card. However, if a student does not have restaurant experience, it is recommended that they take CULN 001A prior to enrolling in this course.

Prerequisite: CULN-001A with a grade of "C" or better OR a San Bernardino County Food Handlers Certificate that must be current for the duration of the course. This will be verified by Admissions and Records prior to enrollment.  
CSU, Program Applicable

## **CULN 002B ESSENTIAL BAKING AND MEAT, POULTRY & SEAFOOD COOKING METHODS**

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course covers the essential baking skills needed to begin a career in the culinary industry. This course also provides an in-depth understanding of meat, poultry and seafood products; in addition it provides students with the skills to properly prepare meat, poultry, and seafood by examining and experimenting with the various cooking methods available in a professional culinary kitchen. This course is open to students who have not taken CULN 001A but have a current San Bernardino Food Handler's card. However, if a student does not have restaurant experience, it is recommended that they take CULN 001A prior to enrolling in this course.

*Prerequisite: CULN-001A with a grade of "C" or better OR a San Bernardino County Food Handlers Certificate that must be current for the duration of the course. This will be verified by Admissions and Records prior to enrollment. CSU, Program Applicable*

## **CULINARY WORK EXPERIENCE (CUWE)**

### **CUWE 080 WORK EXPERIENCE - CULINARY**

1 Unit

Total Lab Hours: 75 hrs for paid or 60 hrs of unpaid

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

### **CUWE 081 WORK EXPERIENCE - CULINARY**

2 Units

Total Lab Hours: 150 hrs for paid or 120 hrs of unpaid

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

### **CUWE 082 WORK EXPERIENCE - CULINARY**

3 Units

Total Lab Hours: 225 hrs for paid or 180 hrs of unpaid

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

## **CUWE 083 WORK EXPERIENCE - CULINARY**

4 Units

Total Lab Hours: 300 hrs for paid or 240 hrs of unpaid

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

## **DEVELOPMENTAL EDUCATION (DE) SEE ADULT EDUCATION (AE)**

## **ECONOMICS (ECON)**

### **ECON 001 PRINCIPLES OF MACROECONOMICS**

3 Units

Total Lecture Hours: 54

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

*CSU, UC, Program Applicable**CMC GE: 4, Cal-GETC: 4**C-ID ECON 202*

### **ECON 002 PRINCIPLES OF MICROECONOMICS**

3 Units

Total Lecture Hours: 54

Principles of Microeconomics focuses on an economic analysis of the choices made by individuals and businesses. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. This course can be taken before, after, or along with ECON 001.

*CSU, UC, Program Applicable**CMC GE: 4, Cal-GETC: 4**C-ID ECON 201*

## **EDUCATION (EDUC)**

### **EDUC 010 INTRODUCTION TO ELEMENTARY CLASSROOM TEACHING**

3 Units

Total Lecture Hours: 54

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. To comply with local school district regulations for observing in classrooms, students must show proof of a current MMR, Tdap, negative TB test, LiveScan fingerprinting completed in order to complete the course. Proof of COVID vaccination may be required.

*Advisory: CD 012, ENG 003A/ENGL C1000**CSU, UC, Program Applicable**C-ID EDUC 200*

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## EMERGENCY MEDICAL RESPONDER (EMR)

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### EMR 001 EMERGENCY MEDICAL RESPONDER

3 Units  
Total Lecture Hours: 36  
Total Lab Hours: 54

The Emergency Medical Responder (EMR) course prepares the EMR student to provide emergency prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMRs, anatomy and physiology, medical emergencies, trauma, and special considerations for working in the prehospital setting. This course meets or exceeds all of the requirements as specified in the California Code of Regulations, Title 22, Division 9, for Advanced First Aid Standards for Public Safety Personnel and the National Standard Curriculum for Emergency Medical Responders.

CSU, Program Applicable  
C-ID KIN 101

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## EMERGENCY MEDICAL TECHNICIAN (EMT)

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See Page 92 for additional information.

### Deactivation Effective Spring 2026

### EMT 084 EMERGENCY MEDICAL TECHNICIAN

6.5 Units  
Total Lecture Hours: 72  
Total Lab Hours: 135

This course prepares students to become an Emergency Medical Technician (EMT). Upon successful completion of the course, students will meet the required standards and be eligible to register for the National Registry Emergency Medical Technician (NREMT)–Certifying Examination. Students study and practice the fundamental principles and skills required to provide care to patients experiencing trauma and emergency medical conditions. This course is approved by the San Bernardino County Emergency Medical Services (EMS) and meets or exceeds all requirements as specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. This course includes theory, skills practice, and supervised field and clinical time in selected pre-hospital and emergency department sites. Students must be eighteen-years-old to enroll in this course per the Inland Counties Emergency Medical Association (ICEMA).

Advisory: BI 022, BI 023, HS 081, HS 061  
Program Applicable

### Effective Spring 2026

### EMT 084 EMERGENCY MEDICAL TECHNICIAN

9 Units  
Total Lecture Hours: 102.6  
Total Lab Hours: 178.2

This course prepares students to become an Emergency Medical Technician (EMT). Upon successful completion of the course, students will meet the required standards and be eligible to register for the National Registry Emergency Medical Technician (NREMT)–Certifying Examination. Students study and practice the fundamental principles and skills required to provide care for patients experiencing trauma and emergency medical conditions. This course is approved by the San Bernardino County Emergency Medical Services (EMS) and meets or exceeds all requirements as specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. This course includes theory, skills practice, and supervised field and clinical time in selected pre-hospital and emergency department sites. Students must be eighteen years old to enroll in this course per the Inland Counties Emergency Medical Association (ICEMA).

Advisory: BI 022, BI 023, HS 081, HS 061, EMR 001  
CSU, Program Applicable

### Deactivation Effective Spring 2026

### EMT 085 EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE

2 Units  
Total Lecture Hours: 36

This refresher course for current Emergency Medical Technician (EMT) personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. This course is for those who have completed a recognized EMT training course and are in the process of obtaining certification or renewing their current certification. The course contains information on new EMT techniques and procedures, review of cardiopulmonary resuscitation, and a review of current local protocols. Passing performance on both written and skills competency examinations is required for course completion.

Prerequisite: Completion of recognized NREMT Basic EMT course.

### Effective Spring 2026

### EMT 085 EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE

2 Units  
Total Lecture Hours: 36

This refresher course for current Emergency Medical Technician (EMT) personnel meets or exceeds the requirements specified in the California Code of Regulations, Title 22, Chapter 5, Section 9. This course is for those who have completed a recognized EMT training course and are in the process of obtaining certification or renewing their current certification. The course includes information on updated procedures and protocols, American Heart Association BLS Provider CPR certification, and skills competency verification for the State of California required for EMT recertification. Passing performance in both written and skills competency examinations is required for course completion. To meet legally mandated training requirements, students may re-enroll in this course as many times as needed by completing a petition with Student Services.

Prerequisite: Current NREMT certification, current or expired State of California EMT-Basic certification, or have successfully completed a recognized EMT course and is in the process of gaining certification.

## ENGLISH (ENG)

### ENG 001B INTRODUCTION TO LITERATURE

3 Units

Total Lecture Hours: 54

Through the study of representative works from major literary genres, students develop close reading and analytical skills and gain an appreciation of the cultural, historical, and aesthetic importance of literature. The course focuses on analytical, critical, and argumentative writing, critical thinking, research strategies, literary theory, information literacy, and proper MLA documentation. Students produce writing assignments that total a minimum of 5,000 words.

*Prerequisite:* ENG 003A/ENGL C1000 with a grade of "C" or better

*CSU, UC, Program Applicable*

*CMC GE: 3, Cal-GETC: 3B*

*C-ID ENGL 120*

### ENG 003ASC COLLEGE COMPOSITION SUCCESS LAB - CREDIT

1 Unit

Total Lab Hours: 54

This non-transferable, one-credit lab course helps students improve their skills in essay writing and critical reading in order to be successful in English 003A College Composition. Students review rules of grammar, punctuation, and standard syntax while completing assignments for their transfer-level composition course. Formerly known as ENG 003ALS.

*Corequisite:* ENGL C1000

### ENG 103ASC COLLEGE COMPOSITION SUCCESS LAB - NONCREDIT

0 Unit

Total Lab Hours: 54

This non-transferable, noncredit lab course helps students improve their skills in essay writing and critical reading in order to be successful in English 003A College Composition. Students review rules of grammar, punctuation, and standard syntax while completing assignments for their transfer-level composition course. Formerly known as ENG 103ALS.

*Corequisite:* ENGL C1000

### ENG 005A CREATIVE WRITING I

3 Units

Total Lecture Hours: 54

In Creative Writing I, students explore writing in four genres: poetry, fiction (short story or novel), drama (stage or screen), and creative nonfiction. Course components include analyzing works of literary merit and composing original material in at least two of the required genres, totaling a minimum of 5,000 words. Students engage in creative writing exercises and actively participate in review and editing workshops.

*Advisory:* ENG 003A/ENGL C1000 with a grade of "C" or better

*CSU, UC, Program Applicable*

*C-ID ENGL 200*

### ENG 010A U.S. LITERATURE I

3 Units

Total Lecture Hours: 54

This course presents a survey of U.S. literature from its beginnings to the Civil War era. Students read the literature of Puritanism, reason and revolution, transcendentalism, romanticism, as well as Native American writing and slave narrative. Selections include the writing of traditional and non-traditional authors reflecting the rich and diverse cultural backgrounds that make up the nation's unique and complex heritage.

*Prerequisite:* ENG 003A/ENGL C1000 with a grade of "C" or better

*CSU, UC, Program Applicable*

*CMC GE: 3, Cal-GETC: 3B*

*C-ID ENGL 130*

### ENG 010B U.S. LITERATURE II

3 Units

Total Lecture Hours: 54

This course presents a survey of literature written in the United States from the late nineteenth century through the present. Selections include writings by traditional and non-traditional authors and the relationship to major literary and intellectual movements, reflecting the diverse cultural backgrounds that comprise the complex heritage of the United States.

*Prerequisite:* ENG 003A/ENGL C1000 with a grade of "C" or better

*CSU, UC, Program Applicable*

*CMC GE: 3, Cal-GETC: 3B*

*C-ID ENGL 135*

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

3 Units

Total Lecture Hours: 54

This course surveys the major works of English literature including selections from Old English, Middle English, Renaissance, and 17th and 18th century authors. Students will critically analyze representative works in the following literary genres: the essay, short story, the novel, the epistolary novel, poetry, song, and drama.

*Prerequisite:* ENG 003A/ENGL C1000 with a grade of "C" or better

*CSU, UC, Program Applicable*

*CMC GE: 3, Cal-GETC: 3B*

*C-ID ENGL 160 (ENGL LIT 160)*

### ENG 011B SURVEY OF ENGLISH LITERATURE: ROMANTIC THROUGH POSTMODERNISM

3 Units

Total Lecture Hours: 54

The course surveys the major writers and works of English literature of the Romantic, Victorian, Edwardian, Modern and Postmodern Periods. Students examine English literature, critically analyzing the representative works in all of the literary genres: the essay, short story, the novel, the epistolary novel, poetry, song, and drama.

*Prerequisite:* ENG 003A/ENGL C1000 with a grade of "C" or better

*CSU, UC, Program Applicable*

*CMC GE: 3, Cal-GETC: 3B*

*C-ID ENGL 165*

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## ENG 012A WORLD LITERATURE I: BEGINNINGS THROUGH 1650

3 Units  
Total Lecture Hours: 54

This course presents a survey of the literary works that have influenced world thought, culture, and traditions from the ancient world up to modern beginnings (1650). Students study classic works of literary merit in poetry, fiction, drama, and non-fiction, from Gilgamesh to Shakespeare, and write substantive critical analyses incorporating correct MLA or APA format and documentation.

*Prerequisite:* ENG 003A/ENGL C1000 with a grade of "C" or better  
CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: 3B  
C-ID ENGL 140 (ENGL LIT 180)

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## ENG 012B WORLD LITERATURE II: THE MODERN WORLD (1650-PRESENT)

3 Units  
Total Lecture Hours: 54

This course presents a survey of the literary works that have influenced world thought, culture, and traditions from 1650 up to the present. Students study modern works of literary merit in poetry, fiction, drama, and non-fiction, from the New World (17th century) to current writers, and write substantive critical analyses incorporating correct MLA or APA format and documentation.

*Prerequisite:* ENG 003A/ENGL C1000 with a grade of "C" or better  
CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: 3B  
C-ID ENGL 145 (ENGL LIT 185)

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## ENGLISH (ENGL)

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### ENGL C1000 ACADEMIC READING AND WRITING

3 Units  
Total Lecture Hours: 54

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. Students write a minimum of 5,000 words in a variety of rhetorical situations, including a documented APA or MLA research paper. Formerly known as ENG 003A.

*Prerequisite:* Placement as determined by the college's multiple measures assessment process.  
*Advisory:* To be successful in this course, students must possess basic computer and technology skills.  
CSU, UC, Program Applicable  
CMC GE: 1A, Cal-GETC: 1A  
C-ID ENGL 100

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### ENGL C1001 CRITICAL THINKING AND WRITING

3 Units  
Total Lecture Hours: 54

In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 College Reading and Writing (C-ID ENGL 100) or similar first-year college writing course. Students produce writing assignments that total a minimum of 5,000 words. Formerly known as ENG 001C.

*Prerequisite:* ENGL C1000 with a grade of "C" or better  
CSU, UC, Program Applicable  
CMC GE: 1B, Cal-GETC: 1B  
C-ID ENGL 105

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## ENVIRONMENTAL SCIENCE (ENV)

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### ENV 001 INTRODUCTION TO ENVIRONMENTAL SCIENCE

3 Units  
Total Lecture Hours: 54

This course is an introduction to environmental issues, focusing on physical, chemical, and biological processes within the Earth system, the interaction between humans and these processes, and the role of science in finding sustainable solutions. Students employ critical thinking to interpret data, draw conclusions, and evaluate methods of data collection and experimentation. Topics include human populations, energy flow through systems, bioenergetics, ecological principles, biodiversity, climate change, sustainability, renewable and non-renewable energy, water resources, air and water pollution, and solid waste management.

*Advisory:* ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5B  
C-ID ENV 100

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## ETHNIC, GENDER, SOCIAL JUSTICE (EGSJ)

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### EGSJ 014 INTRODUCTION TO RACE AND ETHNICITY

3 Units  
Total Lecture Hours: 54

This course is a comprehensive study of Arab, Asian, African, European, Latinx/Chicano, Multiracial, and Native American groups in the United States, focusing on sociological analyses of race, ethnicity, and racism. Students examine the cultural, political, and economic practices and institutions that support or challenge racism, racial, and ethnic inequalities, as well as historical and contemporary patterns of interaction among various racial and ethnic groups.

*Note:* A student who receives credit for EGSJ 014 cannot receive credit for SOC 014.  
CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: 4  
C-ID SOCI 150

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### EGSJ 020 NATIVE AMERICAN STUDIES

3 Units  
Total Lecture Hours: 54

This course provides an overview of the Native American experience in the United States from antiquity to the present examining their social, cultural, political, and economic history. Special emphasis is placed on Native American agency, sovereignty, and diversity. This course reviews the 500 years of migration, conflict, resistance, and survival, including the contemporary realities of indigenous peoples. The Native American experience is compared and contrasted with the experiences of the dominant society and those of other racial and ethnic groups.

CSU, UC, Program Applicable  
CMC GE: 6, Cal-GETC: 6

## EGSJ 030 IDENTITY AND IDEOLOGY: INTRODUCTION TO CHICANO/A AND LATINO/A STUDIES

3 Units

Total Lecture Hours: 54

Multidisciplinary examination of the experience of Chicano/as and Latino/as in the United States. Introduction to the history and culture of Chicano/a communities, social movements and ideologies behind those movements, and contemporary issues facing Chicano/as and other Latino/a groups. Field trip(s) or destination event(s) may be part of the coursework.

Advisory SPAN 001

CSU, UC, Program Applicable

CMC GE: 6, Cal-GETC: 6

## FIRE TECHNOLOGY (FIRE)

### FIRE CSFM030 FIRE PROTECTION ORGANIZATIONS

0 Units

Total Lecture Hours: 45

This course provides the skills and knowledge needed for the entry level professional instructors to perform their duties safely, effectively, and competently. The curriculum is based on the current edition of NFPA 1041 (Standard for Fire Service Instructor Professional Qualifications). At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction. May include field trip(s). (Students must pay state fire training certification fee.)

### FIRE 001 FIRE PROTECTION ORGANIZATIONS

3 Units

Total Lecture Hours: 54

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. This course meets the Fire and Emergency Services Higher Education (FESHE) model curriculum for an Associate's Degree as recognized by the National Fire Academy. This course may include field trip(s).

CSU, Program Applicable

C-ID FIRE 100X

### FIRE 002 FIRE PREVENTION

3 Units

Total Lecture Hours: 54

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

CSU, Program Applicable

C-ID FIRE 110X

### FIRE 003 FIRE PROTECTION EQUIPMENT AND SYSTEMS

3 Units

Total Lecture Hours: 54

This course provides information relating to the features of design and operation of fire alarm systems, water-based suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. This course is designated as Fire 3 by the California State Board of Fire Services and the State Fire Marshal as part of the core curriculum. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy. May include field trip(s).

CSU, Program Applicable

C-ID FIRE 120X

### FIRE 004 BUILDING CONSTRUCTION FOR FIRE PROTECTION

3 Units

Total Lecture Hours: 54

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy. May include field trip(s).

CSU, Program Applicable

C-ID FIRE 130X

### FIRE 005 FIRE BEHAVIOR AND COMBUSTION

3 Units

Total Lecture Hours: 54

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. 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. This course meets the Fire and Emergency Service Higher Education (FESHE) model curriculum for an Associate Degree as recognized by the National Fire Academy. May include field trip(s).

CSU, Program Applicable

C-ID FIRE 140X

### FIRE 006 HAZARDOUS MATERIALS OPERATIONS

3 Units

Total Lecture Hours: 54

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 designed to meet the core competencies for hazardous materials first responders as outlined in OSHA 1910.120, NFPA 472, Professional Competencies of Responders to Hazardous Materials Incidents. This course is designated Fire 6 by the State Board of Fire Services and California State Fire Marshall. May include field trip(s).

CSU, Program Applicable

## **FIRE 007 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY & SURVIVAL**

3 Units

Total Lecture Hours: 54

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. This course meets the National Fire and Emergency Services Higher Education (FESHE) objectives pertaining to firefighter safety and survival techniques used in today's fire service. May include field trip(s).  
CSU, Program Applicable  
C-ID FIRE 150X

## **FIRE 008 FIREFIGHTING STRATEGIES AND TACTICS**

3 Units

Total Lecture Hours: 54

This course provides the principles of fire control, through utilization of manpower, equipment, extinguishing agents, and fire command and control procedures. Presents information on building construction types in fire control. Students learn how to pre-fire plan and conduct an organized approach to decision-making on the fire ground. May include field trip(s).

CSU, Program Applicable

C-ID FIRE 160X

## **FIRE 010 PAID-CALL FIREFIGHTER ACADEMY**

7 Units

Total Lecture Hours: 90

Total Lab Hours: 108

This introductory course gives students the classroom theory and manipulative skills required in modern firefighting. Students will learn entry-level skills including structural and wildland firefighting; hazardous materials response at the operations level; auto extrication; and other basic rescue skills. Students will perform arduous activities throughout this course. This course prepares students for entry into a paid-call firefighter position.

*Prerequisite: Complete a physical exam and demonstrate the physical stamina and ability to safely operate and control fire service tools, equipment and apparatus.*

*Students must attend a mandatory orientation.*

Program Applicable

## **FIRE 058 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY**

3 Units

Total Lecture Hours: 54

This course provides the Fire Technology student with a foundation of theoretical knowledge in order to understand the principles of water usage in fire protection. Students learn to apply hydraulic principles to analyze and solve water supply problems. Topics include the design principles of fire service pumping apparatus, community fire flow demand criteria, pump theory, pumping and hydraulic calculations, fire ground hydraulics, drafting operations, as well as the testing and inspecting of water-based suppression systems. May include field trip(s).

CSU, Program Applicable

## **FIRE 061 FIRE APPARATUS AND EQUIPMENT**

3 Units

Total Lecture Hours: 54

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

CSU, Program Applicable

## **FIRE 081 FIRE APPARATUS DRIVER/OPERATOR (EMERGENCY VEHICLE OPERATIONS)**

1.5 Units

Total Lecture Hours: 18

Total Lab Hours: 27

This course provides information on fire apparatus preventive maintenance and driving/operating. Topics include: routine tests, inspections, servicing functions, operate and maneuver in a variety of conditions, as well as operate all fixed systems and equipment on a fire apparatus. This course is based on the current edition of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. This course fulfills the requirements for a Class C Firefighter Endorsement. A minimum of 40 hours is required. The FIRE 081 course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, students will be issued a California State Fire Training Certificate of Completion. A fee of \$140.00 is required for the certificate as well as a \$25.00 lab fee to cover the fuel and maintenance cost of the fire apparatus. May include field trip(s).

*Prerequisite: Must possess a valid and current Class C California Driver's License.*

Program Applicable

## **FIRE 084 DRIVER/OPERATOR (PUMP OPERATIONS)**

1.5 Units

Total Lecture Hours: 18

Total Lab Hours: 27

This course provides information on pumping apparatus preventive maintenance and operations. Topics include: routine tests, inspections, and servicing functions; producing hand, master, and foam fire streams, relay pump operations; and supplying water to fire sprinkler and standpipe systems. This course is based on the current edition of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. A minimum of 40 hours is required. The FIRE 084 course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, students will be issued a California State Fire Training Certificate of Completion. A fee of \$140.00 is required for the certificate as well as a \$25.00 lab fee to cover the fuel and maintenance cost of the fire apparatus. May include field trip(s).

*Prerequisite: FIRE 081*

Program Applicable

**FIRE 100  
WILDLAND FIRE ACADEMY**

0 Units

Total Lecture Hours: 108

Total Lab Hours: 54

This course is designed for those students who desire to gain information and certification through the NWCG (National Wildland Coordinating Group) as a Wildland Firefighter. Students are trained in hand crew formation, fire line construction, and the use of wildland equipment. Students learn about wildland firefighter safety, fire behavior, protective clothing, and wildland fire tools. This course includes arduous physical conditioning and outdoor activity. This academy provides the required training to be hired as a seasonal Type 2 wildland firefighter for the U.S. Forest Service.

*Prerequisite:* Pass a U.S. Forest Service physical fitness examination.

*Advisory:* Students should be prepared physically for arduous physical activity. Students should be able to complete the US Forest Service Pack Test which includes a 3-mile hike, completed within 45 minutes while carrying 45 lbs. (pounds) of weight.

**FIRE 110  
FIREFIGHTER PHYSICAL ABILITIES AND WELLNESS**

0 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course is designed to give in-service firefighters and interested students information about firefighter conditioning and fire department physical ability test designs. This course includes manipulative drills and will provide information on current physical assessment tests to include Candidate Physical Abilities Test (CPAT) and the Biddle (Biddle and Associate Validated Test). Students will learn about firefighter wellness programs, review basic nutrition and current National Fire Protection Association (NFPA) standards pertaining to firefighter health and safety. Students must be able to perform some basic firefighter activities including climbing a ladder, using sledgehammers, dragging 130lb to 150lb dummies, and wearing a self-contained breathing apparatus (SCBA).

*Advisory:* FIRE-001

*Program Applicable*

**FIRE 181  
NONCREDIT FIRE APPARATUS DRIVER/  
OPERATOR (EMERGENCY VEHICLE  
OPERATIONS)**

0 Units

Total Lecture Hours: 18

Total Lab Hours: 27

This course provides information on fire apparatus preventive maintenance and driving/operating. Topics include: routine tests, inspections, servicing functions, operate and maneuver in a variety of conditions, as well as operate all fixed systems and equipment on a fire apparatus. This course is based on the current edition of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. This course fulfills the requirements for a Class C Firefighter Endorsement. A minimum of 40 hours is required. The FIRE 181 course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, students will be issued a California State Fire Training Certificate of Completion. A fee of \$140.00 is required for the certificate as well as a \$25.00 lab fee to cover the fuel and maintenance cost of the fire apparatus. May include field trip(s).

*Prerequisite:* Must possess a valid and current Class C California Driver's License.

**FIRE 184  
NONCREDIT DRIVER/OPERATOR (PUMP  
OPERATIONS)**

0 Units

Total Lecture Hours: 18

Total Lab Hours: 27

This course provides information on pumping apparatus preventive maintenance and operations. Topics include: routine tests, inspections, and servicing functions; producing hand, master, and foam fire streams, relay pump operations; and supplying water to fire sprinkler and standpipe systems. This course is based on the current edition of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications. A minimum of 40 hours is required. The FIRE 184 course is a California State Fire Marshal (CSFM) course. Upon successful completion of the course, students will be issued a California State Fire Training Certificate of Completion. A fee of \$140.00 is required for the certificate as well as a \$25.00 lab fee to cover the fuel and maintenance cost of the fire apparatus. May include field trip(s).

*Prerequisite:* FIRE 081, FIRE 181

**FIRE TECHNOLOGY — WILDLAND  
FIRE TECHNOLOGY (FIRE-WFT)****FIRE WFT101  
WILDLAND FIRE BEHAVIOR**

3 Units

Total Lecture Hours: 54

This course provides students with information necessary to understand basic wildland fire behavior, wildland fire predictions, and wildland fire operation safety. Wildland fire environmental factors and the tools required to monitor weather and fire behavior are discussed as it relates to wildland fire predictions. This course meets or exceeds the National Wildfire Coordinating Group (NWCG) requirements. This course is part of a five core course series required for the Wildland Fire Technology Certificate of Achievement and Associate of Science degree programs.

*CSU, Program Applicable*

**FIRE WFT102  
WILDLAND FIREFIGHTER SAFETY &  
SURVIVAL**

3 Units

Total Lecture Hours: 54

The course provides students with information necessary to understand occupational safety and hazards associated with wildland firefighting operations. Emphasis is placed on situational awareness, protective measures, accident avoidance procedures, and the risk management process. Students also review fire ground near misses, entrapments, and fatalities. This course meets or exceeds the National Wildfire Coordinating Group (NWCG) requirements. This course is part of a five core course series required for the Wildland Fire Technology Certificate of Achievement and Associate of Science degree programs.

*CSU, Program Applicable*

## **FIRE WFT103 WILDLAND FIRE OPERATIONS**

3 Units  
Total Lecture Hours: 54

This course provides students with information necessary to understand ground and air operations associated with wildland firefighting operations. Emphasis will be placed on incident command system use, strategy, tactics, hazards, resource typing, management, and safety procedures during wildland fire incidents. This course meets or exceeds the National Wildfire Coordinating Group (NWCG) requirements. This course is part of a five core course series required for the Wildland Fire Technology Certificate of Achievement and Associate of Science degree programs.

CSU, Program Applicable

## **FIRE WFT104 WILDLAND FIRE INVESTIGATION, PREVENTION, AND PUBLIC INFORMATION**

3 Units  
Total Lecture Hours: 54

This course provides students with information and skills necessary to understand the roles and functions of the public information officer (PIO), fire prevention education team member, and a wildland fire investigator. Various wildland fire associated class projects will challenge the student's public speaking, report writing, and presentation skills. This course is part of a five core course series required for the Wildland Fire Technology Certificate of Achievement and Associate of Science degree programs.

CSU, Program Applicable

## **FIRE WFT105 WILDLAND FIRE LOGISTICS, FINANCE, AND PLANNING**

3 Units  
Total Lecture Hours: 54

This course provides students with information necessary to understand the responsibilities and functions of the logistics, finance, and planning sections. Emphasis is placed on how the different incident command system sections are organized and utilized during wildland fire incidents. This course meets or exceeds the National Wildfire Coordinating Group requirements. This course is part of a five core course series required for the Wildland Fire Technology Certificate of Achievement and Associate of Science degree programs.

CSU, Program Applicable

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## **FIRE TECHNOLOGY WORK EXPERIENCE (FIWE)**

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### **FIWE 080 COOPERATIVE WORK EXPERIENCE EDUCATION/INTERNSHIP (60 HOURS TOTAL)**

1 Unit  
Total Lab Hours - 75 hrs for paid or 60 hrs of unpaid

This work experience course of supervised employment is designed for students to acquire desirable work habits, attitudes, and skills to enable them to become productive employees in the fire service. This course also provides students with career awareness for fire service jobs. Students must work 75 paid hours or 60 non-paid hours. This type of work experience is available to students whose job and educational or occupational goals are directly related to fire technology. Credit may be accrued at the rate of 1-4 units per semester for a maximum of 16 units.

Corequisite: Must be currently enrolled in or successfully completed any Fire Technology course with a "C" or better.

Program Applicable

### **FIWE 081 COOPERATIVE WORK EXPERIENCE EDUCATION/INTERNSHIP (120 HOURS TOTAL)**

2 Units  
Total Lab Hours - 150 hrs for paid or 120 hrs of unpaid

This work experience course of supervised employment is designed for students to acquire desirable work habits, attitudes, and skills to enable them to become productive employees in the fire service. This course also provides students with career awareness for fire service jobs. Students must work 150 paid hours or 120 non-paid hours. This type of work experience is available to students whose job and educational or occupational goals are directly related to fire technology. Credit may be accrued at the rate of 1-4 units per semester for a maximum of 16 units.

Corequisite: Must be currently enrolled in or successfully completed any Fire Technology course with a "C" or better.

Program Applicable

### **FIWE 082 COOPERATIVE WORK EXPERIENCE EDUCATION/INTERNSHIP (180 HOURS TOTAL)**

3 Units  
Total Lab Hours - 225 hrs for paid or 180 hrs of unpaid

This work experience course of supervised employment is designed for students to acquire desirable work habits, attitudes, and skills to enable them to become productive employees in the fire service. This course also provides students with career awareness for fire service jobs. Students must work 225 paid hours or 180 non-paid hours. This type of work experience is available to students whose job and educational or occupational goals are directly related to fire technology. Credit may be accrued at the rate of 1-4 units per semester for a maximum of 16 units.

Corequisite: Must be currently enrolled in or successfully completed any Fire Technology course with a "C" or better.

Program Applicable

### **FIWE 083 COOPERATIVE WORK EXPERIENCE EDUCATION/INTERNSHIP (240 HOURS TOTAL)**

4 Units  
Total Lab Hours - 300 hrs for paid or 240 hrs of unpaid

This work experience course of supervised employment is designed for students to acquire desirable work habits, attitudes, and skills to enable them to become productive employees in the fire service. This course also provides students with career awareness for fire service jobs. Students must work 300 paid hours or 240 non-paid hours. This type of work experience is available to students whose job and educational or occupational goals are directly related to fire technology. Credit may be accrued at the rate of 1-4 units per semester for a maximum of 16 units.

Corequisite: Must be currently enrolled in or successfully completed any Fire Technology course with a "C" or better.

Program Applicable

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## GEOGRAPHY (GEOG)

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### GEOG 001 PHYSICAL GEOGRAPHY

3 Units  
Total Lecture Hours: 54

This course is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered, including maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS).

CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5A  
C-ID GEOG 110

### GEOG 002 CULTURAL GEOGRAPHY

3 Units  
Total Lecture Hours: 54

This course is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Students examine the human interrelationships between features of the modern cultural landscape and the processes that produce regional and environmental differences. Students analyze the global patterns and dynamics of such human activities as population growth, migration, territoriality, politics, religion, language, agriculture, urbanization, industrialization, and economic development.

Advisory: ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: 4  
C-ID GEOG 120

### GEOG 007 WORLD REGIONAL GEOGRAPHY

3 Units  
Total Lecture Hours: 54

This course is a survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis is placed on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions is studied.

CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: 4  
C-ID GEOG 125

### GEOG 048A DIRECTED RESEARCH SEMINAR

1 Unit  
Total Lecture Hours: 18

The course provides students an opportunity to extend their knowledge and understanding of selected topics in geography within the general scope of departmental offerings that are not contained in scheduled courses. This one (1) unit seminar may be accepted for the A.A. or A.S. degree. Course content to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, special laboratory projects, or field research projects.

CSU, Program Applicable

### GEOG 048B DIRECTED RESEARCH SEMINAR

2 Units  
Total Lecture Hours: 36

The course provides students an opportunity to extend their knowledge and understanding of selected topics in geography within the general scope of departmental offerings that are not contained in scheduled courses. This two (2) unit seminar may be accepted for the A.A. or A.S. degree. Course content to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, special laboratory projects, or field research projects.

CSU, Program Applicable

### GEOG 048C DIRECTED RESEARCH SEMINAR

3 Units  
Total Lecture Hours: 54

The course provides students an opportunity to extend their knowledge and understanding of selected topics in geography within the general scope of departmental offerings that are not contained in scheduled courses. This three (3) unit seminar may be accepted for the A.A. or A.S. degree. Course content to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, special laboratory projects, or field research projects.

CSU, Program Applicable

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## GEOLOGY (G)

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### G 001 PHYSICAL GEOLOGY

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

This course is an introduction to the principles of geology with emphasis on Earth processes. Students investigate the internal structure and origin of the Earth and the processes that change and shape it. The laboratory component focuses on the identification of rocks and minerals, topographic and geologic map exercises demonstrating the work of water, wind, ice, gravity, and the effects of tectonic activity. Fields trips may be included.

CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5A, 5C  
C-ID GEOL 101

### G 010 THE EARTH SCIENCES

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

This course is an introduction to the essentials of Earth Science, with a laboratory. Topics include the geosphere, atmosphere, hydrosphere, and solar system. Students focus on the interactions between physical and chemical systems of the Earth, such as the tectonic cycle, rock cycle, hydrologic cycle, weather, and climate. Field trips may be included emphasizing the local geology.

CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5A, 5C  
C-ID GEOL 121

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## HEALTH SCIENCES (HS)

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Registered Nursing: See pages 109-110, 158  
Vocational Nursing: See pages 111-112, 168

### HS 001 PERSONAL AND COMMUNITY HEALTH

3 Units  
Total Lecture Hours: 54

This course considers facts and attitudes related to the maintenance of optimum health for the individual and society. Students study the body as it relates to health, emphasizing modern concepts of prevention, treatment, and cure of degenerative and communicable diseases. Topics include the effects of exercise, fatigue, and diet; emotional and mental well-being; drugs, alcohol, and tobacco; disease etiology and disease prevention; human reproduction and family; and safety in the modern world. This course satisfies the California requirement in drug, alcohol, and tobacco and nutrition education for teacher certification. Formerly known as HE001.

Advisory: ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: None

### HS 013 GENERAL NUTRITION

3 Units  
Total Lecture Hours: 54

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

CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: None

### HS 061 MEDICAL TERMINOLOGY

3 Units  
Total Lecture Hours: 54

Students are introduced to medical terminology origins, meanings, and applications. Medical terminology is used by all health service personnel, including medical doctors, dentists, nurses, respiratory therapists, physical therapists, EMTs, medical coders, and doctor's office assistants. This course would be valuable for any student considering future enrollment in health sciences courses and programs.

CSU, Program Applicable

### HS 065 BASIC PHARMACOLOGY

3 Units  
Total Lecture Hours: 54

This course provides an introduction to basic pharmacology. The content covers calculating dosages, using conversion tables, administering medication, and using drug reference materials. Students will learn about desired and undesired effects of commonly used drugs in major classifications.

Prerequisite: BI 022  
CSU, Program Applicable

## Deactivation Effective Spring 2026

### HS 081 BASIC ARRHYTHMIAS

2 Units  
Total Lecture Hours: 36

This course is designed for persons working with patients who require cardiac monitoring. It provides a review of the anatomy and physiology of the heart. The normal and abnormal rhythms of the heart are studied with an emphasis on treatment for abnormal arrhythmias. This course is available for Licensed Vocational Nurse (LVN), Registered Nurse (RN), and Certified Nursing Assistant (CNA) Continuing Education Units (CEUs).

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## Effective Spring 2026

### HS 081 BASIC ARRHYTHMIAS

3 Units  
Total Lecture Hours: 54

This introductory course provides students with the foundational knowledge and skills necessary to understand and interpret basic electrocardiograms (EKGs) and identify common arrhythmias. Emphasis is placed on recognizing the normal EKG waveform, as well as understanding the characteristics and clinical significance of arrhythmias such as atrial fibrillation, ventricular tachycardia, and others. Through a combination of lectures, hands-on practice, and case studies, students gain proficiency in reading EKG strips, assessing heart rhythms, and making clinical decisions based on their findings. This course is designed for healthcare professionals and students pursuing careers in medical assistance, nursing, emergency medical services, and related fields.

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## HISTORY (HIST)

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### HIST 003 HISTORY OF WORLD CIVILIZATIONS I

3 Units  
Total Lecture Hours: 54

In this course, students examine the origin of a variety of civilizations in Africa, Asia, Europe, and North and South America. The course investigates how people in the past developed environmental, technological, social, political, religious, economic, and cultural responses to the challenges they faced. The time period under consideration is broad, from the early human agrarian communities c.5000 B.C.E. through approximately 1500 C.E.

CSU, UC, Program Applicable  
CMC GE: 3, 4, Cal-GETC: 3B, 4  
C-ID HIST 150

### HIST 004 HISTORY OF WORLD CIVILIZATIONS II

3 Units  
Total Lecture Hours: 54

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

CSU, UC, Program Applicable  
CMC GE: 3, 4, Cal-GETC: 3B, 4  
C-ID HIST 160

### HIST 017 U.S. HISTORY THROUGH RECONSTRUCTION

3 Units  
Total Lecture Hours: 54

In this course, students examine the political and cultural development of the United States from pre-Columbian America through Reconstruction. The course will focus on the Enlightenment ideals of liberty as applied in the forming of the British North American colonies and how those ideals shaped American society. Students will also analyze the changes in technological, social, political, religious, and economic aspects of this American nation.

CSU, UC, Program Applicable  
CMC GE: 3, 4, Cal-GETC: 3B, 4  
C-ID HIST 130

## HIST 018 U.S. HISTORY FROM RECONSTRUCTION TO PRESENT

3 Units  
Total Lecture Hours: 54

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

CSU, UC, Program Applicable  
CMC GE: 3, 4, Cal-GETC: 3B, 4  
C-ID HIST 140

## HIST 019 CALIFORNIA HISTORY

3 Units  
Total Lecture Hours: 54

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

CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: 4

## HIST 048A DIRECTED RESEARCH SEMINAR

1 Unit  
Total Lecture Hours: 18

The course provides students an opportunity to extend their knowledge and understanding of selected topics in history within the general scope of departmental offerings that are not contained in scheduled courses. This one (1) unit seminar may be accepted for the A.A. or A.S. degree. Course content to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, special laboratory projects, or field research projects.

CSU, Program Applicable

## HIST 048B DIRECTED RESEARCH SEMINAR

2 Units  
Total Lecture Hours: 36

The course provides students an opportunity to extend their knowledge and understanding of selected topics in history within the general scope of departmental offerings that are not contained in scheduled courses. This two (2) unit seminar may be accepted for the A.A. or A.S. degree. Course content to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, special laboratory projects, or field research projects.

CSU, Program Applicable

## HIST 048C DIRECTED RESEARCH SEMINAR

3 Units  
Total Lecture Hours: 54

The course provides students an opportunity to extend their knowledge and understanding of selected topics in history within the general scope of departmental offerings that are not contained in scheduled courses. This three (3) unit seminar may be accepted for the A.A. or A.S. degree. Course content to be determined by discipline faculty in consultation with the Chief Instructional Officer, and in relation to community/student needs and available staff. At the discretion of the instructor, this course may include lectures, directed study, small group discussions, conferences, special laboratory projects, or field research projects.

CSU, Program Applicable

## HOME HEALTH AIDE (HHA)

### HHA 066 HOME HEALTH AIDE

2 Units  
Total Lecture Hours: 27  
Total Lab Hours: 27

This course expands on the content taught in Nurse Assistant, NA 064, to provide preparation for care of residents in home-care settings. The content emphasizes personal care, basic communications, safety, meal planning, and maintaining a healthful environment. Course formerly known as HS 066.

Prerequisite: Current California Nurse Assistant Certification or proof of a passing grade on both theory and skills components of certification testing.

## HOSPITALITY (HOSP)

### HOSP 001 INTRODUCTION TO HOSPITALITY MANAGEMENT

3 Units  
Total Lecture Hours: 54

Introduction to Hospitality Management is an overview of the structure and financial performances of the hospitality industry, including food and lodging, resorts, tourism enterprises, attractions, and related operations. The course focuses on orientation to customer service, cultural and economic trends, and career opportunities. This course may include field trips.

CSU, Program Applicable  
C-ID HOSP 100

### HOSP 002 HOSPITALITY COST CONTROL

3 Units  
Total Lecture Hours: 54

In this course, students analyze and manage food, beverage, labor, and other costs within a hospitality operation. There is an emphasis on problem-solving and applying cost control techniques to maximize profits while managing expenses. Topics include establishing standards, cost-volume-profit analysis, forecasting, purchasing, storage controls, menu costing and pricing, theft prevention, and labor control. This course may include field trips.

Advisory: ACCT 001  
CSU, Program Applicable  
C-ID HOSP 120

## KINESIOLOGY (KIN)

### KIN 001 INTRODUCTION TO KINESIOLOGY

3 Units  
Total Lecture Hours: 54

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

CSU, UC Program Applicable  
CMC GE: None, Cal-GETC: None  
C-ID KIN 100

## MATHEMATICS (MATH)

Looking for MATH 014? See STAT C1000 under Statistics.

### MATH 001A CALCULUS

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

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, related rates, and an introduction to the definite integral. Students will learn rules for differentiating polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric, and root functions. The course includes calculator and/or computer usage.

*Prerequisite:* Successful completion of high school precalculus; OR MATH 012 with a grade of "C" or better, OR MATH 010 PLUS MATH 005 with a grade of "C" or better.

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

C-ID MATH 210

C-ID MATH 900S = MATH 001A + MATH 001B

### MATH 001ASC CALCULUS SUCCESS LAB - CREDIT

1 Unit

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 001A, Calculus. This course provides just-in-time review of math concepts and additional support activities to be successful in MATH 001A. Formerly known as MATH 001ALS.

*Corequisite:* MATH 001A.

### MATH 101ASC CALCULUS SUCCESS LAB - NONCREDIT

0 Unit

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 001A, Calculus. This course provides just-in-time review of math concepts and additional support activities to be successful in MATH 001A. Formerly known as MATH 101ALS.

*Corequisite:* MATH 001A.

### MATH 001B CALCULUS

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

This course studies the meaning, computation, and application of integration and infinite series. Topics include the definition of the definite integral, techniques of integration, applications of integration, calculus of polar and parametric forms, first order separable differential equations, modeling exponential growth and decay, infinite series, and approximation of functions using Taylor series with remainder. The course includes calculator and/or computer usage.

*Prerequisite:* MATH 001A with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

C-ID MATH 220

C-ID MATH 900S = MATH 001A + MATH 001B

### MATH 001BSC CALCULUS SUCCESS LAB - CREDIT

1 Unit

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 001B, Calculus. This course provides just-in-time review of math concepts and additional support activities to be successful in MATH 001B. Formerly known as MATH 001BLS.

*Corequisite:* MATH 001B

### MATH 101BSC CALCULUS SUCCESS LAB - NONCREDIT

0 Unit

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 001B, Calculus. This course provides just-in-time review of math concepts and additional support activities to be successful in MATH 001B. Formerly known as MATH 101BLS.

*Corequisite:* MATH 001B

### MATH 002A MULTIVARIATE CALCULUS

5 Units

Total Lecture Hours: 90

This course extends the concepts of differentiation and integration introduced in the first two semesters of calculus to functions of two or more variables. Topics include solid Euclidean geometry; vector algebra in three dimensions; line and surface integrals; multiple integration in rectangular, cylindrical and spherical coordinates, extreme values; parameterized space curves and surfaces; directional derivatives; gradients; Green's theorem; divergence theorem; and Stokes' theorems. The course includes calculator and/or computer usage.

*Prerequisite:* MATH 001B with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

C-ID MATH 230

### MATH 002B LINEAR ALGEBRA

4 Units

Total Lecture Hours: 72

This course provides a careful development of the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Also covered is a thorough investigation of the properties of vectors in two, three, and  $R^n$  dimensions, leading to the generalized notion of an abstract vector space. A complete treatment of vector space theory is presented including topics such as inner products, norms, orthogonality, eigenvalues, eigen spaces, and linear transformations. Selected applications of linear algebra are included. The course includes calculator and/or computer usage.

*Prerequisite:* MATH 001B with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

C-ID MATH 250

### MATH 002C ORDINARY DIFFERENTIAL EQUATIONS

4 Units

Total Lecture Hours: 72

This course is an introduction to ordinary differential equations, including both quantitative and qualitative methods as well as applications from a variety of disciplines. It introduces the theoretical aspects of differential equations, including establishing when solutions exist and techniques for obtaining solutions, including series solutions, singular points, Laplace transforms, and linear systems. The course includes calculator and/or computer usage.

*Prerequisite:* MATH 001B with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

C-ID MATH 240

**MATH 004  
DISCRETE STRUCTURES**

3 Units

Total Lecture Hours: 54

This course introduces students to fundamental topics in computer science, including logic and Boolean algebra; proof techniques; sets; introduction to computer programming; basic counting rules; relations; functions and recursion; and graphs and probability trees. Students use calculators and computers to develop algorithms and solve mathematical problems.

*Prerequisite:* CS 089 and four-years of high school mathematics, including trigonometry and geometry with a minimum grade of "B" in the fourth year, or MATH 012 with a grade of "C" or better, or MATH 010 and MATH 005 with a grade of "C" or better.

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

C-ID COMP 152, MATH 160

**MATH 005  
TRIGONOMETRY**

4 Units

Total Lecture Hours: 72

This is a course of study in the trigonometric functions with emphasis on periodic functions, trigonometric identities, solving trigonometric equations, graphical methods, inverse functions, solving triangles with applications including the Law of Sines and Cosines. Students will also study vectors.

CSU, Program Applicable

CMC GE: 2, Cal-GETC: None

**MATH 010  
COLLEGE ALGEBRA FOR LIBERAL ARTS**

4 Units

Total Lecture Hours: 72

This is a function-oriented course that provides an in-depth investigation of linear, polynomial, rational, radical, absolute value, exponential, and logarithmic functions, including their graphs and behavior. Topics include inverse functions, determining zeros of polynomial functions, complex numbers, graph transformations, analytic geometry, systems of equations, and inequalities.

*Prerequisite:* Three years of high school math (including either Integrated Math III or two years of algebra and one year of geometry) completed within the last three years with grades of "B" or better, or the equivalent.

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

**MATH 010SC  
COLLEGE ALGEBRA FOR LIBERAL ARTS  
SUCCESS LAB - CREDIT**

1 Unit

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 010, College Algebra for Liberal Arts. This course provides just-in-time review of developmental math concepts and additional support activities to be successful in MATH 010. Formerly MATH 010SL.

*Corequisite:* MATH 010**MATH 110SC  
COLLEGE ALGEBRA FOR LIBERAL ARTS  
SUCCESS LAB - NONCREDIT**

0 Units

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 010, College Algebra for Liberal Arts. This course provides just-in-time review of developmental math concepts and additional support activities to be successful in MATH 010. Formerly MATH 110SL.

*Corequisite:* MATH 010**MATH 012  
PRECALCULUS & TRIGONOMETRY**

6 Units

Total Lecture Hours: 108

This course studies the basic functions used in calculus: polynomial, absolute value, rational, root, exponential, logarithmic, trigonometric, and inverse trigonometric functions. Topics include recognizing, graphing, and solving equations and inequalities involving these functions, working with function notation, rates of change, transformations of functions, proofs related to trigonometric expressions and identities, trigonometric equations, solving right triangles, solving triangles using the law of cosines and the law of sines, analytic geometry and polar coordinates, introduction to vectors, and applications.

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

C-ID MATH 155

**MATH 012SC  
PRECALCULUS & TRIGONOMETRY  
SUCCESS LAB - CREDIT**

1 Unit

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 012 Precalculus & Trigonometry. Course provides just-in-time review of developmental math concepts and additional support activities to be successful in Precalculus & Trigonometry. Formerly MATH 012SL.

*Corequisite:* MATH 012**MATH 112SC  
PRECALCULUS & TRIGONOMETRY  
SUCCESS LAB - NONCREDIT**

0 Units

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 012 Precalculus & Trigonometry. Course provides just-in-time review of developmental math concepts and additional support activities to be successful in Precalculus & Trigonometry. Formerly MATH 112SL.

*Corequisite:* MATH 012**MATH 014  
STATISTICAL METHODS**

MATH 014 is now STAT C1000 Introduction to Statistics.

Please see page 166 for STAT C1000 course description.

**MATH 014SC  
STATISTICAL METHODS SUCCESS LAB -  
CREDIT**

1 Unit

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 014/ STAT C1000, Statistical Methods. It provides just-in-time review of developmental math concepts and additional support activities to be successful in Statistical Methods. Formerly MATH 014SL.

*Corequisite:* STAT C1000**MATH 114SC  
STATISTICAL METHODS SUCCESS LAB -  
NONCREDIT**

0 Units

Total Lab Hours: 54

This laboratory course is taken concurrently with MATH 014/ STAT C1000, Statistical Methods. It provides just-in-time review of developmental math concepts and additional support activities to be successful in Statistical Methods. Formerly MATH 114SL.

*Corequisite:* STAT C1000

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## MATH 016 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS

3 Units

Total Lecture Hours: 54

This course is designed for Elementary Education majors. Students' mathematical content knowledge will increase through in-depth exploration of topics in mathematics including the integers, rational numbers, real numbers, basic number theory, the history of numeration systems, and current national and state curriculum standards for mathematics.

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: None

C-ID MATH 120

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## MUSIC (MUS)

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### MUS 005 HISTORY OF ROCK 'N' ROLL

3 Units

Total Lecture Hours: 54

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.

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3A

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### MUS 010 INTRODUCTION TO MUSIC

3 Units

Total Lecture Hours: 54

This course focuses on the major stylistic periods of Western art music from the Middle Ages until the end of the 20th century. Students will experience musical genres featured in North American and European concert halls. By studying contemporaneous social, political, and artistic movements and events, students will obtain a thorough appreciation of musical styles. Basic musical elements, terminology, voice categories, and instruments of the orchestra will be included.

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3A

C-ID MUS 100

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## NURSING — NURSE ASSISTANT (NA)

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### NA 064 NURSE ASSISTANT

6 Units

Total Lecture Hours: 72

Total Lab Hours: 108

This course includes basic nursing principles used in the care of clients in long-term care facilities. The content addresses the basic needs of clients, concepts of ethics and confidentiality, techniques of communication, reporting and recording of observations and basic assessments, and performance of special treatments, procedures, and skills required for client care. Successful completion of the course results in eligibility to take the state approved test that leads to certification as a nursing assistant. Fingerprinting is required as per California Department of Health regulations. Course formerly known as HS 064.

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## NURSING (N) — REGISTERED

See pages 109-110 for additional information.

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### N 010 NURSING FOUNDATIONS

5 Units

Total Lecture Hours: 45

Total Lab Hours: 135

This course provides an introduction to the fundamental aspects of nursing practice, organizing concepts and content concepts. The content of the course has a focus on safety, communication, the Nursing Process, and the normal physical and psychosocial assessment techniques for the adult and geriatric client. In addition, students are introduced to the geriatric aging process, influences of societal attitudes, health promotion, injury prevention, abuse, legal and ethical issues and cultural disparities. Students learn basic nursing skills and math skills necessary to provide care for the adult and geriatric client.

Prerequisite: Admission to the Associate Degree Nursing Program

CSU, Program Applicable

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### N 015 CONCEPTS OF NURSING PRACTICE I

5 Units

Total Lecture Hours: 45

Total Lab Hours: 135

This course introduces students to the integration of collaborate nursing care and patient advocacy care for the adult and geriatric patient with common, acute, and chronic health problems. Students concentrate on health promotion activities, focused assessments, administration of medications, and poly-pharmacy within a variety of settings.

Prerequisite: N 010 with a grade of "C" or better.

CSU, Program Applicable

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### N 020 CONCEPTS OF NURSING PRACTICE II

5 Units

Total Lecture Hours: 45

Total Lab Hours: 135

This course provides an introduction to patients with multiple disease processes. Students learn how to interpret patient data, implement current evidence-based plans of care that integrate prioritization, and organizational skills. Needs of the adult patient are addressed including identification of disease processes that disrupt the physiological, psychological, socio-cultural, and developmental status. Utilizing concepts of collaboration and coordination, students will care for patients in a variety of settings. (Formerly N 002B).

Prerequisite: N 015 with a grade of "C" or better.

CSU, Program Applicable

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### N 025 CONCEPTS OF MENTAL HEALTH NURSING

3.5 Units

Total Lecture Hours: 36

Total Lab Hours: 81

This course provides an introduction to psychiatric and mental health nursing, therapeutic communication techniques, and psychotropic medications for the adult and geriatric patient. Stress and coping mechanisms, disorders of cognition, mood and affect, and substance abuse are identified and examined. Students learn interventions to promote and support the emotional, mental and social wellbeing of the adult and geriatric patient experiencing mental health issues utilizing clinical reasoning skills. Community mental health nursing is also introduced.

Prerequisite: N 015 with a grade of "C" or better.

CSU, Program Applicable

**N 030  
CONCEPTS OF NURSING PRACTICE III**

5 Units

Total Lecture Hours: 45

Total Lab Hours: 135

This course prepares students to care for the perioperative patient, and for complex patients with multiple disease processes. Students utilize the nursing process to organize plans of care integrating current best evidence based practices based on patient preferences and disease processes. Building on previous skills and knowledge, students expand their clinical reasoning skills to care for patients in a variety of healthcare settings.

Prerequisite: N 020 and N 025 with a grade of "C" or better.

CSU, Program Applicable

**N 035  
CONCEPTS OF OBSTETRICAL NURSING  
WITH FAMILY HEALTH**

2.25 Units

Total Lecture Hours: 22.5

Total Lab Hours: 54

This course provides an introduction to maternal infant nursing. Content will focus on normal findings and complications of the childbearing patient and newborn. Students learn the physical and emotional aspects of patient care, developmental stages, nutritional requirements, and pharmacological concepts needed to care for the childbearing patient, newborn, and family.

Prerequisite: N 025 with a grade of "C" or better.

CSU, Program Applicable

**N 036  
CONCEPTS OF PEDIATRIC NURSING**

2.25 Units

Total Lecture Hours: 22.5

Total Lab Hours: 54

This course introduces students to family-centered care of pediatric patients. Students concentrate on common, acute, and chronic health problems in children in a variety of settings. Students also explore growth and development, pediatric assessment, pediatric medication administration, cognitive and mental health disorders, child abuse and health promotion teaching, and learning activities.

Prerequisite: N 035 with a grade of "C" or better.

CSU, Program Applicable

**N 040  
CONCEPTS OF NURSING PRACTICE IV**

5 Units

Total Lecture Hours: 45

Total Lab Hours: 135

This course introduces students to high acuity patients and the knowledge required to provide nursing care in the critical care setting. Disaster preparedness, bioterrorism, and the role of a disaster nurse in a collaborative setting will be introduced. Students learn administration of critical care medications, managing and providing care for patients with life threatening conditions, and reducing the risk for developing complications related to current disease processes, treatments, and/or procedures. Formerly known as N 004A.

Prerequisite: N 030 with a grade of "C" or better.

CSU, Program Applicable

**N 045  
NURSING MANAGEMENT, LEADERSHIP  
AND PRECEPTORSHIP**

4 Units

Total Lecture Hours: 27

Total Lab Hours: 135

This course provides strategies and methods for incorporating management, delegation, and leadership responsibilities. Students learn the legal implications and consequences when nursing care, code of ethics, and or Patient Bill of Rights are compromised. At the end of this course, each student participates in a one-on-one, 135-hour specialized clinical experience utilizing all knowledge, skills, and attitudes gained throughout the Registered Nursing Program.

Prerequisite: N 040 with a grade of "C" or better.

CSU, Program Applicable

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**PHILOSOPHY (PHIL)**

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**PHIL 006  
INTRODUCTION TO PHILOSOPHY**

3 Units

Total Lecture Hours: 54

This course is a chronological and thematic survey of philosophy from the ancient Greek period to the contemporary era. The cultural environments, historical milieus of great thinkers, and select philosophical works are considered in order to enhance students' understanding and appreciation of traditional Western and non-Western philosophical concepts. By the application of major theories in the disciplines of ethics, metaphysics, epistemology, aesthetics, ontology, and social and political philosophy, students will confront problems in a way that will stimulate critical thinking and develop their analytical skills.

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3B

C-ID PHIL 100

**PHIL 010  
GENERAL LOGIC**

3 Units

Total Lecture Hours: 54

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

CSU, UC, Program Applicable

CMC GE: 1B, Cal-GETC: None

C-ID PHIL 110

**PHIL 012  
RELIGIONS OF THE WORLD**

3 Units

Total Lecture Hours: 54

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

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3B, 4

## PHIL 013 PERSPECTIVES ON DEATH AND DYING

3 Units  
Total Lecture Hours: 54

This course introduces students to a broad array of themes associated with the death system in modern America, with major emphasis placed upon exploring death practices and attitudes of other cultures. Students consider both practical and philosophical aspects of death, including a critical analysis of such topics as developmental awareness of death; changes over time in mortality statistics; patient options in dealing with serious illness; funerals and body disposition; moral issues stemming from modern medical technology; suicide prevention; and the beliefs and customs of various world-wide cultures concerning death and the possibility of an afterlife. Field trip(s) may be offered throughout the course.

CSU, UC, Program Applicable  
CMC GE: 3, 4, Cal-GETC: 3B

## PHIL 014 INTRODUCTION TO ETHICS

3 Units  
Total Lecture Hours: 54

This course provides students with an introduction to ethics, both as a philosophic discipline and as a practical foundation for making sound personal and professional decisions. Students will examine the concepts of right and wrong, and will apply moral values and moral reasoning to contemporary issues and the problems of daily life. A consideration of philosophers who have shaped the discipline will include a focus on such thinkers as Aristotle, Kant, and Mill.

CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: 3B  
C-ID PHIL 120

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## PHYSICAL EDUCATION (PE)

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Also see Varsity Sports

### PE 043 BADMINTON

1 Unit  
Total Lecture Hours: 9  
Total Lab Hours: 27

This course provides instruction and practice in the skills, strategies, and rules of singles and doubles badminton. Instruction will include demonstrations of basic fundamental skills, proper footwork, overhead and underhand strokes, and racquet grips. Students will practice offensive and defensive strategies in a group setting, while increasing levels of fitness and hand-eye coordination.

CSU, UC, Program Applicable

### PE 045 BASKETBALL

1 Unit  
Total Lecture Hours: 9  
Total Lab Hours: 27

This course provides instruction and practice in the skills, strategies, and rules of basketball. Instruction includes fundamental skills, proper footwork, shooting form, defensive and offensive formations and plays. Students will practice proper techniques in body placement; balance and footwork when dribbling; passing, catching, and shooting the basketball while increasing levels of fitness and hand-eye coordination.

CSU, UC, Program Applicable

### PE 052 DANCE, AEROBIC/LOW IMPACT

1 Unit  
Total Lecture Hours: 9  
Total Lab Hours: 27

This course will introduce and develop the basic knowledge and skills necessary to participate in low-impact aerobics as a fitness activity. Students will learn about basic fitness principles and engage in low-impact activities involving aerobic and exercise conditioning methods.

CSU, UC, Program Applicable

### PE 062 GOLF

1 Unit  
Total Lecture Hours: 9  
Total Lab Hours: 27

Students are introduced to the fundamentals of golf including the swing, rules, skills, strategies, and course etiquette. Instruction is focused on obtaining practical experience and developing skills.

CSU, UC, Program Applicable

### PE 091 VOLLEYBALL

1 Unit  
Total Lecture Hours: 9  
Total Lab Hours: 27

Students are introduced to the game of volleyball. This course provides beginning, intermediate, and advanced instruction and practice in skills as well as offensive and defensive strategies. Students will learn the rules of officiating volleyball.

CSU, UC, Program Applicable

### PE 096 WEIGHT TRAINING

1 Unit  
Total Lecture Hours: 9  
Total Lab Hours: 27

This course will introduce and develop the basic knowledge and skills necessary to participate in weight lifting as a fitness activity. Instruction will include demonstrations and lectures on physical fitness principles, benefits of physical activity, correct form and technique, safety, major muscles involved, and development of personal fitness programs.

CSU, UC, Program Applicable

### PE 098 YOGA

1 Unit  
Total Lecture Hours: 9  
Total Lab Hours: 27

This course provides beginning, intermediate and advanced instruction for individuals of all fitness levels who would like to increase their body/mind connection during movement. Students are introduced to the basic alignment and strength concepts of the body via the techniques of yoga. Special focus is placed on developing strength, endurance and correct body alignment in addition to flexibility and relaxation. Student can choose the credit/no credit or letter grade option.

CSU, UC, Program Applicable

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## PHYSICS (PH)

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### PH 001 INTRODUCTORY PHYSICS

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

This course is an introduction to basic physical concepts, theories, and principles of physics. Topics include mechanics, properties of matter, heat, electricity and magnetism, waves, and modern physics.

CSU, UC, Program Applicable  
CMC GE: 5, Cal-GETC: 5A, 5C

**PH 002A  
COLLEGE PHYSICS**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

This is the first semester of the two-semester algebra-trigonometry-based physics sequence designed for any majors seeking a transfer degree in the biological sciences. Topics include 1, 2, and 3-dimensional motion, rotating systems, energy, momentum, equilibrium, Simple Harmonic Oscillator (S.H.O.), gravitation, thermodynamics, kinetic molecular theory, and fluid mechanics.

*Prerequisite:* MATH 012 with a "C" or better, or four years of high school mathematics including precalculus, completed in the last three years, with a minimum grade of "B" in the fourth year.

*CSU, UC, Program Applicable*

*CMC GE: 5, Cal-GETC: 5A, 5C*

*C-ID PHYS 105*

**PH 002B  
COLLEGE PHYSICS**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

This is the second semester of the two-semester algebra-trigonometry-based physics sequence designed for any majors seeking a transfer degree in the biological sciences.

*Prerequisite:* PH 002A with a grade of "C" or better

*CSU, UC, Program Applicable*

*CMC GE: 5, Cal-GETC: 5A, 5C*

*C-ID PHYS 110*

**PH 004A  
PHYSICS FOR SCIENTISTS AND ENGINEERS**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

This is the first semester of the three-semester calculus-based physics sequence designed for all majors seeking a degree in the sciences and engineering, including the computer fields. Core topics include 1-, 2-, and 3-dimensional motion; the conservation theorems for momentum, energy (potential and kinetic, including simple harmonic motion), and angular momentum; plane-polar, cylindrical- and spherical-polar coordinates; vector algebra and calculus; coordinate transformations; rotating systems, inertial and non-inertial coordinates; gravitation; planetary motion; and elementary fluid mechanics.

*Prerequisite:* MATH 001A

*Corequisite:* MATH 001B

*CSU, UC, Program Applicable*

*CMC GE: 5, Cal-GETC: 5A, 5C*

*C-ID PHYS 205*

**PH 004B  
PHYSICS FOR SCIENTISTS AND ENGINEERS**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

This is the second semester of the three-semester calculus-based physics sequence designed for all majors seeking a degree in the sciences and engineering, including the computer fields. Core topics include thermodynamics, elementary statistical mechanics, electrostatics, magnetism, DC and AC circuits, and Maxwell's equations.

*Prerequisites:* PH 004A with a grade of "C" or better

*Corequisite:* MATH 002A

*CSU, UC, Program Applicable*

*CMC GE: 5, Cal-GETC: 5A, 5C*

*C-ID PHYS 210*

**PH 004C  
PHYSICS FOR SCIENTISTS AND ENGINEERS**

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

This is the third semester of the three-semester calculus-based physics sequence designed for all majors seeking a degree in the sciences and engineering, including the computer fields. Topics include the modern physics concepts of relativity, optics, and quantum physics.

*Prerequisites:* PH 004B, MATH 002A with a grade of "C" or better

*Corequisite:* MATH 002B

*CSU, UC, Program Applicable*

*CMC GE: 5, Cal-GETC: 5A, 5C*

*C-ID PHYS 215*

**PH 005  
COMPUTER PROGRAMMING FOR SCIENTISTS AND ENGINEERS**

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

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

*Corequisite:* MATH 002A, PH 004B

*CSU, UC, Program Applicable*

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**POLITICAL SCIENCE (POLS)**

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**POLS C1000  
AMERICAN GOVERNMENT AND POLITICS**

3 Units

Total Lecture Hours: 54

This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology. Formerly known as PS 001.

*CSU, UC, Program Applicable*

*CMC GE: 4, Cal-GETC: 4*

*C-ID POLS 110*

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**POLITICAL SCIENCE (PS)**

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**PS 002  
INTRODUCTION TO COMPARATIVE GOVERNMENT**

3 Units

Total Lecture Hours: 54

This course is a comparative study of constitutional principles, governmental institutions, and domestic political issues of selected governments. Attention is given to the contemporary problems with transnational issues of established and emerging nations.

*CSU, UC, Program Applicable*

*CMC GE: 4, Cal-GETC: 4*

*C-ID POLS 130*

## PS 004 INTRODUCTION TO INTERNATIONAL RELATIONS

3 Units

Total Lecture Hours: 54

This course is an introduction to the nature of political relations among nations, including the basic factors that influence international relations. Students will examine the theory of international relations as it relates to national, international, subnational, and transnational actors. Emphasis will be placed on an examination of contemporary world politics and the emergence of terrorism as a political reality.

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: 4

C-ID POLS 140

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## PSYCHOLOGY (PSYC)

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### PSYC C1000 INTRODUCTION TO PSYCHOLOGY

3 Units

Total Lecture Hours: 54

This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. Formerly known as PSY 001.

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: 4

C-ID PSY 110

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## PSYCHOLOGY (PSY)

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### PSY 003 DEVELOPMENTAL PSYCHOLOGY

3 Units

Total Lecture Hours: 54

This course explores the human lifespan, emphasizing behavioral patterns found at each level of normal human development, including the interrelationships of psychological, sociological, cognitive, and physical development from birth through senescence. The implications for both personal development and professional practice are considered.

Advisory: ENG 003A/ENGL C1000, PSY 001/PSYC C1000

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: 4

C-ID PSY 180

### PSY 005 BEHAVIORAL AND SOCIAL SCIENCE RESEARCH METHODS

4 Units

Total Lecture Hours: 54

Total Lab Hours: 54

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

Prerequisite: PSY 001/PSYC C1000 (for Psychology majors) or SOC 001 (for Sociology majors) AND SOC 003 or MATH 014/STAT C1000

CSU, UC, Program Applicable

CMC GE: None, Cal-GETC: 4

C-ID PSY 205B, SOCI 120

### PSY 010 INTRODUCTION TO MARRIAGE AND FAMILY

3 Units

Total Lecture Hours: 54

This course is a sociological and psychological analysis of family as an institution, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. This course develops the student's repertoire of behavioral skills and an understanding of the principles governing marriage and family life, including communication, decision-making, human sexuality, divorce, single-parenting, alternative family lifestyles, coping with stress and physiological outcomes. Special attention is given to the history of the family and the ways economic, cultural, legal, and political forces have affected the family in the past, and affect the family in the present and the future. (A student who receives credit for PSY 010 cannot receive credit for SOC 010).

Note: A student who receives credit for PSY 010 cannot receive credit for SOC 010.

Advisory: PSY 001/PSYC C1000, SOC 001, and ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: 4

C-ID SOCI 130

### PSY 012 HUMAN SEXUALITY

3 Units

Total Lecture Hours: 54

This course is an introductory overview of the field of human sexuality. Human sexuality is examined from psychological, biological, socio-cultural, and historical perspectives. Students are encouraged to be aware of their sexual attitudes, values, and behaviors as well as to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment are explored.

Advisory: ENG 003A/ENGL C1000, PSY 001/PSYC C1000

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: 4

C-ID PSY 130

### PSY 033 PERSONAL AND SOCIAL ADJUSTMENT

3 Units

Total Lecture Hours: 54

This course examines the development of personality and places emphasis upon the problems of adjustment encountered in such areas as school, family, the workplace, and community. In particular, students examine the causes of frustration and the process of learning adequate methods of coping in problematic situations. Topics will include a review of psychosocial development and life-span perspective.

Advisory: PSY 001/PSYC C1000

CSU, Program Applicable

CMC GE: 4, Cal-GETC: None

C-ID PSY 115

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## REAL ESTATE (REAL)

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The California Department of Real Estate accepts credits earned from completed real estate courses to satisfy eligibility requirements to qualify for examinations for licensing as California Salesperson and/or Broker. Credits earned NEVER EXPIRE.

### REAL 081 PRINCIPLES OF REAL ESTATE

3 Units

Total Lecture Hours: 54

This course is a study of California real estate principles 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. Students must take this course to be eligible for the California real estate salesperson exam. Formerly known as BURE 081.

CSU, Program Applicable

**REAL 082  
REAL ESTATE ECONOMICS**

3 Units  
Total Lecture Hours: 54

This course examines factors that affect the value of real estate. Topics include the nature of land economics and the classification of properties; fluctuations in economic value; money and financing; government regulations and taxes; residential and nonresidential markets; real property; and special purpose property. The course applies toward the state's educational requirements for the broker's examination. Formerly known as BURE 082.

Advisory: REAL 081  
Program Applicable

**REAL 083A  
REAL ESTATE PRACTICE**

3 Units  
Total Lecture Hours: 54

This course is a study of real estate as a career, the practical application of the real estate cycle, and orientation to 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. Students must take this course to be eligible for the California real estate salesperson exam. Formerly known as BURE 083A.

CSU, Program Applicable

**REAL 084  
LEGAL ASPECTS OF REAL ESTATE**

3 Units  
Total Lecture Hours: 54

This course provides instruction on the buying, selling, and management of real property. Students study California property law, community property, liens, sales contracts, escrow, commissions, transfers, licensing regulations, and public policy. This is one of the required courses to take the California Real Estate Broker's Exam. Formerly known as BURE 084.

Program Applicable

**REAL 085  
REAL ESTATE FINANCE**

3 Units  
Total Lecture Hours: 54

This course provides a thorough review of the practice and methods of real estate financing. Students learn about lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. This is one of the required courses to take the California Real Estate Broker's Exam. Formerly known as BURE 085.

Program Applicable

**REAL 086  
PRINCIPLES OF APPRAISING**

3 Units  
Total Lecture Hours: 54

This course explains the methods and techniques for analyzing data used in the valuation of real property. Case study methods are employed; field work and demonstration and/or form appraisal reports are required. Principles and theories of real estate valuations, as well as the approaches to value (cost, market, and income) are studied with an emphasis on residential properties. This is one of the required courses to take the California Real Estate Broker's Exam. Formerly known as BURE 086.

Program Applicable

**REGISTERED NURSING (N)**

See page 158

**SOCIAL WORK (SW)****SW 015  
INTRODUCTION TO SOCIAL WORK**

3 Units  
Total Lecture Hours: 54

An introductory overview of social welfare and the societal institutions in the U.S. that structure the provision of social services. The course presents a historical perspective on the development of U.S. social work and human services. Special attention is given to current service delivery systems, major fields of practice, their policies and procedures, and the values, tasks, ethical responsibilities of culturally responsive social workers and human service workers within those settings. Students will be able to make an informed decision about whether to pursue further education in the profession of social work. Field trips may be offered throughout the course.

Advisory: ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: None  
C-ID SWHS 110

**SOCIOLOGY (SOC)****SOC 001  
INTRODUCTION TO SOCIOLOGY**

3 Units  
Total Lecture Hours: 54

This introductory course examines the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis and explanation of social order and stratification through an understanding of institutions, social structure, culture and diversity, group dynamics, socialization and the self, global dynamics, and social change. Course objectives include the ability to apply sociological ideas to everyday life.

Prerequisite: ENG 003A/ENGL C1000 with a grade of "C" or better  
CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: 4  
C-ID SOCI 110

**SOC 002  
SOCIAL PROBLEMS**

3 Units  
Total Lecture Hours: 54

This course identifies and analyzes contemporary social problems, including the role of power and ideology in the definition of social problems, their causes and consequences, evaluations of proposed solutions, and methods of intervention. Topics will vary. Special attention is given to the interpretation of relevant quantitative data.

Advisory: SOC 001, ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: 4  
C-ID SOCI 115

## SOC 003 FUNDAMENTALS OF STATISTICS

4 Units  
Total Lecture Hours: 54  
Total Lab Hours: 54

This course is an introduction to descriptive and inferential statistics. Students learn how to use measures of central tendency and dispersion among population samples to draw inferences about a population and to compare two or more populations. Discrete and continuous probability density distributions are analyzed, including the binomial, normal, Student-t, chi-squared, and F-distributions. Confidence intervals for population means, proportions, and variance are determined. Additional topics include regression and correlation analysis and techniques of hypotheses testing, including Analysis of Variance (ANOVA). The course includes application of technology for statistical analysis and the interpretation of the relevance of the statistical findings. Applications use data from disciplines that include business, social sciences, psychology, life science, health science, and education. Software applicable to sociology and/or other social science data is required. With respect to appropriateness and relevance, students will evaluate published reports that are representative of the variety of ways statistical methods and data are used to support conclusions.

*Prerequisite:* ACCT 001 or PSY 001/PSYC C1000 or SOC 001 with a grade of "C" or better

*Advisory:* ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 2, Cal-GETC: 2  
C-ID SOCI 125, MATH 110

## SOC 004 SOCIOLOGICAL ANALYSIS AND CRITICAL THINKING

3 Units  
Total Lecture Hours: 54

This course provides instruction in the principles of critical analysis and the composition of reasoned, written responses to a variety of social issues that fall within the scope of sociology, anthropology, economics, education, politics, criminology, biology, and the physical sciences. Both deductive and inductive forms of reasoning are studied, including common formal and informal fallacies. Note: The total writing in this course ranges somewhere between 8,000 and 10,000 words, including essay exams.

*Prerequisite:* PSY 001/PSYC C1000 or SOC 001; and ENG 003A/ENGL C1000 with a grade of "C" or better

*Advisory:* SOC 003  
CSU, UC, Program Applicable  
CMC GE: 1B, Cal-GETC: 1B

## SOC 010 INTRODUCTION TO MARRIAGE AND FAMILY

3 Units  
Total Lecture Hours: 54

This course is a sociological and psychological analysis of family as an institution, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. This course develops the student's repertoire of behavioral skills and an understanding of the principles governing marriage and family life, including communication, decision-making, human sexuality, divorce, single-parenting, alternative family lifestyles, coping with stress and physiological outcomes. Special attention is given to the history of the family and the ways economic, cultural, legal, and political forces have affected the family in the past, and affect the family in the present and the future. (A student who receives credit for PSY 010 cannot receive credit for SOC 010).

*Note:* A student who receives credit for SOC 010 cannot receive credit for PSY 010.

*Advisory:* SOC 001 or PSY 001/PSYC C1000, and ENG 003A/ENGL C1000  
CSU, UC Program Applicable  
CMC GE: 4, Cal-GETC: 4  
C-ID SOCI 130

## SOC 014 INTRODUCTION TO RACE AND ETHNICITY

3 Units  
Total Lecture Hours: 54

This course is a comprehensive study of Arab, Asian, African, European, Latinx/Chicano, Multiracial, and Native American groups in the United States, focusing on sociological analyses of race, ethnicity, and racism. Students examine the cultural, political, and economic practices and institutions that support or challenge racism, racial, and ethnic inequalities, as well as historical and contemporary patterns of interaction among various racial and ethnic groups.

*Note:* A student who receives credit for SOC 014 cannot receive credit for EGSJ 014.

*Advisory:* SOC 001 and ENG 003A/ENGL C1000  
CSU, UC, Program Applicable  
CMC GE: 4, Cal-GETC: 4  
C-ID SOCI 150

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## SPANISH (SPAN)

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### SPAN 001 ELEMENTARY SPANISH I

5 Units  
Total Lecture Hours: 90

This course introduces students to the fundamentals of the Spanish language and culture. Students develop their language skills in listening comprehension, speaking, reading, writing while building on vocabulary and grammar components. The knowledge build includes an introduction to the history and cultures of select Spanish-speaking areas and countries. Students will utilize authentic language in cultural contexts. Students are required to use technology to complete audio and various assignments.

*Advisory:* CIS 070A  
CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: None  
C-ID SPAN 100

### SPAN 002 ELEMENTARY SPANISH II

5 Units  
Total Lecture Hours: 90

This course further develops the fundamentals of the Spanish language and culture. Students continue their Spanish language skills, abilities, and knowledge in listening comprehension, speaking, reading, and writing, while building on new vocabulary and grammar components. The knowledge build continues to focus on the history and cultures of select Spanish-speaking areas and countries. Students will further utilize authentic language in cultural contexts. Students are required to use technology to complete audio and various assignments.

*Prerequisite:* SPAN 001 with a grade of "C" or better

*Advisory:* CIS 070A  
CSU, UC, Program Applicable  
CMC GE: 3, Cal-GETC: None  
C-ID SPAN 110

**SPAN 003  
INTERMEDIATE SPANISH I**

4 Units

Total Lecture Hours: 72

This course continues and strengthens students' Spanish language skills in oral communication, grammatical construction, vocabulary and expressions build, listening comprehension, reading comprehension, and writing skills. Students focus on various Spanish-speaking cultures with particular attention paid to historical, social, economic, political, and artistic influences. This course is part of a series based on the American Council on the Teaching of Foreign Languages Proficiency Guidelines. Students are required to use a computer with internet access with supported technology and purchase an access code in order to complete class assignments.

Advisory: CIS 070A

Prerequisite: SPAN 002 or equivalent with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3B

C-ID SPAN 200

**SPAN 004  
INTERMEDIATE SPANISH II**

4 Units

Total Lecture Hours: 72

This class continues to strengthen students' Spanish language skills in oral communication, grammatical information, vocabulary and expressions build, listening comprehension, reading comprehension, and writing skills. Cultural focus of the Spanish-speaking world is emphasized. Students continue to develop their knowledge of historical, social, economic, political and artistic influences. Students express and defend ideas and opinions in the target language, using increasingly effective communication skills. Students will continue to demonstrate the ability to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course is part of a series based on the American Council on the Teaching of Foreign Languages proficiency guidelines. Students are required to use a computer with internet access and supported technology; and purchase an access code in order to complete class assignments.

Advisory: CIS 070A

Prerequisite: SPAN 003 with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3B

C-ID SPAN 210

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**SPEECH (SP)**

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*Looking for SP 004? See COMM C1000 under Communication.***SP 001  
INTERPERSONAL COMMUNICATION**

3 Units

Total Lecture Hours: 54

This course introduces students to the principles of Communication Studies with an emphasis on how people communicate in relationships. Students study theories and research findings to better understand the significance of communication in their lives. Students also practice the application of verbal and nonverbal techniques to effectively communicate with diverse audiences, including individuals, small groups, and large groups. Interpersonal relationships are reviewed from a communication perspective in both personal and professional contexts. Students acquire knowledge of communication theories and tools for engaging effectively when communicating. Listening skills are strongly emphasized. This course involves substantial practice in skills focused on oral and written communication, research, and public oratory. Students will present speeches to a live (one to many) audience that will be faculty supervised, faculty evaluated.

CSU, UC, Program Applicable

CMC GE: 1B, Cal-GETC: None

C-ID COMM 130

**SP 002  
ORAL INTERPRETATION OF LITERATURE**

3 Units

Total Lecture Hours: 54

This course encourages student growth in the comprehension, analysis, and evaluation of all major forms of literature, prose, poetry, and drama. Students are introduced to performance studies: analysis, appreciation, and application of theories of interpretive performance of various forms of literature, including poetry, prose, and drama (plays, scripts, and screenplays). Emphasis is placed on the study of literary genres, styles of composition, techniques of characterization, approaches to literary criticism, performance skills, and editing techniques. The course provides students an opportunity to synthesize classroom material through performance and presentation, and involves oral and written communication as well as research.

Advisory: ENG 003A/ENGL C1000

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: None

C-ID COMM 170

**SP 004  
PUBLIC SPEAKING**

SP 004 is now COMM C1000 Introduction to Public Speaking. Please see page 138 for COMM C1000 course description.

**SP 007  
DECISION-MAKING AND ADVOCACY**

3 Units

Total Lecture Hours: 54

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

Prerequisite: ENG 003A/ENGL C1000 with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 1B, Cal-GETC: 1B

C-ID COMM 120

**SP 015  
INTERCULTURAL COMMUNICATION**

3 Units

Total Lecture Hours: 54

This course introduces students to Intercultural Communication in domestic and global contexts, including the influence of cultures, group affiliations, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. Focus is placed on the theory and knowledge of effective communication within and between cultures. Students learn to appreciate and compare communication between diverse groups within the larger context of American culture. This course includes exercises in both oral and written communication, including researched writing. Students will be required to present speeches that are faculty supervised and faculty evaluated.

CSU, UC, Program Applicable

CMC GE: 1B, Cal-GETC: None

C-ID COMM 150

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## STATISTICS (STAT)

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### STAT C1000 INTRODUCTION TO STATISTICS

4 Units

Total Lecture Hours: 72

This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. 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, standard deviation, and variance are determined. Formerly known as MATH 014.

*Prerequisite:* Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.

CSU, UC, Program Applicable

CMC GE: 2, Cal-GETC: 2

C-ID MATH 110

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## STUDENT DEVELOPMENT (STDV)

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### STDV 001 NEW STUDENT ORIENTATION

0 Units

Total Lecture Hours: 1

In this noncredit course, students will learn about Copper Mountain College's (CMC) educational programs and services, academic expectations, policies and procedures, as well as additional tools and information for successful navigation through CMC.

### STDV 062 INTRODUCTION TO SCHOLARSHIPS

1.5 Units

Total Lecture Hours: 18

Total Lab Hours: 27

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

*Advisory:* CIS 070A or proficiency in word processing

### STDV 065 COLLEGE AND PERSONAL SUCCESS

3 Units

Total Lecture Hours: 54

This course provides an exploration of the intellectual, psychological, emotional, social and physical factors that impact lifelong learning, well-being, and success in college and in life. Students combine knowledge of college resources, college expectations, and personal learning styles to create individualized study and test taking strategies. Personal responsibility, self-motivation, interdependence, and emotional intelligence will be explored and applied to promote lifelong learning. Self-awareness techniques and mindfulness practices to improve metacognition and general well-being are presented. Plans to manage time, health, and money are also investigated.

CSU, UC, Program Applicable

CMC GE: 4, Cal-GETC: None

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## THEATRE ARTS (TA)

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### TA 001 INTRODUCTION TO THEATRE

3 Units

Total Lecture Hours: 54

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions.

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: 3B

C-ID THTR 111

### TA 002 ACTING I

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of a script through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text. Formerly known as TA 002A.

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: None

### TA 003 ACTING II

3 Units

Total Lecture Hours: 36

Total Lab Hours: 54

This course follows Acting I and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scene.

*Prerequisite:* TA 002 with a grade of "C" or better

CSU, UC, Program Applicable

CMC GE: 3, Cal-GETC: None

**VARSITY SPORTS — MEN (VSM)****VSM 002C  
INTERCOLLEGIATE BASKETBALL FALL - MEN**

1.5 Units

Total Lab Hours: 81

This is an advanced course designed to provide specialized training for competition with other collegiate teams. Demonstration of fundamental and advanced skills, adherence to rules and etiquette of basketball, and execution of team strategy will be expected of all students. This course will encompass the tournament and non-league portion of the season. Students wishing to enroll in this course must obtain prior instructor approval. This course may be taken for a total of four times for credit.

*Prerequisite: VSO 001B with a grade of "C" or better  
CSU, UC*

**VSM 002D  
INTERCOLLEGIATE BASKETBALL SPRING - MEN**

1.5 Units

Total Lab Hours: 81

This is an advanced course designed to provide specialized training for competition with other collegiate teams during the league and post-season competition phases of the season. It is required for all students competing on the Men's basketball team. This course may be taken only by students who completed VSM 002A in the previous semester and have obtained prior instructor approval. This course may be taken for a total of four times for credit.

*Prerequisite: VSM 002C with a grade of "C" or better  
CSU, UC*

**VARSITY SPORTS — OFF SEASON (VSO)****VSO 001A  
INTERCOLLEGIATE VARSITY SPORTS  
PRE-SEASON CONDITIONING - WOMEN**

1.5 Units

Total Lab Hours: 81

This off-season women's varsity training course provides instruction in preparation for intercollegiate competition. This course is required for students interested in playing on the Copper Mountain College varsity athletic teams. Students practice and refine skills in defensive and offensive strategies, specific sport skills, and develop the physical stamina required to participate in intercollegiate athletics. Emphasis is placed on improving skill development, physical strength, muscular endurance, aerobic and/or anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. To enroll in this course, students must present proof to the athletic department of physical and medical clearance by a licensed physician. This course may be taken for a total of four times for credit.

*Prerequisite: Student must show proof of physical and medical clearance as well as demonstrate intercollegiate athletic skills as determined by the coaching staff.  
CSU, UC*

**VSO 001B  
INTERCOLLEGIATE BASKETBALL  
PRE-SEASON CONDITIONING - MEN**

1.5 Units

Total Lab Hours: 81

This fall semester pre-season men's basketball course provides instruction in preparation for intercollegiate competition. This course is required for students interested in playing on the Copper Mountain College basketball team. Students will practice and refine skills in dribbling, passing, shooting, defensive and offensive strategies. Emphasis is placed on improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. To enroll in this course, students must present proof, to the athletic department, of physical and medical clearance by a licensed physician. This course may be taken for a total of four times for credit.

*Prerequisite: The student must show proof of physical and medical clearance as well as demonstrate intercollegiate athletic skills as determined by the coaching staff.  
CSU, UC*

**VSO 003A  
INTERCOLLEGIATE VARSITY SPORTS  
OFF-SEASON CONDITIONING - WOMEN**

1.5 Units

Total Lab Hours: 81

This off-season women's varsity training course provides instruction in preparation for intercollegiate competition. This course is required for students interested in playing on the Copper Mountain College varsity athletic teams. Students practice and refine skills in defensive and offensive strategies, specific sport skills, and develop the physical stamina required to participate in intercollegiate athletics. Emphasis is placed on improving skill development, physical strength, muscular endurance, aerobic and/or anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. To enroll in this course, students must present proof to the athletic department of physical and medical clearance by a licensed physician. This course may be taken for a total of four times for credit.

CSU, UC

**VSO 003B  
INTERCOLLEGIATE BASKETBALL  
OFF-SEASON CONDITIONING - MEN**

1.5 Units

Total Lab Hours: 81

This is a spring semester off-season men's basketball course providing advanced instruction in preparation for intercollegiate competition. Skills such as dribbling, passing, shooting, defensive and offensive strategies will be presented and practiced. An emphasis will be placed on improving skill development, physical strength, muscular endurance, anaerobic endurance, and increased muscular elasticity while reducing connective tissue injuries. Students are required to participate in strenuous physical activity and testing. Students wishing to enroll in this course must obtain prior instructor approval. May be taken for a total of four times for credit.

*Prerequisite: The student must show proof of physical and medical clearance as well as demonstrate intercollegiate athletic skills as determined by the coaching staff.  
CSU, UC*

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## VARSITY SPORTS — WOMEN (VSW)

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### VSW 002A INTERCOLLEGIATE VARSITY SPORTS PRE-CONFERENCE SEASON - WOMEN

1.5 Units

Total Lab Hours: 81

This is an advanced course designed to provide specialized training for competition with other collegiate teams. Demonstration of fundamental and advanced skills, adherence to rules and etiquette of the specific sport, and execution of team strategy is expected of all students. This course encompasses the tournament and non-league portion of the season. Students wishing to enroll in this course must obtain prior approval from instructor. This course may be taken for a total of four times for credit.

*Prerequisite: To be eligible for enrollment in this course, students must have approval from the instructor.*

CSU, UC

### VSW 002B INTERCOLLEGIATE VARSITY SPORTS CONFERENCE SEASON - WOMEN

1.5 Units

Total Lab Hours: 81

This is an advanced course designed to provide specialized training for competition with other collegiate teams during the league and post-season competition phases of the season. It is required for all students competing in intercollegiate athletics. This course may be taken only by students who completed VSW 002A. This course may be taken for a total of four times for credit.

*Prerequisite: VSW 002A*

CSU, UC

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## VOCATIONAL NURSING (VN)

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See page 111-112 for additional information.

### VN 010 VOCATIONAL NURSING I

9 Units

Total Lecture Hours: 90

Total Lab Hours: 216

This course introduces concepts related to the role of the vocational nurse, basic legal and ethical considerations, communication, confidentiality, and an opportunity for the practice and application of skills needed to meet the geriatric client's basic needs for maintenance of optimal wellness. Using a nursing process format, students learn basic skills and gain experience in the Nursing Resource Lab (NRL) and in skilled nursing facilities. 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, and clients with common alterations in the function of the integumentary system. This course replaces VN 001 and VN 001L.

*Prerequisite: BI 022, BI 023, HS 065, and PSY 003 with a grade of "C" or better.*

*Admission to the program.*

*Program Applicable*

### VN 020 VOCATIONAL NURSING II

16 Units

Total Lecture Hours: 162

Total Lab Hours: 378

Building on the concepts presented in VN-010, this course introduces content and provides opportunities for students to care for clients with alterations in function related to the musculoskeletal, respiratory, cardiac, peripheral vascular, endocrine, upper and lower gastrointestinal, urinary, reproductive, sensory and neurological, and immune systems. Nursing support for the surgical client and those receiving palliative care is also covered. The course emphasizes the nursing process and client assessment. This course replaces VN 002 and VN 002L.

*Prerequisite: VN 010 with a "C" or better.*

*Program Applicable*

### VN 030 VOCATIONAL NURSING III

15.6 Units

Total Lecture Hours: 162

Total Lab Hours: 356.4

VN 030 introduces maternal and newborn nursing and pediatrics. Students are given the opportunity to provide basic care in a variety of settings, including hospitals. This course reviews acute alterations in function for all systems with emphasis on the pediatric client. Advanced concepts in medical/surgical nursing and care of clients experiencing alterations in mental health are also included. Finally, this course introduces the concepts and practice of leadership and supervision in vocational nursing. Formerly known as VN 003 and VN 003L. Fees are required for licensing \$300 and fingerprinting \$50.

*Prerequisite: VN 020 with a grade of "C" or better*

*CSU, Program Applicable*

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## WATER TECHNOLOGY (WTEC)

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### WTEC 040 CAREER PATHWAYS IN WATER TECHNOLOGY

3 Units

Total Lecture Hours: 54

This course provides an introduction into the water industry and highlights career pathways. Students learn about position qualifications and the state certification requirements. Current water industry challenges and solutions are examined in relevancy to future industry needs. Students also prepare for the job recruitment process.

*CSU, Program Applicable*

### WTEC 049 CALCULATIONS IN WATER/WASTEWATER TECHNOLOGY

3 Units

Total Lecture Hours: 54

This course presents and meets requirements for entry- to intermediate-level mathematical calculations used in the operation and evaluation of conventional water/wastewater treatment processes and water distribution systems. Students study basic geometry, metric conversions, flows, pressure, and chemical dosage as they relate to the water/wastewater industry. Materials parallel State of California certification examinations.

*CSU, Program Applicable*

**WTEC 052  
FUNDAMENTALS OF WATER AND  
WASTEWATER**

3 Units

Total Lecture Hours: 54

This course introduces students to the water and wastewater fields and issues confronting the industry. Students learn how source waters are obtained, treated, and distributed and how wastewater is collected, transported, and disposed of in the area. Contemporary issues facing the water and wastewater industry are explored. Field trip(s) may be included.

CSU, Program Applicable

**WTEC 053  
WATER DISTRIBUTION SYSTEMS**

3 Units

Total Lecture Hours: 54

This course provides an introduction to water utility system operations and maintenance. Students explore the principles of pressure pipe systems and the hydraulics involved in their operation. This course focuses on the design, installation, operation, and maintenance of basic elements of water systems, including pipes, pumps, valves, meters, and related hydraulic units. Students compose a holistic operational plan based on evaluation of operations, maintenance, and safety programs. This course prepares students for the State of California - Water Distribution Operator Grade I, Grade II, and Grade III exams. Field trip(s) may be included.

CSU, Program Applicable

**WTEC 054  
BASIC PLANT OPERATIONS:  
WASTEWATER TREATMENT**

3 Units

Total Lecture Hours: 54

This course provides an introduction to conventional wastewater treatment plant operations. Topics covered include: the various origins and characteristics of wastewater; an overview of wastewater collections systems; preliminary treatment; primary treatment; secondary treatment including activated sludge and fixed film; treatment ponds; disinfection; and laboratory procedures. Emphasis is given to the role of the operator through evaluation and analysis of problems typical of those found in Operator Certification examinations. Field trip(s) may be included.

CSU, Program Applicable

**WTEC 055  
BASIC PLANT OPERATIONS: WATER  
TREATMENT**

3 Units

Total Lecture Hours: 54

This course provides an introduction to water treatment plant operations in accordance with the Safe Drinking Water Act (SDWA). Subject matter includes major provisions of the SDWA and its amendments; basic water chemistry; source water assessment; conventional treatment processes; treated water stability; waterborne diseases; public health protection; disinfection; and an introduction to math skills equivalent to those required of State of California Grade II water treatment plant operators. This class is helpful to those preparing for the Grade I and Grade II state examination. Field trip(s) may be included.

CSU, Program Applicable

**WTEC 140  
CAREER PATHWAYS IN WATER  
TECHNOLOGY - NONCREDIT**

0 Units

Total Lecture Hours: 54

This course provides an introduction into the water industry and highlights career pathways. Students learn about position qualifications and the state certification requirements. Current water industry challenges and solutions are examined in relevancy to future industry needs. Students also prepare for the job recruitment process.

**WTEC 149  
CALCULATIONS IN WATER/WASTEWATER  
TECHNOLOGY - NONCREDIT**

0 Units

Total Lecture Hours: 54

This course presents and meets requirements for entry- to intermediate-level mathematical calculations used in the operation and evaluation of conventional water/wastewater treatment processes and water distribution systems. Students study basic geometry, metric conversions, flows, pressure, and chemical dosage as they relate to the water/wastewater industry. Materials parallel State of California certification examinations.

**WTEC 152  
FUNDAMENTALS OF WATER AND  
WASTEWATER - NONCREDIT**

0 Units

Total Lecture Hours: 54

This course introduces students to the water and wastewater fields and issues confronting the industry. Students learn how source waters are obtained, treated, and distributed and how wastewater is collected, transported, and disposed of in the area. Contemporary issues facing the water and wastewater industry are explored. Field trip(s) may be included.

**WTEC 153  
WATER DISTRIBUTION SYSTEMS -  
NONCREDIT**

0 Units

Total Lecture Hours: 54

This course provides an introduction to water utility system operations and maintenance. Students explore the principles of pressure pipe systems and the hydraulics involved in their operation. This course focuses on the design, installation, operation, and maintenance of basic elements of water systems, including pipes, pumps, valves, meters, and related hydraulic units. Students compose a holistic operational plan based on evaluation of operations, maintenance, and safety programs. This course prepares students for the State of California - Water Distribution Operator Grade I, Grade II, and Grade III exams. Field trip(s) may be included.

**WTEC 154  
BASIC PLANT OPERATIONS:  
WASTEWATER TREATMENT - NONCREDIT**

0 Units

Total Lecture Hours: 54

This course provides an introduction to conventional wastewater treatment plant operations. Topics covered include: the various origins and characteristics of wastewater; an overview of wastewater collections systems; preliminary treatment; primary treatment; secondary treatment including activated sludge and fixed film; treatment ponds; disinfection; and laboratory procedures. Emphasis is given to the role of the operator through evaluation and analysis of problems typical of those found in Operator Certification examinations. Field trip(s) may be included.

## **WTEC 155 BASIC PLANT OPERATIONS: WATER TREATMENT - NONCREDIT**

0 Units

Total Lecture Hours: 54

This course provides an introduction to water treatment plant operations in accordance with the Safe Drinking Water Act (SDWA). Subject matter includes major provisions of the SDWA and its amendments; basic water chemistry; source water assessment; conventional treatment processes; treated water stability; waterborne diseases; public health protection; disinfection; and an introduction to math skills equivalent to those required of State of California Grade II water treatment plant operators. This class is helpful to those preparing for the Grade I and Grade II state examination. Field trip(s) may be included.

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## **WORK EXPERIENCE — GENERAL (WEG)**

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### **WEG 080 WORK EXPERIENCE - GENERAL**

1 Unit

Total Lab Hours: 75 hrs for paid or 60 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees. Students gain career awareness in this course. Credit for Work Experience General courses may be accrued at the rate of one to six units per semester for a maximum of sixteen units.

### **WEG 081 WORK EXPERIENCE - GENERAL**

2 Units

Total Lab Hours: 150 hrs for paid or 120 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees. Students gain career awareness in this course. Credit for Work Experience General courses may be accrued at the rate of one to six units per semester for a maximum of sixteen units.

### **WEG 082 WORK EXPERIENCE - GENERAL**

3 Units

Total Lab Hours: 225 hrs for paid or 180 hrs of unpaid

This work experience course provides supervised employment to assist students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees. Students gain career awareness in this course. Credit for Work Experience General courses may be accrued at the rate of one to six units per semester for a maximum of sixteen units.

# FACULTY CODE OF ETHICS

Guided by a profound belief in and respect for the inherent dignity and worth of each individual in the culturally diverse community we serve, the faculty at Copper Mountain College endeavor to:

- place as their highest priority excellence in teaching, continually striving to improve scholarly and professional competence, maintaining personal and academic integrity, and accepting the role of intellectual guide and facilitator;
- encourage the free pursuit of learning, honoring the confidential nature of the relationship between instructor and student, avoiding exploitation of students for private advantage, and holding before them high scholarly standards for their discipline and appreciation and respect for others;
- accept accountability for maintaining honest academic conduct, high standards of performance, and evaluation that reflects the true merit of students, courses, programs, and services;
- accept the obligations associated with membership in a community of scholars that includes practicing, fostering and defending intellectual honesty, freedom of inquiry and instruction, social responsibility, and respect for the opinion of others, and;
- acknowledge the rights and obligations associated with the role of citizens within the community ensuring that views expressed within that society are represented as those of a private citizen rather than those of a spokesperson for the College.

## FACULTY

### CHLOE ALLRED (2022)

PROFESSOR OF ART  
B.A. CORNISH COLLEGE OF ARTS  
M.A. LAGUNA COLLEGE OF ARTS AND DESIGN

### JENNIFER ANDERSON (2017)

COORDINATOR FOR ACCESS  
B.A. UNIVERSITY OF NEVADA, RENO  
M.S. CALIFORNIA LUTHERAN UNIVERSITY

### KRYSTAL AVILA (2016)

COUNSELOR, EOPS/CARE  
A.A. COPPER MOUNTAIN COLLEGE, CA  
B.S. UNIVERSITY OF PHOENIX  
M.A. UNIVERSITY OF REDLANDS, CA

### ANAMIKA BASU (2016)

PROFESSOR OF BIOLOGY  
B.S. UNIVERSITY OF KALYANI, INDIA  
M.S. UNIVERSITY OF KALYANI, INDIA  
PH.D. JADAVPUR UNIVERSITY, INDIA

### BRIAN BENTON (2023)

CONSTRUCTION TRADES INSTRUCTOR  
A.A. COPPER MOUNTAIN COLLEGE, CA

### BRADFORD BERGER (2007)

PROFESSOR OF MATHEMATICS  
B.S. NORTHWESTERN UNIVERSITY, IL  
M.S. NORTHWESTERN UNIVERSITY, IL  
M.S. UNIVERSITY OF EDINBURGH, SCOTLAND  
PH.D. UNIVERSITY OF CALIFORNIA, IRVINE

### JAMES BRAKEBILL (2013)

PROFESSOR OF FIRE TECHNOLOGY/EMT  
A.A. RIO HONDO COLLEGE, CA  
B.S. NATIONAL UNIVERSITY, CA  
M.A. NATIONAL UNIVERSITY, CA

### LEEANN CHRISTENSEN (2015)

PROFESSOR OF MATHEMATICS  
B.S. BRIGHAM YOUNG UNIVERSITY, UT  
M.S. CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

### KYLEE CONNOR (2011)

PROFESSOR OF PSYCHOLOGY  
B.A. UNIVERSITY OF ARKANSAS, AR  
M.S. NORTHEASTERN STATE UNIVERSITY, OK  
GRAD. CERT. ADULT READING, CALIFORNIA STATE UNIVERSITY, FULLERTON  
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