



CONTRA COSTA COLLEGE

a premier community college right in your backyard

2600 MISSION BELL DRIVE • SAN PABLO, CA 94806 • 510.235.7800 • WWW.CONTRACOSTA.EDU

YOUR PATHWAY TO A FUTURE
OF OPPORTUNITIES

2010-2011
CATALOG





CONTRA COSTA COLLEGE

2010-2011 CATALOG

2600 Mission Bell Drive

San Pablo, CA 94806

Phone: (510) 235-7800

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www.contracosta.edu

School Nickname/Acronym: CCC
School Mascot: Comets
School Colors: Silver and Blue
Academic Year: Semester System:
Fall and Spring,
Summer Intersession

*Contra Costa Community College District
Contra Costa College • Diablo Valley College • Los Medanos College*

This catalog serves as a contract between the college and you, the student, concerning your educational objectives, and is valid as long as you are a continuously enrolled student (please see "Catalog Rights" in Chapter 3, page 59). The catalog provides essential information about the programs, courses, services, rules, and regulations of Contra Costa College. Familiarity with this information will help you use the resources of the college most effectively.

This catalog is supplemented by other official college publications, particularly the "Schedule of Courses," which provides specific information about courses offered each term.

While this catalog is true and correct at the time of publication, the anticipated programs, courses, services, rules, regulations, and fees are subject to modification at any time to accommodate changes in resources or educational plans of the Contra Costa Community College District. Any such changes will be announced in an addendum published in the schedule of courses.

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COLLEGE ACADEMIC CALENDAR

SUMMER 2010	
April 12	EOPS/DSPS/CalWORKS/Veterans priority registration by appointment
April 13-26	Open enrollment for continuing students by appointment
Apr 27-Jun 13	Open enrollment for non-continuing, new, and concurrent enrollment students (K-12)
June 13	Last day to register online or by phone prior to first day of instruction**
June 14	First day of instruction for most courses (verify your course start date in the Schedule of Classes)
June 14-19	Late registration (students must obtain a late add code from the instructor)
June 19	Last day to drop 6 & 8 week classes with eligibility for fee refund***
6 WEEK COURSES	Courses that begin June 14, 2010 and end July 22, 2010***
June 22	Census Date for 6-week courses
June 26	Last day to choose Pass/No Pass grading option
June 26	Last day to withdraw from a 6-week course without a "W". Note: must be done online or by phone***
July 5	Holiday -- Independence Day
July 12	Last day to withdraw from a 6-week course with a "W". Note: must be done online or by phone***
July 22	Last day of instruction for 6-week courses
August 5	Last day to withdraw from a full-term course without a "W". Note: must be done online or by phone
FINAL EXAMS	Usually held during the last scheduled class meeting. Be sure to confirm with your instructor.
8 WEEK COURSES	Courses that begin June 14, 2010 and end August 5, 2010***
June 25	Census Date for 8-week courses
June 30	Last day to choose Pass/No Pass grading option
June 30	Last day to withdraw from an 8-week course without a "W". Note: must be done online or by phone***
July 5	Holiday -- Independence Day
July 23	Last day to withdraw from an 8-week course with a "W". Note: must be done online or by phone***
August 5	Last day of instruction for an 8-week courses
August 5	Last day to petition for a Summer degree/certificate
FINAL EXAMS	Usually held during the last scheduled class meeting. Be sure to confirm with your instructor.

* Note: Dates are subject to change

** Students may register online or by phone up to midnight, the day prior to the first class meeting.

*** You should consider these dates as tentative. Always get the exact dates for each class from your instructors.

• **Fall & Spring 2010 College Academic Calendar continued on next page** •

COLLEGE ACADEMIC CALENDAR

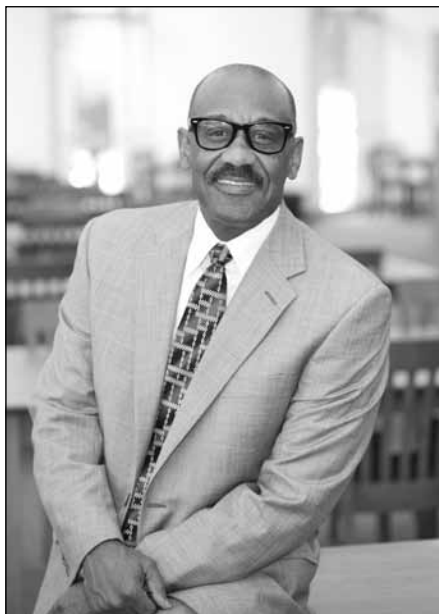
FALL 2010	
April 29-30	EOPS/DSPS/CalWORKS/Veterans priority registration by appointment
May 3-18	Open enrollment for continuing students by appointment
May 19	Open enrollment for non-continuing, new, and concurrent enrollment students (K-12)
TBD	Last day to submit Fall application before the term starts
August 13***	First day of instruction
August 13-26**	Late registration period for full-term classes (students must obtain a late add code from the instructor)
August 14-15	First day of instruction for Sat/Sun courses
August 15***	Last day to register online or by phone prior to first day of instruction for courses which first meet on Monday
August 16***	Last day to register online or by phone prior to first day of instruction for courses which first meet on Tuesday
August 26	Last day to drop full-term classes with eligibility for fee refund
September 4-5	No Saturday/Sunday Classes
September 6	Holiday -- Labor Day
September 7	Census Date for full-term Courses
September 10	Last day to choose Pass/No Pass grading option
September 10	Last day to withdraw from a full-term course without a "W". Note: must be done online or by phone
September 24	Holiday -- Native American Day
November 12	Holiday -- Veterans Day
November 19	Last day to withdraw from a full-term course with a "W". Note: must be done online or by phone
November 25-26	Thanksgiving Holiday
November 27-28	No Saturday/Sunday Classes
December 13-19	Final Examination Week
December 17	Last day of instruction for weekday classes
December 18-19	Last days of instruction for Sat/Sun classes
Dec 21-31	Winter Recess -- CONTRA COSTA COLLEGE IS CLOSED

* Note: Dates are subject to change
 ** Open Entry/Open Exit Courses do not require an add code and must be added online, not by phone.
 *** Students may register online or by phone up to midnight, the day prior to the first class meeting.

SPRING 2011	
November 22-23	EOPS/DSPS/CalWORKS/Veterans priority registration by appointment
Nov 29 - Dec 14	Open enrollment for continuing students by appointment
December 15 -19	Open enrollment for non-continuing, new, and concurrent enrollment students (K-12)
January 17	Holiday -- Martin Luther King, Jr. Day
TBD	Last day to submit Spring application before the term starts
January 23**	Last day to register online or by phone prior to first day of instruction for courses that meet on Mondays
January 24**	Last day to register online or by phone prior to first day of instruction for courses that meet on Tuesdays
January 24**	First day of instruction
January 29 / 30	First day of instruction for Sat/Sun courses
Jan 24 - Feb 4***	Late registration (students must obtain a late add code from the instructor)
February 4	Last day to drop full-term classes with eligibility for fee refund
February 7	Census Date for Semester-long Courses
February 17	Last day to choose Pass/No Pass grading option
February 17	Last day to withdraw from a full-term course without a "W". Note: must be done online or by phone
February 18	Holiday -- Lincoln's Birthday
February 19-20	No Saturday/Sunday Classes
February 21	Holiday -- Washington's Birthday
February 28	Last day to petition to participate in the May 28 Graduation Commencement
April 18 -24	Spring Recess
April 23-24	No Saturday/Sunday Classes
April 25	Weekday classes resume
Apr 30 - May 1	Saturday/Sunday classes resume
May 21 -27	Final Examination Week
May 27	Last day of instruction for weekday classes
May 21 -22	Last days of instruction for Sat/Sun classes
May 27	Commencement
May 30	Holiday -- Memorial Day

* Note: Dates are subject to change
 ** Students may register online or by phone up to midnight, the day prior to the first class meeting.
 *** Open Entry/Open Exit Courses do not require an add code and must be added online, not by phone. Revised 3/5/10

MESSAGE FROM THE PRESIDENT



To the Students of Contra Costa College:

Welcome to Contra Costa College, a premier community college “in your backyard.” I am delighted that you have selected this institution to continue your higher education. The college has been serving West County communities for 60 years. Our faculty and staff are proud of this long and successful history of service, and they are very committed to the needs of each student who enrolls at the college.

A primary goal of the college is to offer high-quality teaching and learning experiences for all students. Our professors and our college staff are excellent and work diligently to encourage all students to pursue their academic interests. We believe there are no limits to your success at Contra Costa College. Whether you wish to train for a job right away, or to transfer to a four-year college or university, Contra Costa College is where you can realize your dreams. Former students of the college have become influential leaders in this community, the county, the state, and the nation. You can follow in their footsteps.

The physical environment at the college can only be described as beautiful. We are now in the midst of a facilities improvement plan that will modernize campus buildings and construct new ones. Our plans are to create a state-of-the-art educational environment that is energy efficient and that supports excellent teaching and learning. I am sure you will soon discover that attending Contra Costa College will be one of the most memorable experiences in your educational career.

McKinley Williams

McKinley Williams

President

Contra Costa College provides a safe environment for students to explore options and make informed decisions about their futures.

ADMINISTRATION AND COLLEGE ORGANIZATION

CONTRA COSTA COMMUNITY COLLEGE DISTRICT

Governing Board members:

Sheila A. Grilli
 Dr. Anthony Gordon
 John T. Nejedly
 Jess H. Reyes
 Tomi Van de Brooke
 Brandon Amargo, Student Trustee

Chancellor

Dr. Helen Benjamin

CONTRA COSTA COLLEGE ADMINISTRATION

McKinley Williams, *President*
 Carol Maga, *Vice President*
 Dr. Tim Clow, *Senior Dean of Research & Planning*
 Frank Hernandez, *Senior Dean of Students*
 (vacant), *Senior Dean of Instruction*
 Priscilla Leadon, *Dean of Economic Development*
 Dr. Susan Lee, *Dean, LAVA Division*
 Dr. Terence Elliott, *Dean, NSAS Division*
 Helen Kalkstein, *Dean, CLASS Division*
 Mariles Magalong, *Director of Business Services*

SERVICE OFFICESPhone: (510) 235-7800

President's Office, AA-203, ext. 4205, 4206

President McKinley Williams
Senior Executive Assistant to the President Melody Hanson, ext. 4206
Public Information/Outreach Specialist (vacant), ext. 4341

Vice President's Office, AA-203, ext. 4216, 4217

Vice President Carol Maga
Senior Administrative Assistant Mary Healy, ext. 4217
Technology Systems Manager James Eystone, ext. 4281
Evening Program Monitor Kenny Purizaga, ext. 4230

Business Services & Personnel, AA-201, ext. 4209

Director of Business Services Mariles Magalong
Custodial & Facilities Manager Darlene Poe, ext. 4452
Business Services Supervisor Nick Dimitri, ext. 4570
Administrative Assistant (vacant), ext. 4571
Payroll Lilly Harper, ext. 4221
Human Resources Linda Armistead, ext. 4208
Sr Account Clerk (vacant), ext. 4228
Account Clerk Jacinta Alfaro, ext. 4571

Instruction, AA-203, ext. 4597

Senior Dean of Instruction (vacant)
Scheduling Specialist Shannon Beckham, ext. 4340
Marketing & Communications Michele Jackson, ext. 4341
Student Services & Instructional Support Coordinator Mercy Pono, ext. 4292
Media Design Specialist Timothy Gleason, ext. 4598

Planning & Research, AA-203, ext. 4303

Senior Dean of Research & Planning Dr. Tim Clow

Economic Development, AA-203, ext. 4456

Dean of Economic Development Priscilla Leadon
Administrative Assistant (vacant), ext. 4307

Constituent Leadership

Academic Senate President Dr. Richard Akers, ext. 4261
Classified Senate President Mercy Pono, ext. 4292
Associated Student Union President Joseph B. Camacho

DIVISION OF STUDENT SERVICES

Student Services, SSC-111

Senior Dean of Student Services	Frank Hernandez, ext. 4435
Administrative Secretary	Yolanda Mendoza, ext. 4269
Administrative Secretary	Rosemarie Hudspeth, ext. 4234
Director of Admissions & Records	Michael Aldaco, SSC-115B, ext. 4210
Director of Financial Aid	Viviane LaMothe, SSC-102A, ext. 4300
Director of EOPS/CARE	Vicki Ferguson, SSC-102B, ext. 4513
Director of Disabled Students Programs	Sue Abe, SSC-109C, ext. 4611
Bookstore Manager	Janis Walsh, BKSTR, ext. 4319
Student Life Manager	Jennifer Ounjian, SLC, ext. 4407
Assessment Center Coordinator	Carla Matute, SSC-108, ext. 4244
CalWorks Coordinator	Dr. Camille Parker, SSC-106A ext. 4367
Matriculation Coordinator	Kenyetta Tribble, SSC-110, ext. 4584
Articulation Officer	Kenyetta Tribble, SSC-110, ext. 4584
Transfer Center Coordinator	Robin Harrison, SSC-106I, ext. 4241
Counseling Chairperson	Norma Valdez-Jimenez, SSC-108M, ext. 4249
Job Placement	John Christensen, SSC-106B, ext. 4344
International Educaiton	Aleks Illich, SSC-113, ext. 4211

DIVISION/DEPARTMENT ORGANIZATION

Communication, Liberal Arts, Skills & Services (CLASS), Office: Liberal Arts Building, Room 24

Dean, Helen Kalkstein, ext. 4327

Administrative Secretary, Zolayma Martin, ext 4363

Department	Chairperson	Email	Phone Ext.
Academic Skills	Elvia Ornelas-Garcia	eornelas-garcia@contracosta.edu	4600
	Sherry Sharufa	ssharufa@contracosta.edu	4397
Art	John Diestler	jdiestler@contracosta.edu	4601
Drama	Clay David	c david@contracosta.edu	4373
English	John Gregorian	jgregorian@contracosta.edu	4417
	Dr. Joy Eichner-Lynch	jlynch@contracosta.edu	4541
English as a Second Language	Gabriela Segade	gsegade@contracosta.edu	4546
Foreign Languages	Irena Stefanova	istefanova@contracosta.edu	4325
Journalism	Paul DeBolt	pdebolt@contracosta.edu	4225
Music	Wayne Organ	worgan@contracosta.edu	4276
Philosophy & Humanities	David Houston	dhouston@contracosta.edu	4387
Speech	Dr. Connie Anderson	canderson@ contracosta.edu	4330,4544
	Sherry Diestler	sdiestler@contracosta.edu	4330

Library, Allied Health, Vocational Education & Athletics (LAVA), Office: Library & Learning Resources Center (LLRC)

Dean, Dr. Susan Lee, ext. 4621

Administrative Assistant, Rose Orpilla, ext. 4554

Director of Nursing, Maryanne Werner-McCullough, HS-100, ext. 4268

Athletic Director, John Wade, GA-90, ext. 4310

Department	Chairperson	Email	Phone Ext.
Administration of Justice, Emergency Medical Sciences	Rick Ramos	rramos@contracosta.edu	4299
Automotive Services/Refrigeration	Peter Lock	plock@contracosta.edu	4297
Cooperative Education	Mark Yamamoto	myamamoto@contracosta.edu	4337
Cosmetology	W Institute	(925) 602-1040
Culinary Arts	Nader Sharkes	nsharkes@contracosta.edu	4408
Dental Assisting	Sandra Everhart	severhart@contracosta.edu	4385, 4265
Early Childhood Education	Dr. Intisar Shareef	ishareef@contracosta.edu	4603

Library, Allied Health, Vocational Education & Athletics (LAVA), Continued

Department	Chairperson	Email	Phone Ext.
Health & Human Services (Includes Medical Assisting & Office Technician)	Julie-Shieh-Cook	jshieh@contracosta.edu	4415
	Aminta Mickles	amickles@contracosta.edu	4395
Library/Learning Resources Center	Ellen Geringer	egeringer@contracosta.edu	4457
Nursing	Cheri Etheredge	cetheredge@contracosta.edu	4560
Physical Education, Health Education & Athletics	Beth Goehring	bgoehring@contracosta.edu	4203
Radiological Science	Kaiser Permanente		(510) 231-5000

Natural, Social & Applied Sciences (NSAS), Office: Physical Science Building, Room 115/116

Dean, Dr. Terence Elliott, ext. 4364, 4224
 Administrative Secretary, (vacant), ext. 4224

Department	Chairperson	Email	Phone Ext.
Africana/Chicano/Ethnic Studies	Carolyn Hodge	chodge@contracosta.edu	4540
Astronomy, Physics, Engineering	Jon Celesia	jcelesia@contracosta.edu	4272
Biology	Dr. Debra Barnes	dbarnes@contracosta.edu	4287
	Dr. Chris Tarp	ctarp@contracosta.edu	4286
Business/Real Estate	Joe DeTorres	jdetorres@contracosta.edu	4538
Chemistry	Dr. Leverett Smith	lesmith@contracosta.edu	4389
Computer & Related Studies	Pam Rudy	prudy@contracosta.edu	4223
Earth Sciences	Jon Celesia	jcelesia@contracosta.edu	4272
Mathematics	Carol Stanton	cstanton@contracosta.edu	4418
Social Sciences (Econ, Hist, Polsc, Psych, Socio, Socsc)	Dr. Vern Cromartie	vcromartie@contracosta.edu	4537



INFORMATION

CENTERS/SERVICE CENTERS

Admissions & Records Office.....	SSC-115, ext. 7500
The Advocate.....	AA-215, ext. 4315
Assessment Center.....	SSC-104, ext. 4301
Associated Students Union.....	SA Building, ext. 4237
Athletics.....	GA-90, ext. 4257
Bookstore.....	SA Building, ext. 4523, 4524
CalWORKs Office.....	SSC-106A, ext. 4367
Career Technology Education Center (CTE).....	AA-207, ext. 4307/4456
Cashier's Office.....	SSC-Lobby, ext. 4294
Center for Science Excellence/MESA.....	PS-109, ext. 4527
Childcare Services & Lab (Early Learning Center).....	ELC, ext. 4370
College Skills Center.....	LLRC, ext. 4227
Cooperative Education Office.....	LA-18, ext. 4536/4339
Counseling Center.....	SSC-108, ext. 7255, 4255
Disabled Students Service.....	SSC-109, ext. 7220
EOPS/CARE.....	SSC-102, ext. 4356
Fitness Center.....	GA-30, ext. 4345
Financial Assistance Office.....	SSC-102, ext. 4508/4509
Foreign Student Advisor.....	SSC-113, ext. 4247
International Education Office.....	SSC-113, ext. 4469
Job Placement Office.....	SSC-106, ext. 4383
Library Reference Desk.....	LLRC, ext. 4450
Media Lab.....	LLRC, ext. 4443
Police Services.....	R Building, ext. 4207, 4431
Public Information Office.....	AA-219, ext. 4698
Student Life Center: ASU, Student Activities and Clubs.....	SLC, ext. 4237/4243
College for Kids.....	SLC, ext. 4564
Outreach and Scholarships.....	SLC, ext. 4594
Supported Education Services.....	SLC, ext. 4617
Student Services Center.....	SSC-111A, ext. 4435
Students Services Lab.....	SSC-104, ext. 4301
Tech Prep.....	AA-217, ext. 4201
Transfer/Career Center.....	SSC-106, ext. 4241
Tutoring Program.....	LLRC, ext. 4245
Veterans Affairs.....	SSC 115, ext. 4604

BUILDING/SITE ABBREVIATIONS

Art.....	A
Applied Arts/Administrative Complex.....	AA
Automotive Technology.....	AT
Baseball Field.....	BBField
Biological Sciences.....	B
Computer Technology Center.....	CTC
Early Learning Center (Child Care Lab).....	ELC
Football Field.....	Football Field
Gym Annex.....	GA
Gym.....	Gym
Humanities.....	H
Health Sciences.....	HS
John and Jean Knox Center for the Performing Arts.....	Knox (KNX-100)
Liberal Arts.....	LA
Library & Learning Resource Center.....	LLRC
Music.....	M
Physical Science.....	PS
Receiving.....	R
Soccer Field.....	SCField
Student Activities (Associated Students).....	SA
Student Services Center.....	SSC
Men's Locker Room.....	MLR
Women's Locker Room.....	WLR
Tennis Courts.....	TENNCourts
Pool.....	Pool



Chapter One

- **The College: Who We Are**
- **Accreditation**
- **What We Believe**
 - Vision*
 - Beliefs*
 - Values*
 - Mission*
 - Goals*
- **Academic Freedom**
 - Conceptual Framework for Shared Governance at CCC*
 - CFaculty Commitment to Mentoring*
- **Community Involvement**
- **Disclosure Statements**
- **Información en Español**
- **Student Rights & Responsibilities**



CHAPTER 1

GENERAL INFORMATION

THE COLLEGE: WHO WE ARE

Contra Costa College is a comprehensive community college located in San Pablo, California. We serve primarily the residents of West Contra Costa County.

The Contra Costa Community College District was established by the county's citizens on December 14, 1948, with boundaries nearly identical to those of Contra Costa County. It encompasses 686 square miles, and extends from Crockett and the Carquinez Straits in the north, to San Francisco and San Pablo Bays on the west, to Alameda county on the south, and to the Sacramento-San Joaquin Delta on the east. It is the eighth largest community college district in California. There are three colleges in the district: in addition to Contra Costa College, there are Los Medanos College in Pittsburg, which also operates the Brentwood Center, and Diablo Valley College in Pleasant Hill, which also operates the San Ramon Valley Campus.

The College is responsible to its local constituency through an elected Board of Governors, which is the principle policy-making body for the district. Its five members are elected from wards of almost equal population.

Contra Costa College, the first of three colleges in the district, was established in Richmond in 1949. Originally named West Contra Costa Junior College, the first classes were held in the spring of 1950 at the old Kaiser Shipyards in Point Richmond, with a beginning enrollment of 500 students. The College was moved in 1956 to its present location, an 83-acre site in the rolling hills of San Pablo and Richmond, overlooking San Pablo Bay.

ACCREDITATION

Contra Costa College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd, Suite 204, Novato, CA 94594 (415) 506-0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Program accreditation includes the California Board of Registered Nursing, the California Board of Vocational Nurse Examiners, and the American Dental Association. The College is approved for the training of veterans, and for the education of foreign students by the United States Department of State and the United States Immigration and Naturalization Service.

WHAT WE BELIEVE

Vision

Contra Costa College is a leader in community college education and the higher education institution of choice for West County area residents.

Contra Costa College is an inspiring haven of academic excellence noted for its passion for learning among students, staff and faculty. The College community enjoys spirited interaction as serious, motivated students seek the best from excellent, dedicated faculty and staff who are committed to empowering students by teaching a current and relevant curriculum using state-of-the-art tools and resources.

The College is a leader in valuing diversity and promoting cultural awareness. Faculty emphasize the importance of critical thinking, ethics and interpersonal skills as they prepare students to succeed in the global workplace and become informed, involved and responsible citizens and leaders in the global community.

The College enjoys the collegiality of an institution where each individual is valued and respected, achievements are celebrated, planning is pro-active, and shared governance is a way of life. The College continually supports students to transition successfully into and out of the College and advocates for sufficient resources to maintain maximum accessibility and educational support for the community.

As an integral part of the greater community, Contra Costa College serves as a model of excellence, providing education to help our students fulfill their dreams for themselves, their families and their communities.

Beliefs

Contra Costa College believes that all individuals have inherent worth and dignity and are entitled to develop their full potential. Individuals will enjoy an improved quality of life, communities will prosper economically and socially, and families, neighborhoods, and communities will be strengthened when residents share a commitment to lifelong learning. Further, we believe that a healthy and vigorous society benefits from the rich cultural, racial and socioeconomic variations of all people; that a democracy depends upon an informed and involved citizenry; and that the college therefore serves both the individual and society.

Values

Contra Costa College's commitment to its mission derives strength and guidance from institutional values. As a community of educators, we value:

COMMITMENT to helping students learn and to improving the economic and social vitality of communities through education

RESPONSIVENESS to the varied and changing learning needs of residents and businesses

DIVERSITY of opinions, ideas and peoples

FREEDOM to pursue and fulfill educational goals without hindrance from violence, racism, and other forms of prejudice and injustice

INTEGRITY in all facets of our college interactions and operations

Mission

As a public community college that serves an urban community rich in diversity, the mission of CCC is to offer instruction within a comprehensive curriculum and to provide student services to ensure opportunities for

1. effective student learning that leads to successful achievement of educational goals through completion of developmental, certificate, degree or transfer programs;
2. acquisition of knowledge, skills and abilities pertinent to lifelong learning and gainful employment in the global community;
3. student success verified by a process of assessment and improvement.

The college will use informed shared decision-making to allocate resources in support of its mission.

Goals

To fulfill its mission and to be consistent with its beliefs and values, Contra Costa College is committed to the following goals:

1. Improve student success.
2. Expand and strengthen learning and instructional opportunities for students in various venues in the community.
3. Increase public awareness and understanding of the opportunities and benefits of Contra Costa College.
4. Increase total revenues and contributions for college operations.
5. Provide a safe, clean, secure, attractive, and ecologically-sound learning environment.
6. Enhance measurement of institutional effectiveness.

Academic Freedom

The Contra Costa Community College District affirms its belief in the academic freedom of faculty, management and students to teach, study, conduct research, write and challenge viewpoints without undue restriction.

Members of the college faculty are citizens, members of a learned profession and representatives 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 persons

of learning with institutional affiliations, they should remember that the public may judge their profession and institution by their statements. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not expressing their institution's views.

Conceptual Framework for Shared Governance at Contra Costa College

What we believe about shared governance:

- We believe that members of the College community have the right to participate in decisions that affect them specifically and the College overall.
- We believe that the goal for shared governance is involvement in College decision-making, not just discussion, by constituent groups/representatives.
- We believe that diversity of ideas and discussion will contribute to quality decision-making.
- We believe that informed decision-making is essential to ensure that quality decisions result.
- We respect the role that training, education and experience play in preparing one to be an effective, informed participant in shared governance.
- We acknowledge that there is an inherent relationship between involvement in decision-making and responsibility/accountability for the decisions made.
- We believe that those involved with college-wide decision-making have a responsibility to locate balance among competing interests for the betterment of the institution as a whole.
- We acknowledge that certain constituent groups have primary responsibility for determining particular decisions, based on job duties or legal mandates.

Faculty Commitment to Mentoring

The Contra Costa College faculty believe in the importance of mentoring to nurture and support our students as they pursue their educational goals.

The goals of mentoring are:

1. To foster and support in students a philosophy of respect for education.
2. To mobilize resources that support students in setting personal and educational goals.
3. To help students develop self-reliance techniques for coping with academic and other demands of campus life.
4. To help students successfully reach the academic, vocational, and/or professional goals they have set for themselves.
5. To serve as a liaison between the students and the College administration.
6. To provide students with information regarding various campus resources and support services.
7. To nourish a campus climate that promotes respect of one's own and other cultural and ethnic backgrounds.
8. To teach and to empower students to take an active role in their education and in the realization of their career goals.

COMMUNITY INVOLVEMENT

The ability of Contra Costa College to fully serve its community requires the interest and participation of community members, with opportunities available in many ways, including the following:

Advisory Committees

Contra Costa College has a number of advisory committees, which are composed of community members for a variety of purposes. Foremost among these is to ensure that the curricula in occupational fields reflect the up-to-date practices of business and industry and are meeting community needs. For information about vocational advisory committees, please contact the dean of economic development AA-203, phone 510-235-7800, ext. 4456.

Attendance at College Events

Public attendance is encouraged at many events related to instructional programs, such as art exhibits, concerts, drama productions, athletic events, and special lectures and presentations, and in the College's gourmet restaurant, the Three Seasons Café. To learn more about events on campus, please visit our website at www.contracosta.edu.

Friends of the Library

The Friends of the Contra Costa College Library is part of the Contra Costa College Foundation. Its purpose is to promote the assets and programs of the Library through fundraising activities, volunteerism and public relations. Friends help with: fundraising, publicity, book sales, book sorting, volunteering in the Library, and recruitment. For more information, see the FOL website at www.contracosta.edu/library/fof.htm

College for Kids

Each summer, Contra Costa College offers a College for Kids program. This noncredit, non-graded enrichment program offers students in grades 2-10 an opportunity to participate in fun and challenging classes on the CCC campus. A schedule of classes with information on dates and costs generally is available in March. For more information, contact the College for Kids office, SA Building, phone (510) 235-7800, ext. 4564, or visit the college website at www.contracosta.edu.

Contra Costa College Foundation

The Contra Costa College Foundation is a nonprofit corporation, chartered under the laws of the state of California, which provides support for Contra Costa College, its programs and students. Under the charter, the foundation will enhance instruction and provide scholarships.

The Foundation is guided by a board of directors whose membership includes community leaders from business, industry and education. Donations are tax-deductible under the regulations of the Internal Revenue Service. They serve as investments in the future of the college, its students, and the community.

By keeping Contra Costa College a strong educational institution, the Foundation helps our students and our community. The money raised by the Foundation supports:

- Scholarships and awards to students

- Performing arts programs and cultural events
- Improvement of instructional facilities
- Purchase of instructional equipment
- Staff development and instructional improvement programs

For further information on how you may help the Contra Costa College Foundation, please contact Melody Hanson, at (510) 235-7800 ext. 4206 or mhanson@contracosta.edu.

METAS Program

METAS is a special instructional program at Contra Costa College dealing with issues in the Latino community, and designed to help students achieve their personal and career goals. It builds a network of support for students through a counseling, instructional and mentorship program, and is open to any junior high or high school student who wishes to attend Contra Costa College. A concurrent enrollment program allows students under 18 years of age to attend the METAS courses and other courses on campus. For more information contact the METAS office, SSC 111, (510) 235-7800, ext. 4608, or the senior dean of students, Frank Hernandez, SSC 111, (510) 235-7800, ext. 4435.

Pyramid Program

The African American Pyramid Program is a course entitled "Building Pre-collegiate Skills through Cultural Pride." The class is designed to help students become more prepared with the rigor of college coursework and to strengthen their current academic capacity. The class meets on Saturdays and is open to college students as well as students attending local public and private high schools. The Pyramid Program is supported by the African American Studies Department, and community partners who share and provide wisdom and resources. Students enrolled in the class have access to on-going tutors in Math and English. For more information, contact the African American Studies Department, phone (510) 235-7800, ext. 4540.

Middle College High School

The Middle College High School is a collaborative effort between the West Contra Costa Unified School District and Contra Costa College. Its purpose is to provide services to students who are not realizing their fullest potential by placing them in a unique, personalized educational program.

All classes are held at CCC, which also offers students opportunities to participate in activities beyond the MCHS curriculum. Students may take select college-level courses along with MCHS core subjects, and have access to laboratories, gymnasium, the library, and all other college facilities. For more information, contact the MCHS office, AA-103B, phone (510) 235-7800, ext. 4411.

Use of Facilities and Resources

Various facilities, such as the library, the John and Jean Knox Center for the Performing Arts, and physical fitness and recreation, are available for public, individual or group use. For more information, and to schedule the use of facilities, please contact the Business Services Office, AA-201, phone (510) 235-7800, ext. 4571.

Disclosure Statements

Nondiscrimination Policy

Contra Costa Community College District is committed to equal opportunity in educational programs, employment, and campus life. The District does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment in College programs, activities, and application for employment.

The lack of English language skills is not a barrier to admission and to participation in vocational education programs and services.

Equal educational opportunity includes, but is not limited to: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, physical education, and athletics. Equal employment opportunity includes but is not limited to providing and safeguarding the opportunity for all persons to seek, obtain, and hold employment and qualify for advancement in the District without discrimination.

Contra Costa Community College District is committed to nondiscrimination in compliance with the Civil Rights Act; Title IX of the Education amendments of 1972; the Rehabilitation Act of 1973 (Section 503 and 504); the Americans with Disabilities Act of 1990; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1967; the Age Discrimination in Employment Act of 1967; and nondiscrimination laws of the State of California.

If you have any questions regarding this statement, please contact Mariles Magalong, Director of Business Services, Title IX Coordinator, and section 504/ADA Coordinator, AA-201, phone (510) 235-7800, ext. 4209.

Procedures:

Rules and regulations regarding unlawful discrimination have been adopted by the Board of Governors of the California Community Colleges. The district officer responsible for ensuring district compliance with these regulations is the Associate Vice Chancellor/Chief of Human Resources Officer, 500 Court Street, Martinez, CA 94553, (925) 229-1000, ext. 1215. The campus coordinator for purposes of this regulation is Mariles Magalong, Director of Business Services, Title IX Coordinator and section 504/ADA Coordinator, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806, (510) 235-7800, ext. 4209.

Open Course Policy

Every course offered by the College and reported for state aid, unless otherwise stated in the Contra Costa College catalog or schedule of courses, or unless specifically exempted by statute or regulation, is open to enrollment and participation by persons who meet the prerequisites of the course and who are otherwise eligible for admission to and enrollment in the college.

CCC is a Non-Smoking Campus

Contra Costa College is a non-smoking campus. Smoking is not allowed in any building on campus at any time. Smoking is only allowed in Contra Costa College's parking areas that are located at least 25 feet from building entrances. Smoking is not allowed in the Early Learning Center parking lot or in parking Lot 7, which is between the track and the pool.

CCC is a Drug-Free Campus

It is the policy of Contra Costa College to uphold federal law by maintaining a campus where students, faculty, staff, and administration are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and from abuse of alcohol.

For purposes of this policy, campus shall mean those places where a student is engaged in an authorized College activity. The campus includes property owned or leased by the district; property used by the district for student participation in field trips, field study, athletic competition or study travel programs; district or private vehicles while on campus or while being used for official College or district Business.

All students are required to comply with this policy to remain in good standing and as a condition of continued attendance in any of the district's colleges. Any violation of this policy will be cause for disciplinary action against the student, up to and including expulsion. Student discipline shall be accomplished in accordance with the provisions of Article 3 of Title 3, Division 7, Part 47, of the California Education Code.

Any student who needs information about substance abuse treatment may consult a campus counselor, who can provide the student with information about available treatment resources. The district does not provide substance abuse treatment.

Student Gender Equity Policy

Students at Contra Costa College are encouraged to choose career goals based on interest and abilities, not on sex stereotypes. Special support services are provided for the academically and financially disadvantaged; those with limited English skills; and those who are entering nontraditional occupations, adults who need training or retraining, and individuals who are single parents or homemakers. These services are provided under Federal Law Title IX of the Education Amendments of 1972. For more information, contact Mariles Magalong, Director of Business Services, AA-201, phone (510) 235-7800, ext. 4209.

Sexual Harassment

Sexual harassment is a form of sex discrimination. It is a violation of the Federal Civil Rights Statutes of 1964; Title VII of the Equal Employment Opportunity Act of 1972, as amended; Government Code Sections 12940 (i) and (j) of the California Fair Employment and Housing Act; and Government Code Section 19702 of the State Civil Service Act.

It is the policy of the District to provide an educational environment free from any form of sexual harassment directed at any employee, student, or other person while engaged in business activities for or with the District.

Definition

Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature which occurs under any one of three circumstances:

- Submission to the conduct is explicitly or implicitly made a term or condition of any individual's employment, academic status or progress.

- Submission to, or rejection of, the conduct by the individual is used as the basis of employe or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Procedure - Sexual Harassment Complaint

The District has a responsibility to fully investigate and resolve complaints of sexual harassment. Any person who feels he/she has been sexually harassed may file a discrimination complaint with the Director of Business Services, following the procedures outlined for filing a discrimination complaint.

(Please refer to the Contra Costa College Student Handbook for more information about sexual harassment.)

Información en Español

Conocimiento del Idioma Inglés

Según las leyes federales referente a los derechos civiles, y de acuerdo con las normas de educación, toda oportunidad educativa será ofrecida sin ninguna discriminación con respecto a raza, color, origen nacional, sexo o incapacitación.

El colegio tiene personal bilingüe para servirle durante las horas de trabajo. Para información sobre cursos de estudio en el colegio, refiérase a la página 61 del catálogo.

Para ser un estudiante en Contra Costa College usted debe de:

1. Completar la aplicación de admisión por Internet en www.contracosta.edu o en la oficina de Admisión en el edificio de Student Services Center (SSC-115). Pida su número de identificación de estudiante.
2. Tomar el examen de nivel en el Assessment Center (SSC-104) en el edificio de Student Services Center.
3. Tomar la orientación por Internet. La orientación esta diseñada para proveer información de las pólizas, reglas, programas de ayuda y servicios de apoyo que el colegio ofrece. El departamento de Consejería ofrece orientaciones es español. Para mas información llame al (510) 235-7800 ext. 7255.
4. Hacer una cita con un consejero llamando al (510) 235-7800 ext. 7255 o visitando el edificio Student Services Center (SSC-108) para obtener los resultados del examen y para hacer un plan educacional.
5. Matricularse y pagar por las clases correspondientes basadas en los resultados del examen de nivel.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student, you are expected to maintain a high quality of academic work and personal conduct. You have the right to expect a high level of educational programs and related services, respect and consideration for your opinions on matters relating to the college, and treatment that respects the dignity and integrity of each individual. For a description of the procedures that protect your interests, you should obtain a copy of the brochure, "Student Rights, Student Conduct and Student Discipline" from the Associated Students Union (SA Building) or the Counseling Center (SSC-108).

Student Right-to-Know and Campus Security Act

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Contra Costa Community College District and Contra Costa College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1998, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Contra Costa College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 22.3 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2002 to Spring 2005. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 15.5 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Fall 2002 to Spring 2005.

Additional information regarding student Right-to-Know rates and how to interpret them may be accessed at the California Community Colleges' "Student-Right-to-Know Clearing House Website" located at <http://srtk.cccco.edu/index.asp>.

Campus Security Act

Annual reports of criminal activity on campus and procedures for prevention of campus crime are available on request from the Campus Police Office in the R Building.

Financial Obligations of Students

In accordance with Contra Costa Community College District Governing Board Policy 5018, and California Education Code Section 72237, Contra Costa College shall withhold transcripts, diplomas, and registration privileges from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the district or a college. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

Student Code of Conduct

The Student Code of Conduct is a statement of the Contra Costa Community College District's expectations regarding student standards of conduct, both academic and non-academic, and is guided by the California Education Code. Students are expected to obey all laws and district policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of the district, including but not limited to regulations regarding complaints of harassment and discrimination.

The following excerpt from the Student Code of Conduct lists the grounds for disciplinary action. For the full text of the code and related disciplinary actions and procedures, please visit the CCC website at www.contracosta.edu, click on Student Services, go to Additional Student Services, and click on Student Code of Conduct; or you may obtain a hard copy of the policy/procedure from the Student Services Office in SSC-111 or the Vice President's Office, AA-203.

Students shall conduct themselves consistent with the Student Code of Conduct while on campus or participating off campus at a college-sponsored event, including but not limited to international study programs. Students shall be suspended or expelled only for good cause.

The following constitute misconduct and grounds for disciplinary action.

1. Dishonesty, such as cheating, fabrication, lying, plagiarism, knowingly furnishing false information, or reporting a false emergency to the District;
2. Forgery, alteration, misappropriation or theft, misuse of any District or college document, record, key, electronic device, or identification;
3. Misrepresentation of oneself or of an organization to be an agent of the District;
4. Obstruction or disruption, on or off District property of the District's educational process, administrative process, disciplinary procedures, or other District functions and activities;
5. Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking any member of the college community;
6. Willful misconduct which results in an injury or death of a student or District personnel or results in cutting, defacing, or other damages to any real or personal property owned by the District or a member of the college community;
7. Assault, battery, violence or threat of violence, or behavior that threatens the health and safety of any member of the college community;
8. Theft of District property, or property in the possession of, or owned by, a member of the college community;
9. Violation of District or college policies or regulations including but not limited to those concerning the formation and registration of student organizations, the use of college facilities or the time, place, and manner of public expression or the distribution of leaflets, pamphlets, or other materials;
10. Failure to comply with the directions of the District or college officials acting in the performance of their duties;
11. The use, sale, distribution, or possession on campus of, or presence on campus under the influence of, any controlled substances, or any poison classified as such by Schedule D section 4160 of the Business and Professions Code or other California laws, on District property or at any District-sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis;

12. Possession, consumption, sale, distribution or delivery of any alcoholic beverage in college buildings or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials.
13. Possession or use of explosives, dangerous chemicals, or deadly weapons on District property or at a campus function, without prior authorization of the College President;
14. Engaging in lewd, indecent, or obscene behavior on District-owned or controlled property or at a District-sponsored or supervised function;
15. Rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the college community on District property, or at a college or District-sponsored or supervised function;
16. Unauthorized entry into, unauthorized use of, or misuse of District property;
17. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board or College;
18. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct;
19. Misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.
20. Willful disruption of the orderly operation of the campus.
21. Any other cause identified as good cause by Education Code section 76033, not identified above; or any applicable Penal Code sections, or other applicable local, state, or federal laws.
22. Any other ground constituting good cause. Violation of parking laws, regulations, or rules shall not be cause for the removal, suspension, or expulsion of a student (Ed. Code section 76036)."

Freedom of Expression

(Board Policy 2019)

The constitutions of the United States and the State of California guarantee all persons the right of free and unrestricted expression.

Education Code 76120 requires that the Governing Board of a community college district shall adopt rules and regulations relating to the exercise of free expression by students upon the premises of each community college within the district, including reasonable provisions for the time, place, and manner of conducting such activities.

Such rules and regulations shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia, except that expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violations of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, shall be prohibited.

These policies will be on file in the senate, student activities, and administrative offices at each site and printed in the catalog and student handbook for each college.

Academic Honesty Policy

Students at Contra Costa College are expected to perform honestly and ethically in completing homework and class assignments. Students who are dishonest in the performance of classwork will be subject to disciplinary action. Students accused of being dishonest have the right to request a hearing by contacting the College President's Office.

Definitions:

To assist students to understand what behavior is considered dishonest and unethical, the following definitions are provided.

Plagiarism: Although difficult to define, plagiarism consists of taking the words or specific substance of another, and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of fact, or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence or even a part thereof.
4. Close and extended paraphrasing of another.

Cheating: Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

Fabrication: Presenting data in a piece of work which were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and abetting dishonesty: Providing material or information to another person with knowledge that these materials or information will be used improperly.

Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false or incomplete information to a campus: Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Disciplinary Actions, Academic Dishonesty

If a student is found guilty of dishonest or unethical behavior in the completion of homework, class assignments, or exams he or she is subject to disciplinary action. Disciplinary action may be mild or severe, ranging from a verbal or written reprimand, to probation, a grade of "F" or no credit on the homework, class assignment, or exam, to suspension, expulsion or dismissal from a course or from the College.

Hearing Procedures (Due Process)

A student who is disciplined because of dishonest behavior may request a hearing with the President and/or designees for a review of the facts of the matter and to present his or her perspective. The student must call or write the Contra Costa College President requesting a hearing within 10 days of notification of discipline.

Privacy Rights of Students

The California Education Code, Section 76200 et seq.; Title V, California Code of Regulations, Section 54600 et seq., Family Educational Rights and Privacy Act (Section 438, Public Law 93-380), and CCCCD Board Policy 3013 require that educational institutions provide you access to official education records directly related to you; and to provide you an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.



In addition, the college must obtain your written consent before releasing personally-identifiable information about you from records to other than a specified list of persons and agencies. These rights extend to present and former students.

1. Education records generally include documents and information related to admissions, enrollment in courses, grades and related academic information.
2. The Director of Admissions & Records (SSC-115) has been designated records officer, as required by the act.
3. Education records will be made available during working hours for inspection and review to presently and formerly enrolled students within 15 days following completion and filing of a request form with the records officer.
4. Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her that are maintained by the District.
5. No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined below, and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.
Directory information shall include:
 - Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
 - Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.
6. Copies of the law and college policy relevant to it are available for review and inspection in the Admissions and Records office (SSC-115).

Student Complaints and Concerns

Student expression of concerns and suggestions for change are welcomed. Your involvement in campus affairs is provided through the Associated Students Union. For information regarding participating, contact the Student Union Office (SA Building). If you are in doubt as to where to go to find information about your concerns, please check the "Resource Directory" in your current schedule of courses, or check the list of administrators and offices at the beginning of this catalog.

Student Complaints About Instructors

If you have a complaint about an instructor (not about grades), the first step is to try to resolve the problem with the instructor. If the complaint is not resolved, you may go to the department chair, then the division dean, and finally, to the senior dean of instruction (AA-203).

Student Grievance Process

The student grievance procedure is based on resolving an issue at the most appropriate level in an efficient and equitable manner.

Stage I

1. If a complaint is not resolved between the instructor and the student, the student will be referred to the department chairperson (if this is not the same person as the instructor). The department chairperson may call the instructor and student for an informal conference to attempt to resolve the problem.
2. If the complaint is not resolved at the department chairperson level, the division dean will ask the student to put into writing the issues involved, using the Student Grievance Form. The form is available in each division office.
3. Within five working days of the receipt of the Student Grievance Form, the division dean will call the instructor and the student together to discuss and attempt to resolve the problem. If the instructor is retired or no longer at the college, then the department chairperson will be involved in this conference.

Stage II

1. If the complaint is not resolved at the division dean level, the division dean will assist the student in making an appointment with the senior dean of students. The senior dean will attempt to resolve the issue by meeting with the student and the instructor.
2. If a complaint involves the issue of discrimination or harassment, the senior dean will direct the student to pursue Board policy 2002 (Governing Board policy for the Investigation and Resolution of Complaints of Unlawful Discrimination).
3. If the complaint involves other issues, the senior dean will direct the student to the appropriate manager or to the Grievance Committee.
4. The Grievance Committee meets when necessary to hear complaints involving disputed grades, contents of records, or other unresolved issues. The committee hears the complaint, deliberates, and makes a recommendation to the president.

- A. Membership of the Grade Grievance Committee is as follows:

Standing Committee:

- Three members of the Academic Senate Appeals Committee, one of whom will serve as chairperson
- The senior dean of students (resource person)
- Classified staff representative
- Student representative

Other Committee Members:

- Division dean (not the involved division)
- B. The Grievance Committee will be convened within thirty (30) days of receipt of the Student Grievance Form. Prior to the meeting of the Grievance Committee, the chairperson will collect documentation from the student grieving, as well as from the instructor. This documentation will be

distributed to all committee members no later than three (3) working days prior to the meeting. If the documentation is not available, then the grievance committee meeting will be delayed until the information is available.

- C. While no attorneys are to be present at the grievance committee, both student and instructor may bring one representative to the grievance committee meeting.
- D. Grievance committee meetings will be taped.
- E. Both student and instructor will be present during the grievance committee meeting.
- F. The format of the grievance committee meeting is as follows:
 - (1) The intent of the meeting is to clarify the issues and facts of the situation. It is not intended to be adversarial in nature.
 - (2) Student grades given by an instructor are final "in the absence of mistake, fraud, bad faith, or incompetency" [Education Code, 76224 (a)].
 - (3) The meeting will begin with the student's presentation of the issue. The committee will ask the student questions to clarify the issues.
 - (4) The instructor will address and answer questions from the committee to clarify the issues.
 - (5) When all presentations and questions have been completed, the student and the instructor will be invited to leave. The grievance committee will deliberate and decide upon a recommendation regarding the issue.
- G. The chairperson and the grievance committee will forward the recommendation of the committee to the College president within ten (10) working days.
5. The College president notifies the student and the instructor of the final decision within five (5) working days of receiving the recommendation of the grievance committee.
6. If the College president sustains the student's complaint and determines that a change of grade is warranted, the instructor may appeal the decision in writing to the Governing Board of the Contra Costa Community College District within ten (10) working days of receipt of the final decision.
7. Within thirty (30) days of receipt of the final decision of the College president, the student may appeal the decision in writing to the Governing Board of the Community College District.
8. Within thirty (30) days of receipt of such an appeal, the Governing Board shall conduct a closed session with the student and the instructor who recorded the grade, to determine whether to sustain or deny the allegations. The decision of the Governing Board is final [Education Code, Section 76232].
9. If the decision of the Governing Board is unfavorable to the student, the student has the right to submit written objections to the given grade which the District must maintain as part of the student's academic records [Education Code, Section 76232 (d)].



Chapter Two

Admissions, College Policies, & Services

- **What We Offer**
- **Study Abroad**
- **Admissions Process:**
 - Residence Status*
 - Special Admissions Categories*
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- **Student Rights & Responsibilities**
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- **Student Resources**
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- **Associated Students Union**
 - ASU Services; Student Clubs*



CHAPTER 2

ADMISSIONS, COLLEGE POLICIES, AND SERVICES

As one of California's 110 community colleges, Contra Costa College is organized under the California Education Code. It is subject to decisions of the California Legislature and, as defined by law, the California Community College Board of Governors.

As a community college, Contra Costa College provides three types of educational offerings:

- Credit courses are those which are offered for credit and for which course work is evaluated and a grade is assigned.
- Noncredit courses are those for which no college credit or grades are given.
- Community service classes are fee-based classes on any subject for which there is no college record, and for which no college credit or grades are given.

The information in this catalog pertains primarily to credit courses. However, the noncredit courses offered by Contra Costa College are listed in Chapter 4.

WHAT WE OFFER

Contra Costa College offers various educational programs to meet the needs of a socially, economically, and ethnically diverse service area. These programs are offered on the main campus in San Pablo, at the off-campus center located at El Cerrito High School, and various other sites throughout the service area. Courses are also offered online, and via cable television. Most courses are term-length, but we also offer short-term courses and one-day workshops. Courses are offered during the day, in the evening, and on weekends.

Associate Degree, Certificate of Achievement, Certificate of Accomplishment

Students who want to be prepared for today's work force, but who do not plan to earn a bachelor's degree, can earn an Associate in Arts degree, an Associate in Science degree, or a Certificate of Achievement at CCC. Some specific programs also offer Certificates of Accomplishment for individual courses.

Associate degree studies prepare students for a wide variety of jobs, providing students a depth of educational exposure, well-roundedness, and necessary skills in writing, communication, and critical thinking, as well as a focus in the major area of study. Students who complete an Associate degree generally have completed most of the general education requirements for transfer as well, and with a few additional courses, may transfer to a four-year institution to complete a bachelor's degree.

Students also take classes to learn or update skills in specific areas such as accounting, computers, or business administration. They may earn a Certificate of Achievement, which indicates they have completed a program of study in a given area.

A Certificate of Accomplishment is offered in some career and technical programs as proof that a student has acquired specific skills by successful completion of a specific course or courses. These certificates are listed in Chapter 4 at the beginning of the course listing for the program which offers the certificate.

Community Education and Fee-Based Classes

Community education, or fee-based classes, are not-for-credit and mostly short-term classes that answer our community's educational, cultural, social and recreational needs and interests. For a fee, community members may attend seminars and workshops relating to a particular topic. If there is a particular class that you would like Contra Costa College to offer, please contact the senior dean of instruction.

Contract Education

Contra Costa College provides assistance to local businesses by providing education and training specific to the employer's needs. Instruction may be provided on site at the employer's workplace, or may take the form of regular college classes, short-term courses, telecourses, seminars or workshops using college staff or other experts selected in concert with the employer.

Contract education provides quality training at a reasonable cost, within the timeframe requested by the business and with

a flexibility necessary in the business world. For more information, please contact the dean of economic development, AA-203, phone (510) 235-7800, ext. 4456.

Distance Learning

In an effort to provide more flexibility in the delivery of instruction, Contra Costa College offers distance learning that includes both the traditional televised courses and classes online. For more information about distance learning, please contact the Online Course and Service Development Coordinator, Rick Ramos, at rramos@contracosta.edu, or call (510) 235-7800, ext. 4299.

Noncredit Courses

Contra Costa College also offers a number of noncredit courses. These are courses for which no college credit is given, and for which there is no enrollment fee, although students may be required to pay minimal costs for supplies as needed. Noncredit course offerings provide lifelong learning opportunities in art, music, and other areas.

PACE

Contra Costa College offers a pre-planned program of study whose goal is to help working adults complete in five semesters all the requirements for an AA degree in Liberal Arts. Ideally, students progress as a group, which provides a built-in learning community.

Courses are offered in blocks to help students complete a minimum of 60 units of degree-credit coursework, including all the CCC general education breadth requirements. The Liberal Arts major is transferable to any university in the California State University system. When students transfer to a four-year university, they transfer as juniors and focus on their chosen majors.

PACE uses a combination of regular classes, day-long weekend seminars, TV and on-line courses, as well as evening courses in both a semester-long or short-term format.

For more information about PACE, contact the coordinator, Walter Masuda, in LA-10, by phone at (510) 235-7800 ext. 4545 or visit the website at www.contracosta.edu.

Summer Intersession

CCC offers mostly 6-week and some 8-week courses during summer intersession. These intensive sessions allow students the opportunity to complete a full term's course in just six or eight weeks. Summer courses generally start in mid-June.

Transfer

CCC offers a full selection of courses that fulfill the lower division requirements for a bachelor's degree, and which are accepted for transfer to the University of California and the California State Universities, as well as other public and private colleges and universities, in and outside of California. Students may complete their lower division courses, major and general education requirements at CCC and transfer as students. These students generally do at least as well as, and often better than, students who enrolled as freshmen at the transfer institution.

STUDY ABROAD

Spending a semester studying abroad is both an adventure and a learning experience. Students have an opportunity to live and learn more about another culture, to learn more about themselves, and to gain independence and maturity.

To be eligible for the Study Abroad program, you must be at least 18 years old, and have completed at least 12 semester units of credit at any college with a GPA of 2.25 or better. You cannot be on academic probation. You will take 12 to 15 units of transferable community college courses during your semester abroad.

London Program – Every Fall Semester

The London Program is offered each fall. You will take community college courses, taught by instructors from the Contra Costa Community College District, at the University of London's Bloomsbury Campus. Experience the rich culture, history and modern life of one of the world's greatest cities. Your appreciation of British literature will take on a new dimension as you experience great dramatic works by attending actual performances. You will also have the opportunity to visit places of historic and cultural significance — the Parliament, the National Gallery and the British Museum, as well as famous centers of fashion, design and popular music and night life. You will have the option of living in a home or sharing an apartment. There is also the opportunity to take an optional pre-program tour of Europe (an option that is available for the Florence and Paris programs as well).

Planning Ahead

Spring 2011 –Semester in Florence, Italy

The cultural and historical impact of Florence is overwhelming. It is one of Italy's most atmospheric and pleasant cities, retaining a strong resemblance to the small late-medieval centre that contributed so much to the artistic and political development of Europe. You will have the opportunity to stay and take community college courses in addition to exploring this medieval wonderland.

Its striking buildings, Uffizi gallery and treasure-crammed churches attest to the Florentine love of display. Even long after it had set on the political and economic horizon, Florence upheld its elegant appearance: its skyline, russet rooftops and lofty domes is indeed picturesque.

The Florence Program is offered every spring semester. Watch for informational meetings planned during the Fall term.

Other Study Abroad Opportunities:

Short term and Summer programs

The African American Studies Department offers an international study abroad program to Africa each year. The tours offer a current and historical overview of Egypt or Ghana through the lens of the humanities. Participants in the class immerse themselves in a three-week exploration into the rich cultural heritages of Egypt or Ghana through visual arts, music, dance, literary workshops, lectures, historical research, and visits to national and historical sites. It is a unique, cultural and academic experience.



Egypt Program

Contra Costa College's History department offers a course in Egypt. Students will study for 16 days in one of the most important civilizations of the ancient world. This is a lifetime experience that will include visiting various museums and several dozen archaeological sites, monuments, temples, and ancient residential sites.

Egypt is known for its spectacular pyramids, powerful pharaohs, and significant contributions to the arts, sciences, medicine, mathematics and astronomy. This is an opportunity for students to learn more about classical African civilizations while enriching their cultural awareness. The class will visit the great pyramids of Giza, the great Sphinx, the ancient capital of Memphis, the Tomb of King Tut and the Temple of Queen Hatshepsut.

Students must register for CCC Afram 300, Field Studies, which is a 3-unit transferable course to CSUs & UCs. Registration includes an orientation and students are required to attend two class sessions before the tour.

For more information about Study Abroad – Egypt contact professor Manu Ampim at (510) 235-7800 extension 4351.

ADMISSIONS PROCESS

ADMISSION

Admission is the process by which you are placed on record as being eligible for course enrollment in a particular term.

Who is Eligible for Admission?

You are eligible for admission to Contra Costa College if any of the following apply:

- You are 18 years of age or older
- You are a high school graduate
- You have passed the California High School Proficiency Exam, and have been awarded a Certificate of Proficiency by the State Board of Education (see concurrent enrollment K-12)
- You are a secondary school student in grades K-12 and are recommended in writing by your principal
- You are an international student who has been accepted for admission
- You are an indentured apprentice enrolled in related training programs

Restricted Enrollment

You may not be permitted to enroll if any of the following apply:

- You have not fully paid previous enrollment fees
- You have any outstanding library charges for books overdue or lost
- You have other outstanding debts to the college or district
- You have been placed on dismissal status

Defining Your Student Status

New student: You have never been enrolled in any college.

New transfer student: You have attended another college, but never enrolled before at Contra Costa College.

Returning student: You were previously enrolled at Contra Costa College, but not during the last fall or spring term.

Returning transfer student: You were previously enrolled at Contra Costa College, you attended another institution of higher learning, and you are now returning to CCC.

Continuing student: You were enrolled at CCC during the last fall or spring term.

Full-time student: You are enrolled in 12 or more units of credit.

Apprentice: You are indentured to the state and industry.

Applying for Admission

If you are a new student, new transfer student, returning student or returning transfer student, as defined above, you must file an application for admission online at www.cccapply.com before you will be eligible to enroll in any course. Applications for admission are available from the Admissions & Records office in

SSC-115. Continuing students (those who were enrolled in the previous fall or spring term) do not need to submit an application for admission. The information you provide on the application for admission determines if you are eligible to enroll in courses at Contra Costa College.

Late Registration

If you submit your application for admission and want to register and enroll **after classes have begun for the term**, you will be required to follow late registration and late course enrollment procedures.

Note: If you are an **international student** (F-1 Visa status), please see important additional information under "International Students" on page 26.

Applications for admission are available from the International Students Office, SSC-113, and may be requested by calling (510-235-7800, ext. 4469.)

HOW TO BECOME A CCC STUDENT

There are five basic steps to follow to become a student at Contra Costa College. They are:

1. Submit an application for admission.
2. Take the COMPASS assessment a test.
3. Complete the CCC orientation.
4. Meet with a counselor and select your courses.
5. Register for courses and pay your fees.

This chapter will provide you with the information necessary to accomplish these steps, and provides additional information about resources and services available to help you succeed as a student.

RESIDENCE STATUS

To establish the amount of tuition fees to be paid by the student, the State of California requires public colleges to apply uniform rules determining whether a student is a resident or a non-resident.

The following residence information is based on the California Education Code, Sections 54001, and 68000 through 68023. Further details are available in the Admissions & Records Office (SSC-115).

Legal Residence for College Purposes

A residence classification for your residence determination date is made for you at the time your application for admission is accepted, and whenever you have not been in attendance during the previous fall or spring semester.

The **residence determination date** is the day before the first day of instruction for the semester or intersession for which you are enrolled.

The College District may require you to complete a residence questionnaire, and to certify your answers on this questionnaire under oath and/or penalty of perjury. The questionnaire shall

ask where you, the student (or your parent if you are under 19 years of age) have lived for the last two years, and whether you or your parent have engaged in any activity that is inconsistent with a claim of California residence.

Resident

You are considered a California “resident” if you have resided in the state for more than one year and one day immediately preceding the residence determination date.

In order to be classified as a resident student, you must be physically present in California for one year and one day prior to the residence determination date, and provide evidence that your intent is to make California your permanent home. A temporary absence for business, education or pleasure will not result in loss of California residence if, during the absence, you intended to return to California and did nothing inconsistent with that intent.

- If you are 19 years of age or over, and have maintained a home in California continuously for the last two years, you shall be presumed to have the intent to make California your home (for other than a temporary purpose) unless you have evidenced a contrary intent.
- If you are under 19 years of age, you shall be presumed to have the intent to make California your home (for other than a temporary purpose) if both you and your parent(s) have maintained a home in California continuously for the last two years, unless you have evidenced a contrary intent.

If you have not lived here for two years, you shall be required to provide objective evidence of your intent to make California your home. The Admissions & Records office can provide you with a list of acceptable documents to establish your residency intent.

Among the accepted evidence are the following:

- 1) payment of California State income taxes;
- 2) registering and voting in California elections;
- 3) obtaining a California driver's license;
- 4) owning and registering a car in California. The burden of proof to establish residency is on the student.
- 5) maintaining active savings and/or checking accounts in CA banks.

Non-Citizen Resident

- If you are a non-citizen but you meet the residence requirements and you want to enroll as a California resident, you must show documentation from the Immigration and Naturalization Service. Undocumented students are precluded from establishing residency, but may pay tuition at the same rate as residents if they meet the provisions of AB540 as described later in this chapter.

Military

- Members of the armed forces of the United States on active duty, and certain military dependents, may be entitled to classification as California residents. Contact the Admissions & Records Office at (510) 235-7800, ext. 7500/4604, for more information.

Apprentice

- If you are an apprentice as defined by the California Labor Code, you are entitled to resident classification for attendance in apprenticeship courses.

Unmarried Minor

- If you are an unmarried minor, your legal residence is that of your father.
- In the event of your father's death, your residence becomes that of your mother while she remains unmarried.
- If you are an unmarried minor and your parents are permanently separated, your residence is that of the parent with whom you live.
- If you are an unmarried minor but you entirely support yourself, you may be entitled to resident classification for attendance purposes.

Nonresident Student

You are a “nonresident” if you have not resided in the state for more than one year and one day immediately preceding the residence determination date.

If you were previously classified as a nonresident in the past believe, and you now meet the resident requirements, you may be reclassified as a resident as of the next residence determination date.

- Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

Assembly Bill (AB) 540 - Exemption from Payment

Assembly Bill 540 exempts nonresident students, U.S. citizens, and permanent residents who meet the following criteria, from paying nonresident tuition:

- have attended high school in California for three or more years;
- have received a high school diploma or equivalent, including certification of graduation from a California high school;
- have registered as an entering student at, or concurrent enrollment at an accredited institution of higher education in California;
- must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status.
- documentation (certificate of completion/equivalency, high school transcript diploma) must be brought to Admissions & Records Office.

Assembly Bill (AB) 397 Notice to Males

Attention Male Applicants to the College:

Per Assembly Bill 397, it is the college's responsibility to inform you that if you are a male 18 years of age or older, you have an obligation to register for the Selective Service. Failure to do so may affect your ability to receive financial assistance through the college.

SPECIAL ADMISSION CATEGORIES

Radiological Science

CCC offers an Associate in Science degree in Radiological Science for those students who successfully complete the Certificate in Medical Radiography offered by Kaiser Permanente in Richmond. Students may earn the A.S. degree by successfully completing all the additional CCC degree breadth requirements listed in Chapter 3 with a GPA of 2.0 or better. For more information, please see a counselor.

Cosmetology Program

Contra Costa College offers a Cosmetology program in conjunction with the W Institute, with all classes offered off-campus at the school, 4330 Clayton Rd, Concord. Students must contact the W Institute to enroll in cosmetology classes. For more information, please call (925) 602-1040 or email at frecklt719@aol.com. (see page *** for Cosmetology Program information).

Nursing Program

Students who wish to enroll in the CCC Registered Nursing program should check with the Health Sciences Office, which is located in HS-103, for special admissions requirements. There are courses that must be completed before you will be admitted to the program, a separate application to the nursing program, and specific timelines for submission of required materials. For more information, please call (510) 235-7800, ext. 4267 or visit the nursing department website.

Dental Assisting Program

Students who wish to enroll in the Dental Assisting program should contact the Dental Assisting department, located in AA-206, for information about application procedures. The program begins with the summer intersession. A Dental Assisting brochure is available from the department. For more information, please call (510) 235-7800, ext. 4265 or 4385.

International Students (F-1 Visa Status)

If you are an international student, you must file your application and related documents with the International Students Office by May 1 for the summer intersession, by July 1 (out of country applicant) or July 15 (in-country applicant) for the fall term, and by December 1 (out of country) and December 15 (in-country) for the spring term.

The following requirements are mandatory for international students to receive a Sevis Form I-20 to attend Contra Costa College. Note complete application materials are available in the CCC International Students Office and online on the CCC website.

Requirements for International Student Admissions

To qualify for college admission, students must have graduated from high school (or its equivalent) or be 18 years of age or older. Official transcripts from your high school and any colleges you have attended should be submitted with official English translation.

In addition, the following documents are required and can be found in the international student admission packet along with a convenient checklist to ensure complete submission of the required materials:

1. A completed International Student Application form.
2. If you are transferring from another U.S. educational program, you must provide documentation from all prior schools or colleges verifying that you have maintained full-time student status throughout your attendance period at those institutions.
3. A completed financial certification form, including required bank documents verifying that you have the required funds for the first full year of study.
4. For students applying from outside the U.S., a completed health statement (included in application packet) certified by a doctor or qualified medical staff.
5. A completed and signed F-1 Student Conditions Agreement form.
6. Official transcripts (in English) of all high school and college work completed, both in your home country and elsewhere.
7. OPTIONAL: a TOEFL score report. (See English proficiency requirements below.)
8. A written essay explaining your background and future academic and career goals.

Notification of Acceptance

Upon receiving a completed application for admission form and supporting documents, the I-20 Form and an official letter of acceptance will be issued. Out of country students will need to take these documents to the U.S. Visa Office in order to obtain an F-1 visa for entrance as a student into the U.S.

Enrollment Requirements

International students (F-1 Status) are required to enroll in, maintain and complete a minimum of 12 units each semester in order to remain in legal student status. Students must maintain a cumulative grade point average of 2.0 or higher.

English language ability

Contra Costa College normally requires a TOEFL score of 500 (paper based) for students who wish to be admitted directly to an academic degree or certificate program. However, international students can be accepted without any TOEFL requirement. It is recommended that the students applying to the college have English proficiency that is at least **equivalent** to a TOEFL score of 450. Applicants with TOEFL scores under 500 (173 on the computerized TOEFL or 61 on the Internet-based TOEFL-IBT) or with no TOEFL must take the English as a Second Language (ESL) assessment test and be advised. Such students will study in the credit English as a Second Language (ESL) program until they finish level four. After completing the top-level ESL course, students can be admitted to an academic degree or certificate program.

Students with a TOEFL score over 500 will follow the regular college assessment, orientation, and placement procedure and will be counseled into appropriate classes. If you need more information, please contact the International Students Office at (510) 235-7800, ext. 4469.

Fees

Tuition and enrollment fees will be collected in full at the time of registration. International student fees at the time of publication of this catalog, is a total of \$214.00 per unit of credit. International students must file a financial certification form which verifies that they have available approximately \$18,000.00 per academic year. *Please Note:* Enrollment fees are established by the California State Legislature, and are subject to change at any time. Please check for the current term's enrollment fees.

Health Certification

Student applicants must complete the medical form in the application packet which verifies that they are in good health and have a negative Tuberculosis test. This form must be officially certified by your doctor or health professional. In addition, all students must possess valid health insurance before beginning their courses. Students may either enroll in the CCCCD International Student Health Insurance Plan (provided on acceptance to the college) or submit a copy of their current health insurance plan.

Housing

The college does not yet have dormitory facilities, but students are encouraged to take advantage of the independent housing services which provide quality homestays with U.S. families or shared apartment accommodations. Information on housing services will be provided by the International Student Office.

International Student Adviser

The services of a counselor-advisor are available to all foreign students by appointment or on a drop-in basis. If you are a foreign student with an F-1 visa, you should contact the foreign student counselor in the Counseling Center (SSC-108, ext. 4249) during your first term. If you have any other questions, please contact the International Students Office, SSC-113, phone (510) 235-7800, ext. 4469.

Veterans

If you are a veteran, or a dependent of a veteran, who may be eligible for educational benefits while attending Contra Costa College, you may receive assistance from the Admissions & Records Office (SSC-115, ext. 4604). This office provides information on veterans educational benefits, assists you in inquiries to the Veterans Administration, helps you resolve benefit payment difficulties, and certifies veterans for educational benefits.

The following requirements apply to such veterans.

1. **New students** (never enrolled in any college; first application for educational benefits), must provide to the Admissions & Records Office:
 - a. Certified copy of service discharge papers (DD-214).

- b. Certified copies of marriage licenses, final divorce decrees and birth certificates of children claimed as dependents. If marital status changes by marriage, divorce, or birth of additional children, supporting documents should be brought to the Admissions & Records Office, to be forwarded to the Veterans Administration.
 - c. Declaration of your educational major, which must be indicated by the college on your application for educational benefits. You must meet with a Veteran's counselor to develop your educational plan. This must be submitted to the Admission & Records Office for processing to the Veteran's Administration. If you change your major, you must file a new educational plan and report the change to the Admissions & Records Office immediately.
2. Transfer students must provide the Admissions & Records office with the following:
 - a. Official transcripts of academic records at previous places of training. You will not be certified for benefits if transcripts have not been received.
 - b. Completed VA form 1995 changing the place of your training to Contra Costa College
3. Responsibilities of all veterans receiving benefits:
 - a. You must report any change in academic program to the Admissions & Records Office immediately. Failure to report changes, such as withdrawal from courses or from college, will be interpreted as an abuse and violation of the Educational Benefits Act. Veterans in violation during an enrollment period will be billed for repayment of money received in excess of proper entitlement.
 - b. Failure to maintain a grade point average of 2.0 for two consecutive terms is considered unsatisfactory progress. Repeated withdrawals from courses also constitutes unsatisfactory progress. In either case, your benefits may be terminated.

Apprenticeship Courses

Because of the uniqueness of the relationship between on-the-job experiences and apprenticeship classroom instruction, admission to apprenticeship classes is limited to apprentices registered with the California State Division of Apprenticeship Standards. This limitation is authorized by Section 51820, Title 5, of the California Administrative Code and Section 3074.3 of the State Labor Code.

Students Admitted Under Other Government Programs

If you are receiving government benefits because of a special attendance status (e.g., Social Security), you should submit the necessary documents to the Admissions & Records Office (SSC-115) as early as possible for verification.

Assembly Bill (AB) 1646 - Disaster Relief

Assembly Bill 1646, effective October 7, 2005, created a new exemption from payment of nonresident tuition for a student who, as of August 29, 2005, was enrolled, or admitted within a regionally accredited institution of higher education in Alabama, Louisiana, or Mississippi, who could not continue his or her attendance at that institution as a result of Hurricane Katrina.

Assembly Bill (AB) 338 - Concurrent Enrollment: K-12 students and Home-schooled Minors

1. **Public and Private K-12 students** must submit each semester both an admissions application (online submission preferred) and a Concurrent Enrollment Form signed by the principal or counselor and the parent/guardian. These materials must be on file in the Admissions & Records Office before you will be allowed to register. Your registration period will be provided to you by Admissions & Records staff after you submit your required documents.
2. **Home schooled Minors** must submit an admissions application (online submission preferred), a Concurrent Enrollment Form signed by the parent/guardian, and a Private School Affidavit Confirmation Form for schools with 5 or fewer students. The form can be obtained online from the California Department of Education (CDE) at <http://www.cde.ca.gov/sp/ps/rq/affidavit.asp>.
3. Special note about Computer Laboratory Classes. Parents of concurrently enrolled students wishing to enroll in a Computer Laboratory class should be sure to closely review the language pertaining to internet access in Part II of the Concurrent Enrollment Form.
4. Concurrent enrollment in fall and spring courses will be contingent on space available after priority enrollment. Concurrent students will be able to register at the Admissions & Records Office any time during open enrollment.
5. Concurrently enrolled students will not be permitted to enroll in a physical education class unless they attend Middle College High School (MCHS) and so long as concurrent students make up less than 10% of the class.
6. Any course offered at a school site must be an open enrollment college-level course not offered by the school and not designed specifically for concurrently enrolled students. The agreement between the college and the school for the specific course, as well as the dates of instruction, is to be attached to the application for enrollment.

CREDIT ALREADY EARNED

Transcripts & Transfer Credit

PLAN AHEAD! All prerequisites, corequisites, and limitations on enrollment stated in the course descriptions listed in this catalog will be strictly enforced at the time of registration. Students who do not meet the requisite requirements according to college records will not be permitted to register for the course. Students who believe they have met the prerequisites at another institution have the responsibility to have all transcripts of prior college work evaluated and on file well in advance of registration to minimize registration delays.

If you wish to have your official transcripts evaluated for credit you must submit a Request for Evaluation of Other College Transcripts form to the Admissions & Records Office. Be sure to start this process early as this evaluation will take three to four weeks to complete.

Courses that have been completed for credit at other colleges and universities cannot be repeated for credit at Contra Costa College, except in accordance with the grade remediation policy.

Note: Unofficial transcripts are NOT accepted for prerequisite clearance.

Note: If you request to have official transcripts sent from another institution directly to you, it is important that you DO NOT OPEN THE ENVELOPE. Opening the envelope will render your transcripts unofficial and you will have to request them again, incurring associated costs.

Note: Once received by CCC, incoming transcripts cannot be released to the student or forwarded to a third party.

Students should plan their schedules early and see a counselor for assistance.

CREDIT FOR MILITARY EXPERIENCE

Contra Costa College will award credit for military experience only to new veterans collecting benefits for the first time. New veterans are required to submit necessary military records to the Admissions & Records Office (SSC-115) for verification and evaluation. Credit will be granted as follows:

1. A maximum of six units of credit will be granted to veterans who have completed basic training.
2. A maximum of 12 units of elective credit will be granted for training taken in military service schools, including the Army Special Training Program (ASTP).
3. Military service school and courses will be evaluated and granted credit in accordance with established national standards.

TECH PREP/CAREER PATHWAYS PROGRAMS

CCC's Tech Prep/Career Pathways Program provides opportunities for high school juniors and seniors in area high schools to earn college credit for high school courses deemed equivalent to college courses. Additionally, the program provides funds to offer college career and technical education classes at individual high schools and to support career development activities for high school students. Program activities and courses change from year to year, as do the individualschools participating. Recent activities have included opportunities for Law and Justice Academy and Green Automotive Technology students to earn college credit and for students at all area high schools to participate in career days at Contra Costa College.

STUDENT RIGHTS & RESPONSIBILITIES

Student Rights

• Assessment

Whenever possible, students shall be allowed to submit scores from state-approved assessments taken recently (within the last two years) at another college in lieu of taking the assessments at CCC, if correlation with CCC assessment tests can be established. (Section 55530-d)

• Challenging Prerequisites/Co-requisites

A student may challenge a required course prerequisite/co-requisite on the following grounds:

- The prerequisite/co-requisite course is not available [Section 55534 (a)].
- The prerequisite/co-requisite course is discriminatory or is being applied in a discriminatory manner [Section 55534 (b), Section 58106 (d)].
- The prerequisite/co-requisite is not valid because it is not necessary to success in the course for which it is required [Section 58106 (d)].
- The student has the knowledge or ability to succeed in the course without taking the prerequisite/co-requisite course [Section 58106 (d)].

Note: Please see the section titled “Waivers, Appeals and Complaints” on page 35 for information on how to challenge a course prerequisite/co-requisite.

• Educational Plan

It is your responsibility to make an appointment with a counselor for the purpose of developing an educational plan.

However, if your counselor has failed to make a good-faith effort to develop an educational plan with you based on your stated educational goal, you may file a complaint. You may also file a complaint if the College fails to provide services specified in the educational plan [reference Section 55525 (d) of Title 5]. Please see the section on “Waivers, Appeals and Complaints” in this chapter for more information on how to file a complaint.

Student Responsibilities

• Educational Goal

If you participate in the matriculation process, you must state a broad educational goal upon admission to the college, or not later than upon completion of 15 units of course work. You may update your educational goal on WebAdvisor.

• Advising/Counseling

You are expected to take the responsibility for scheduling an appointment with a counselor, preferably at least once a semester. The purpose of this appointment is to review and update your educational plan to ensure that you are taking the appropriate courses to meet your educational goal.

Note: You are REQUIRED to participate in counseling if you are on academic or progress probation, or if you have not declared an educational goal after 15 units of course work.

• Attendance

You are expected to attend class regularly and complete assigned course work to the best of your ability. You are expected to complete your courses each semester, and maintain regular progress toward your educational goal.

Student Rights & Responsibilities in Preparing for Enrollment

All new students are required to participate in matriculation, a process to ensure academic success in a planned program leading to a stated educational goal, unless they are exempt (see exemptions below).

The information in this section about the various components of matriculation includes your rights and responsibilities as a student, as guaranteed under the State of California Title 5 Matriculation Regulations.

If you, the student, do not fulfill your responsibilities, the college has the right to suspend or terminate its matriculation services, as listed in section 55520 of the Matriculation Regulations, to you, except for services required under any other provision of law.

If you want to request a waiver of any of the matriculation requirements, appeal a decision on a request, or lodge a complaint based on your right to an educational plan, please follow the steps listed in the section on “Challenges, Waivers, Appeals and Complaints” in this chapter.

The matriculation process provides three direct services to help students to be successful in college.

- Assessment
- Orientation
- Counseling

Additional components of matriculation— student follow-up, and matriculation research— are designed to provide the college with information on student retention and persistence, to help determine if the college is accomplishing its mission of providing the best education for its student community.

MATRICULATION AT CCC

Matriculation Exemptions

All new students working toward a degree, certificate, or transfer, or who are undecided about their education or career goals, are expected to participate in the matriculation (assessment, orientation, counseling) process unless exempt. Reasons to be exempt include:

- You have attended another college and have taken English and math courses (must show a transcript).
- You already hold an Associate degree or higher.
- You are planning to take six units or fewer, or take courses for personal enrichment only.
- You have completed the matriculation process at another college and you wish to waive your right to participate.

Waiver forms are available in the Admissions & Records Office and the Counseling Center and must be signed by the appropriate personnel.

ASSESSMENT & ORIENTATION

Assessment

The assessment does not affect your admission to Contra Costa College in any way. Its purpose is to help you enroll in courses most appropriate for you. All non-exempt students must complete the English and math assessment prior to enrolling in courses.

Contra Costa College uses COMPASS, a computerized assessment for placement into English, reading, and math courses. The test is untimed and open to students who have submitted their application. It is approved for use as one measure from which to decide on course placement. COMPASS is available to take on a drop-in basis at the college Assessment Center in SSC-104.

Applicants who have not received their high school diploma and plan to receive financial aid, please see 'Ability to Benefit' information on page 41.

If you are a non-native speaker of English, you are advised to take the English as a Second Language (ESL) assessment.

Contra Costa College's English as a Second Language department uses the COMPASS/ESL computerized assessment of reading, listening and grammar, as well as a timed writing sample. These tests require approximately two hours.

If you choose to exempt yourself from assessment, you should make this known to your counselor. Please see "Matriculation Exemptions" above.

No advance preparation is required for assessment; however sample questions are available online at www.act.org/compass/sample/index.html or in the Assessment Center. The test is an assessment of your accumulated knowledge to help place you in appropriate levels of courses. It is only one measure you should use to determine your placement in English and math courses. Other measures might be the length of time since your last English or math course, the number of hours you work, and whether you have decided on a major or career goal.

A list of potential measures will be provided at your program planning session. If you choose to exempt yourself from this process, you may jeopardize your chances of being successful while a student at this institution.

Note: Students are allowed to re-test after 18 weeks or when given permission from a counselor. There is a maximum of two re-test sessions for each subject area.

Orientation

The purpose of orientation is to help you make the most of your college experience. It will help you:

- Learn about college policies and procedures.
- Learn what the requirements are for you to achieve your educational goals.
- Learn about special college programs and services, and how to take advantage of them to be successful.

Our orientation is available online at www.contracosta.edu. You may also call (510) 235-7800, ext. 7255 for information on available dates for in-person orientations.

The schedule for ESL orientation/assessment sessions for non-native speakers of English is also available in the course schedule or on the college website. You may also call (510) 235-7800 ext. 4416 for more information.

Non-degree Applicable Courses

Reading, writing and math computation skills are the building blocks for successful learning in almost all subjects. Non-degree applicable courses are specifically designed to help students acquire the skills necessary to succeed in college-level courses. Most of these pre-collegiate-level courses are in the areas of English and math. Your counselor will interpret your assessment results and help you to decide whether you should enroll in a non-degree applicable course.

Counseling/Group Program Planning

The counseling portion of the matriculation process is designed to assist you with interpretation of your assessment scores, course selection, development of a semester-by-semester educational plan to help you meet your stated goal, and discussion regarding special services and programs you may require.

Selected Major

If you have decided on a major, you should study your college catalog and schedule of courses to become familiar with the courses offered at CCC, and with the requirements for your selected major.

Catalog

This catalog provides you with information about programs offered at Contra Costa College, information necessary for transfer to four-year colleges and universities, and descriptions of all the courses offered at CCC. In addition, it contains pertinent information about services, student rights and responsibilities, and various regulations both you and the college must follow.

Schedule of Courses/Classes

The schedule provides you with information for the current term. It will tell you what courses are offered for the term, what time and where they meet, and in most cases, who will teach the course. It will also provide you with information on enrollment dates and times, the calendar for the term, current fees, and instructions for enrolling in or dropping courses by telephone or online.

The Educational Plan

The Educational Plan is a contract between you and the college, and includes a term by term outline of each required and elective course you must complete to satisfy your stated educational goal.

An example of a plan would be all of the courses necessary to complete an A.A. degree in history. Another example would be all of the courses necessary for transfer to the University of California, Berkeley.

If you plan to transfer to a four-year college or university, you should also check with the four-year school to ensure that your educational plan is consistent with current transfer requirements.

- It is in your best interest to be advised. You may ask to be exempted from advising, but the college strongly suggests that you consult with a counselor regarding any course selection.
- You are not required to follow the advice of your counselor. The information is given to help you understand your own educational progress.

Do You Have an Educational Goal?

If you do not have a career goal in mind and have not yet decided on a major field of study, you may want to take advantage of the college services provided to help in that decision. You should make an appointment with a counselor by contacting the Counseling Center, (510) 235-7800, ext. 7255.

Counseling

Counselors are available throughout the year to help you decide on an educational goal and to prepare an educational plan to help you accomplish that goal.

If you still can't decide, you may enroll in general education courses and consider enrolling in Psychology 102, "Career and Life Planning."

Transfer/Career Center

The Transfer/Career Center, located in SSC-106 (ext. 4241), and many advisors from 4-year colleges and universities are available for appointments in the Center during fall and spring semesters. Visit the Transfer Center website for dates. Please see the current course schedule for office hours.

Transfer Information

The Transfer/Career Center is designed to assist you in preparation for transfer to the college or university of your choice. The Center is essentially a link with the campuses of the University of California and the California State University system, as well as out-of-state and California independent colleges and universities.

The Center facilitates individual advising with representatives from four-year colleges and universities. It also has a resource library that includes current college catalogs from many colleges and universities throughout the United States, providing information on transfer and the admissions requirements for specific colleges and universities.

For more information, please visit the Transfer/Career Center (SSC-106).

Planning for Transfer

Individual major articulation agreements for transfer to the University of California and California State University system universities are available in the Transfer/Career Center and via an internet site for California Student Articulation information, www.assist.org. These agreements will be helpful in constructing your educational plan for transfer by helping you choose courses required by the specific transfer institution of your choice. Meet with a counselor to obtain transfer programs for public, private, out-of-state and Historically Black Colleges and Universities.

Career Assessments

The Counseling Center also provides career-related and personal interest assessments to help you answer questions regarding your educational and career interests and abilities, and to assist you in planning for your future. For further information about taking these tests, call the Counseling Center at ext. 7255 or the Transfer/Career Center at ext. 4241.

Career Information

The Transfer/Career Center has a computerized career data bank that provides up-to-date information on careers, job opportunities, and educational preparation.

Follow-up Meetings with Your Counselor

You should continue to schedule regular meetings with your counselor throughout your stay at Contra Costa College. Your counselor can help by learning about special needs you may have, helping you to use any services the college provides to help you complete your educational objectives, and help you to update your educational plan to achieve your goals.

OTHER IMPORTANT INFORMATION

Unit Load

Academic credit is measured and awarded by term units. The unit value of each course offered by the college is specified in the course description in this catalog, which notes the units to be awarded upon successful completion of the course. A full-time student normally enrolls in 12 or more units during a regular semester.

Unit Overload

No student is permitted to enroll in more than 19 term units without approval of a Contra Costa College counselor (SSC-108). To enroll in more than 22 units you must have approval from a dean.

Remedial Course Unit Limit

By state law, students are allowed a maximum of 30 units of remedial course work. Remedial courses are non-degree applicable credit, basic skills courses. The 30-unit limit includes all remedial courses taken at any of the three community colleges within the Contra Costa Community College District. A student who has reached the 30-unit limit may appeal for a waiver from the basic skills coordinator. Students enrolled in ESL courses or who are officially identified as having a learning disability are exempt from the 30-unit limit.

PREREQUISITES/CO-REQUISITES

Prerequisite

Some courses require that you first take another course to learn specific knowledge, skills or ability that you will need for the course in which you are interested. This is called a prerequisite.

Co-requisite

A course that is required to be taken at the same time or in conjunction with another is a co-requisite.

Advisory

Sometimes a course will have an advisory that recommends completion of another course first, even though it is not required. If you ignore this advice, you may not be successful in the course.

How to register in a course with a prerequisite or co-requisite:

- If you successfully completed the prerequisite or co-requisite at CCC, you will automatically be allowed to register.
- If you are currently enrolled at CCC in the course that is a prerequisite for the course in which you wish to enroll, you will be allowed to register. But, if you don't pass the prerequisite course with a grade of "C" or better, you will be dropped by the Admissions & Records Office from the new course.
- If you completed the prerequisite course at another college, you must have it verified by the CCC Admissions & Records Office or a CCC counselor. You must submit an official college transcript at least two weeks before you register, and complete a "Request for Waiver of Prerequisite."

Note: Your English and/or math assessment score may exempt you from a prerequisite within these disciplines. This is true for your initial score.

CHALLENGES, WAIVERS, APPEALS AND COMPLAINTS

Challenging a Prerequisite or Co-requisite

If you haven't satisfied the prerequisite for a course, but feel you could succeed in the course, you may challenge the prerequisite. To do so, contact the Counseling Center (SSC-108).

Reasons for a Challenge:

You may challenge a prerequisite because:

- a. The prerequisite course is not reasonably available.
- b. The prerequisite is discriminatory or is being applied in a discriminatory manner.
- c. You feel you have the knowledge or ability to succeed in the course without taking the prerequisite.

You will be allowed to enroll in the course while your challenge is being reviewed. If the challenge is denied, you will be notified and automatically dropped from the course.

To file a Prerequisite Challenge, you must meet with a counselor. If your counselor approves your challenging the prerequisite, you will be allowed to enroll in the course if space is available. You will be referred to the department that will administer the challenge exam. If you pass the exam, you will be allowed to remain in the course. If you fail the exam, the Admissions & Records Office will be notified by the department to drop you from the course. A means for appealing the decision is outlined below.

Request for a Waiver of Prerequisite

If you have already completed the course or an equivalent at another institution but this college will not accept the credit, you can request that the prerequisite be waived. File a "Request for Waiver of Prerequisite" form with the Admissions & Records Office or at the Counseling Center.

To File an Appeal

You may appeal a decision on a request for:

- Exemption from matriculation services
- Challenge of a course prerequisite/co-requisite
- Waiver of a prerequisite

1. Initial Appeal

- a. Appeal the decision on your exemption from matriculation or your challenge/waiver of prerequisite by submitting the appropriate form (see above) to the Director of Admissions & Records.
- b. Admissions and Records will contact you within two days to schedule a meeting to resolve the problem or inform you of the decision.
- c. In the event that the appeal is not granted, you will be advised of your rights to further appeal and the correct procedures to follow.

2. Appeal to the Senior Dean

- a. If the initial appeal is not granted and you wish to pursue it further, you may submit the "Prerequisite Challenge Form/ Waiver of Prerequisite" to the senior dean of instruction (AA-203) for further review.
- b. The senior dean will review the appeal and will meet with you if requested or if deemed necessary.
- c. The senior dean will inform you of the decision concerning the appeal or request for waiver within two working days of receiving the form.
- d. In the event the appeal or request for waiver is not granted by the senior dean, you will be advised of your further right to appeal and the correct procedures to follow.

3. Appeal to the President

- a. If you are not satisfied with the outcome of the appeal to the senior dean of instruction, follow the same steps as the appeal to the senior dean, but submit the appeal to the president.

4. Appeal to the District Chancellor

- a. If the appeal cannot be satisfied on campus by following the steps outlined above, you may appeal to the district chancellor.

To Lodge a Complaint

If you wish to lodge a complaint based on the college's failure to make a good-faith effort to develop an educational plan for you, you may pick up, complete, and submit a "Matriculation Complaint" form to the Counseling Center, SSC-108.

REGISTRATION & ENROLLMENT

If you have completed all of the admission and matriculation steps, you are ready to enroll in courses.

TERM REGISTRATION & COURSE ENROLLMENT

Registration is the process by which you are authorized to enroll in and attend courses for a particular term. Registration is automatic for continuing students. For all other students, registration is initiated by the submission of an application for admission to the Admissions & Records Office, SSC-115. (Please see 'Applying for Admission' under the "Admission" section of this chapter.)

Course enrollment is the process by which you are placed on the roster of in a particular course during a particular term. All students must enroll in courses, and new and returning students must first be officially admitted to the college. You must be properly enrolled in a course and have paid the enrollment fee in order to be allowed to attend the course, to receive academic credit, and in order for the college to receive financial support for your attendance.

Please note: If you have received written notice from the college that you have failed to pay a proper financial obligation due to the district or a college, you will not be allowed to enroll until you have satisfactorily met that financial obligation.

Registration Appointment Process:

Registration appointment dates and times are determined by:

- participation in special programs (EOPS, DSPS, CalWORKS, and veterans); and
- the number of degree credit units accumulated.

Participants in the special programs noted above register first on specially designated days. Appointments for continuing students are set based on the number of units they have earned; the higher the number of units, the earlier their registration appointment. New and returning students register after continuing students.

Students who have been assigned a registration appointment can view it online through their WebAdvisor account. Go to www.contracosta.edu and click on WebAdvisor.

Procedures and Times for Enrollment

Please read the section on priority enrollment below. Continuing students may enroll before new students. Check webadvisor for your appointment date.

Procedures for enrolling in courses may vary slightly from term to term. You should carefully review the procedures, dates and times as they are listed in the schedule of courses for the term in which you wish to enroll. The course schedule is available online at www.contracosta.edu, or for \$1.00 in the Admissions & Records Office and the Bookstore.

Enrollment by Telephone or Online

Contra Costa College provides you the opportunity to enroll in courses or drop courses by telephone or online. Step-by-step instructions for enrolling by telephone or online are included in the schedule of courses each term.

Course Repetition

You may repeat a course only in the following situations: (1) in the course description section of this catalog, the courses are identified as eligible for repetition for purposes of furthering a skill or for study of another topic; or (2) courses are eligible for grade remediation by repetition. (See "Improving a Grade Point Average" in the "Academic Policies" section of this chapter.) Petitions for exception should be addressed to Admissions & Records Office, (SSC-115).

Concurrent Enrollment (High School Graduates)

The Concurrent Enrollment Program allows CCC students to attend a four-year college or university while enrolled at CCC. To participate, a CCC student must have completed at least 20 transferable units with a minimum GPA of 2.4, and the necessary prerequisite for the course they wish to take at the four-year institution. The four-year institutions involved are:

- University of California, Berkeley
- California State University, East Bay
- Mills College, Oakland
- John F. Kennedy University, Pleasant Hill

Information is available in the Transfer/Career Center (SSC-106, ext. 4241, 4495) and the Counseling Center (SSC-108, ext. 7255, 4255).

Concurrent Enrollment (K-12)

1. Public and private school K-12 students must submit an admissions application and a Concurrent Enrollment Form signed by the principal or counselor and the parent/guardian. The Concurrent Enrollment form must be submitted every term. The admissions application is required once each year (usually submitted for the summer term).

The above materials must be on file in the Admissions & Records Office before you will be allowed to register. Your registration period will be provided to you by Admissions & Records staff after you submit the required documents.

2. Home-schooled minors must submit an admissions application, a Concurrent Enrollment Form signed by the parent/guardian, and a Private School Affidavit Confirmation Form for schools with 5 or fewer students. The form can be obtained online from the California Department of Education (CDE) at <http://www.cde.ca.gov/sp/ps/rq/affidavit.asp>.
3. Special Note about computer laboratory classes. Parents of concurrently enrolled students wishing to enroll them in a computer laboratory class should be sure to closely review the language pertaining to internet access in Part II of the Concurrent Enrollment Form.

4. Concurrent enrollment in fall and spring courses will be contingent on a space available basis after priority enrollment. Concurrent enrollment in summer courses will be contingent on space available one week prior to the start of instruction.
5. Concurrently enrolled students will not be permitted to enroll in a physical education class unless they are enrolled at the CCC Middle College High School (MCHS).
6. Any course offered at a school site must be an open enrollment college level course not offered by the school and not designed specifically for concurrently enrolled students. The agreement between the college and the school for the specific course, as well as the dates of instruction are to be attached to the application for enrollment.
7. During summer session high school sophomores who will be juniors in the coming academic year will be treated as juniors.

Enrollment Priorities

The California Community College Board of Governors has developed guidelines on enrollment priorities. Contra Costa College has adopted the following enrollment priorities that are used for registration for Fall and Spring terms. Priority registration is also used for summer session or any special session.

Appointment Process:

Appointment dates and times will be determined by:

- the priority group (as listed below), and
- the number of degree credit units accumulated.

The higher the number of units you have earned, the higher priority you will get, until you have accumulated 75 degree credits.

Once you have earned 75 degree credit units, you will be sorted as having "0" units and will be moved to the bottom of your assigned priority group.

Appointments for new and returning students will be based on the priority group and the date the application is submitted to the Admissions & Records Office.

Active students may find their priority registration appointment information online. Go to www.contracosta.edu and click on WebAdvisor.

Enrollment Process:

Continuing Students

All students will have the option of enrolling by telephone or online, (or in person for registration problems only) at the time of, or any time after, the assigned appointment. Enrollment will be during the hours shown in the course schedule for that semester.

Open Enrollment:

Open enrollment begins after the time the last appointment is scheduled, and includes all new students who did not have an application on file at the time appointments were set. See the schedule of classes for the open enrollment date.

Definitions:

- **Satisfactory Progress:** You are considered to be making satisfactory progress if, during the current semester, you are not on academic or progress probation, have not had more than one withdrawal ("W" only) from a course by an instructor or by yourself; and are enrolled in 50% of all the courses that are entered with an "R" or "Z" on your educational plan for the current semester.
- **Title 5 Mandate:** The Extended Opportunity Programs & Services and the Disabled Students Programs & Services, as covered by Title 5, Section 58108.
- **Educationally At Risk:** An identified member of a support group whose purpose is to assist educationally-at-risk students. A qualified support group must be approved by the Academic Senate.
- **High Priority Educational Objective:** The primary mission of the community college, as stated in Education Code Section 66010.4, is to provide academic and vocational instruction. The Board of Governors Guidelines have identified the functions of transfer, entry-level employment, and training/retraining instruction as high priority. You meet these guidelines at Contra Costa College if you selected the educational objectives* coded 1, 2, 3, 4, 5, 6, 7, or A as defined on the application.

1 = Transfer to four-year college without associate degree

2 = Transfer to four-year college with associate degree

3 = Earn AA degree in vocational subject

4 = Earn AA degree in general education

5 = Earn certificate of achievement

6 = Learn job skills

7 = Maintain certificate or license

A = Update current job skills

- **Low Priority Educational Objective:** You are considered to have a low priority educational objective if you selected the educational objectives* coded 8, 9, B, C, or D, as defined on the application.

8 = Improve basic skills

9 = Special, personal interest

B = Complete high school credits

C = Undecided

D = Explore career interest/goals

- **Continuing student:** You were enrolled at CCC during the last term.
- **New graduating high school student:** Your graduation date is in the previous academic year or the current academic year.
- **Returning student:** You have attended college, but are not currently enrolled at Contra Costa College.
- **New student:** You graduated from high school more than one academic year ago, or are 18 years old or more and never attended college.
- **New transfer student:** You have attended some other college, but you have never enrolled before at Contra Costa College.
- **Returning transfer student:** You were previously enrolled at Contra Costa College, and you are now returning to CCC after having attended another institution of higher learning.

Priority Registration Appointments

Enrollment is based on Title 5 mandates and policies established by our community college district. **First priority** is available for students in Disabled Students Program & Services (DSPS) and students participating in the Extended Opportunity Program and Services (EOPS), Calworks, and veterans. **Second priority** is for continuing students, based on units accumulated at Contra Costa College; the more units completed, the earlier the registration date. **Third priority** is for new, returning and transfer students.

Continuing students

A registration appointment is automatically assigned to all continuing students. Registration appointments can be viewed on Web Advisor at <http://www.4cd.net/Webadvisor>.

New students

New students who complete the *matriculation steps* (file an application, complete the COMPASS or ESL Assessment, attend an orientation and meet with a counselor) are placed at the top of the third priority group and will receive the next highest registration appointment.

New transfer students

New students transferring from other institutions with fewer than 12 units must complete the above matriculation steps in order to obtain the earliest possible registration appointment. New students transferring with more than 12 units must file an application for admission, receive a registration appointment time, and see a counselor to review their prior academic work and develop an education plan.

Returning students

Students who have been away from CCC for one term (not including summer) must file a new application for admission. Once the application is processed a registration appointment will be generated and may be viewed on WebAdvisor.

WAIT LIST OPTION

For many, but not all courses, this option allows you to add your name to a priority list once the class fills to its maximum capacity

- **If you enroll by telephone or online:** If the wait list option is available, you will be asked if you would like to add your name to the list.

If space becomes available in the class before instruction begins, you will be notified via email that you may now enroll in the course, and you will have five days to enroll and pay the enrollment fee. If you have not enrolled and paid the fee within that time period, you will be dropped from the wait list.

When the first person on the wait list is enrolled, the remaining students will have their rank adjusted accordingly. The person who was second on the list now moves into first place, and so on.

After you have enrolled, you may check your status on the wait list by using the touch-tone phone enrollment system or WebAdvisor at 4cd.net/webadvisor. Follow the prompts and select transaction code 2: review your course enrollment. (See the telephone enrollment instructions in the current course schedule.)

After regular enrollment closes, the wait list will be produced and sent to the instructor to use on the first day of class. Students enrolled in the class who do not show up for the first class meeting may be dropped by the instructor who will then add students from the waitlist. If you are not moved into the course from the wait list during the regular registration period, you must be sure to attend the first meeting of the class to be considered for late enrollment from the wait list. If there is a space available and you are not at the class, you will lose your place on the wait list and another student may be added instead.

Important details you should know:

1. All co-requisites or prerequisites must be completed before you will be placed on a wait list.
2. Any wait list course must not conflict with the times of your existing class schedule.
3. You will be informed when there is no wait list available, or when the wait list is full.
4. Wait list units will be counted as enrolled units for the purpose of determining the maximum unit limit a student may carry at any given time. The limit is 18 units of enrollment or 21 units for enrollment and wait list.
5. You may call the telephone registration system to check your status on the wait list (see course schedule for the telephone number).
6. If you wish to be removed from a wait list, you may do so by telephone by indicating the drop code and the course call number, or in person by filing a drop notice for the course in the Admissions & Records Office.

CLASS AUDIT POLICY

The Governing Board of the Contra Costa Community College District authorizes auditing of classes. Auditors must secure approval from the instructor, and from the division dean. The instructor and division dean reserve the right to approve or disapprove any audit request at their discretion, and the decision is final.

Auditors will not be counted in enrollment-based decisions about maintaining or canceling classes.

Auditors will not be allowed to remain in class unless the audit request form is processed by the Student Services Office, SSC-111 (download the form at www.contracosta.edu/admiss).

A student may audit a class at Contra Costa College providing that the following conditions are met:

1. Enrollment for the purpose of auditing will be on a space-available basis, and requires the approval of the instructor. Classes with restricted enrollment due to regulations or station limitations cannot be audited. Participation in class activities by student auditors will be solely at the discretion of the instructor.
2. A non-refundable audit fee of \$15 per unit shall be payable at the time of enrollment as an auditor. Auditors shall not be charged the enrollment fee for auditing a class.
3. No credit or grades will be received for auditing a course. The college will not maintain any attendance or academic records.
4. Priority in class enrollment shall be given to students who desire to take the course for credit. Therefore, enrollment

for audit purposes will not be permitted until the Monday of the second week of instruction.

- Once audit enrollment is completed, no student will be permitted to change his or her enrollment to receive credit. No student shall be permitted to change his or her enrollment from credit to audit.

Instructions for Auditing a Course

- Download from www.contracosta.edu/admiss or pick up a course audit request form from the Student Services Office, SSC-111.
- Enrollment for auditors will not be allowed until Monday of the second week of instruction.
- Obtain the signature of approval from the instructor of the course, and from the division dean.
- Submit the signed audit request form and the auditing fee to the Student Services Office, SSC-111.

Changes in Course Enrollment Adding Courses

You may register for courses through WebAdvisor up to midnight the day before the first day of instruction, if there is still space available. You will have to pay an additional course enrollment fee if you are increasing the total number of units in which you are enrolled.

You may also enroll in courses after instruction for the term has begun if certain conditions are met. Except in rare cases, you may enroll only until the end of the late enrollment period (this deadline and others are noted for all semester-length courses in the Schedule of Classes and the college web site). To add a course during the late enrollment period (the first two weeks of Fall or Spring term for semester-length courses, the first four

days of Summer session), you must request a late add code from the instructor and obtain the instructor's signature on a Late Add Request form, and then use the late add code to add the course through WebAdvisor. If a course is shorter than semester-length the late add period will be shorter.

An instructor may refuse to allow a student to enroll in a particular course during the late enrollment period, even if space is available in the class, if the instructor feels the student has already missed too much instruction.

Also, students should be aware that classes may be cancelled if a minimum number of students have not already enrolled in the class before instruction begins for the term

Dropping Courses

To drop a course, log in to your WebAdvisor account and follow the student menu choices for dropping courses. You may also file a Student Drop Notice with the Admissions & Records office. Please pay attention to the various deadlines associated with dropping courses. You will find them listed for each class when you print out "My Schedule" in WebAdvisor. You can also find the deadlines for semester-length courses in the Schedule of Classes and on the college web site. Please note that California law requires a grade to be assigned if a student is enrolled once 75% of the class has passed. In other words, no drops are to be allowed after $\frac{3}{4}$ of the class has passed.

Enrollment in Conflicting Courses

You will not receive credit for two or more courses that meet at the same time. If you enroll in courses that conflict in meeting time, enrollment in all but one of those courses will be cancelled unless you file a "Course Conflict Card" with the Admissions & Records Office. If you enroll in two sections of the same course in a given term, your enrollment in one of those sections will be cancelled.

COLLEGE COSTS & FINANCIAL ASSISTANCE

ENROLLMENT FEES & TUITION

Please note: All enrollment fees are set by the California State Legislature, and are subject to change at any time. **You are required to pay the enrollment fee in effect at the time you enroll.** If the fee increases after you enroll, you will have the option to drop the course or pay the additional fee. All fees listed are current at the time of publication of this catalog. Please see the course schedule for current fees.

Resident

(1) Resident

Currently, if you can establish legal residency in California you will be charged \$26.00 per unit.

(2) Non-Citizen Resident

If you are a non-citizen but you can establish legal residency in California, and you want to enroll as a California resident and pay the resident fees, you must show documentation from the Immigration and Naturalization Service. If you cannot show documentation, you must pay the nonresident fees.

Nonresident of the State of California \$210.00 per unit

If you do not meet the California residency requirements, you are a nonresident and will be charged a tuition fee of \$184.00 per unit, plus an enrollment fee of \$26.00 per unit, for a total of \$210.00 per unit.

Permanent Resident of Another Country \$214.00 per unit

If you are a permanent resident of another country (international student, F-1 Visa), you will be charged a tuition fee of \$174.00 per unit, a non-refundable facilities use fee of \$14.00 per unit, plus the enrollment fee of \$26.00 per unit, for a total of \$214.00 per unit. Please see "International Students" under the "Admissions" section of this catalog.

Course Audit Fee

If you enroll in a course on an audit only basis, you will be charged a non-refundable fee of \$15 per unit. This fee is payable in the Student Services office, SSC-111, at the time of enrollment as an auditor. You will receive no credit for auditing a course. Please see information on auditing courses above.

INCIDENTAL CHARGES

Books and Supplies

Students are expected to purchase textbooks and supplies (i.e., blue books, art supplies, test answer sheets, etc...) required for course participation. These and other supplies are available at the college bookstore (SA building).

Instructional Materials Fee

Instructional material fees for certain selected credit or noncredit courses may be paid at the time of registration, or the materials may be purchased on your own. Authority for the charge is granted under Contra Costa Community College District Board Policy 5024. These instructional and other materials include, but are not limited to, textbooks, tools, equipment and clothing if:

- (1) the instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or
- (2) the instructional and other materials are used in the production of an "end product" that has continuing value to the student outside the classroom setting. See the course schedule for the instructional materials fee cost.

At the beginning of the term, the instructor will inform you of the material specification. If you elect to purchase the material on your own, you must receive the approval of the instructor. If you choose to pay the instructional materials fee, you may do so at the time of registration.

Instructional materials fee refunds are provided to students who withdraw from school or drop the course by the required drop date. This refund is contingent upon the return of all usable materials. The instructor will verify that all materials have been returned and are suitable for resale and reuse. Refund checks will be processed after the first two weeks of instruction and mailed to the student.

Paying Outstanding Debts

You are liable for fines charged for overdue or lost library materials. Students are expected to pay all debts promptly. Debts (i.e. enrollment fees, library fines) may be paid either in the Cashier's Office (SSC-115) or in the office of the area where the fee originated (i.e. the Admissions & Records for enrollment fees, the Library for library fines).

When you owe a debt, it is carried over on your record until it is paid. Until the debt is cleared from the computer when you pay it, the computer will block any further enrollment. Contra Costa College also shall withhold transcripts, certificates, and diplomas from any student or former student who has failed to pay a proper financial obligation due to the district or a college.

If your debt remains unpaid, Contra Costa College may garnish your California state tax return through the state mandated Chancellor's Office Tax Offset Program. In this instance, a 33 1/3% administrative fee will be added to your delinquent balance. This balance will be forwarded for collection to the California Franchise Tax Board (FTB) in the event you are owed a state tax Refund, win a California Lottery prize or have unclaimed property to be distributed to you by the State of California Controller's office for the upcoming tax year. Califor-

nia State Government Code sections 12419.2, 12419.7, 12419.10 and 12419.11 authorize the Office of the State Controller and the FTB to collect money owed to individuals and the redirect these funds to pay the individual's debts owed to the agencies/colleges.

Transcript (Permanent Academic Record)

Written authorization with student signature is required for the release of your official CCC student record. Transcript requests are to be submitted electronically online via WebAdvisor. The form can be found under "Academic Services" in the Current Students menu. Please be advised that the delivery address will print exactly as you provide it on the request form. Payment is due immediately upon submitting your request. A transcript request form is also available on the college web site and at the Admissions & Records Office. A handwritten or typed request may also be mailed or faxed to the college (fax: 510-412-0769). All requests must include applicable fees and standard requests will be produced and mailed within seven to ten business days upon receipt.

Students may also order transcripts through their WebAdvisor account. Through WebAdvisor, they can also check on the status of a transcript request.

The fees for official transcripts are payable in advance as follows:

- **Standard Request:** (mailed in 7 to 10 business days): first two transcripts are free, \$5 per transcript thereafter. Mailed by USPS.
- **Rush Request:** (available for student pickup at 10am the next business day, or mailed by USPS): \$15 per transcript/\$10 if the student has not used either of his/her free copies.
- **Express:** (same day service): \$30 per transcript/\$25 if the student has not used free copies.*
- **Next Day Delivery:** For an additional \$19.50, the transcript can be mailed overnight, but the request must be received by 12 noon the previous day. If received after 12noon, the transcript must be sent the next business day.

The two free transcript requests can be used at any of the District's colleges. This does NOT mean a student can obtain two free transcripts at each of the District's colleges.

There are separate transcripts maintained for each college within the district. Transcript requests processed through the college will only contain academic history for course work completed at CCC.

*May not always be available.

Verification of Enrollment

Free copies of official verification of enrollment can be obtained (24 hours a day, 7 days a week) through WebAdvisor (click on "Enrollment Verification" for this service).

Students can also obtain verification of enrollment from the Admissions & Records Office as follows:

- Standard: 1st two are free, then \$2.00 per verification

- Special Handling (i.e. extra research or verification on campus letterhead): \$5.00 (no free verifications)

In addition, students can also obtain enrollment or degree verification by contacting the National Student Clearinghouse:

Web site: www.studentclearinghouse.org

Email: service@studentclearinghouse.org

Telephone: (703) 742-4200 Fax: (703) 742-4239

CCC submits enrollment and degree information to the National Student Clearinghouse multiple times each semester.

Parking Fee

If you want to park on campus, you must purchase a parking permit. The cost is \$40 per Spring and Fall term, \$20 for Summer intersession for automobiles, and \$20 per term for motorcycles and mopeds. You may also purchase daily parking permits for \$3.00 from yellow dispensers in student lots. Parking for disabled students is free with a permit issued by the Department of Motor Vehicles. (Please see the "Resources and Services" section of this chapter for more information on parking.)

Replacement of Diplomas

A replacement fee of \$10 is charged for lost diplomas. Replacements may be requested through the Admissions & Records Office.

Student Photo ID Card

You are required to obtain a student ID card at the Student Life Center, SA Building. The first card is free, and the card will be validated for each semester that you are a registered student. This photo ID card is bar-coded for use in campus computer labs, various campus offices, and is your college library card. If you choose to pay the Student Activity Fee your card can also be used to obtain discounts on and off campus and for entrance to special ASU events. Please contact the Student Life Center for details.

COST OF LIVING

- Room and board: Contra Costa College does not provide dormitory facilities for students. Room, board and related costs will vary with student circumstances, but the individual, self-supporting student should plan to spend at least \$14,868 per year for room, board, transportation, and miscellaneous personal expenses.
- Insurance-medical costs: You may purchase a comprehensive health and accident insurance policy through the Student Activities Office. For more information, contact the Associated Students Union Office (SA Building).

FINANCIAL ASSISTANCE

Contra Costa College provides extensive services to help students meet the costs of attendance. The Office of Financial Assistance provides information regarding financial assistance available to students in the form of loans, grants, work study program, and scholarships.

It is important that you not disqualify yourself from assistance before checking into the possibilities. Because of the costs of attending college, many students today receive some kind of aid.

To help you better understand financial assistance and the application process, a free bilingual English and Spanish Financial Aid Handbook published is available from the Office of Financial Assistance (SSC-102). This workbook provides information on who qualifies for financial assistance, the various types of assistance, how to apply, and a calendar of deadlines.

Office of Financial Assistance

The Office of Financial Assistance is located in the Student Services Center, Room 102. Regular office hours are 8:00 a.m. to 4:30 p.m. Monday, Tuesday, and Thursday, 8:00 a.m. to 7:00 p.m. Wednesday, and 8:00 a.m. to 7:00 p.m. Friday. (See the current course schedule for special hours.) If you cannot contact the office in person during these hours, you may request information by mail. To make an appointment or to request information, call (510) 235-7800, ext. 4508 or 4509.

Ability to Benefit

Contra Costa College accepts for admission, as regular students, persons who do not have a high school diploma or the recognized equivalent, and who are beyond the age of compulsory school attendance in California.

If these students apply for financial assistance, the College is required by Public Law 102-26 to determine whether they have the ability to benefit from the education and training it offers. A student may satisfy this requirement by achieving a satisfactory score on the COMPASS/ESL ATB test. For more information about this test, contact the Assessment Center, SSC-104, phone (510) 235-7800, ext. 4301.

If the College provides financial assistance to students who do not have a high school diploma or equivalent and the students have not demonstrated the ability to benefit from the College's programs, the College's federal funds will be jeopardized.

Board of Governors Fee Waiver

You may be eligible for a waiver of the enrollment fee if you are a California resident, and meet any one of these three criteria:

- You and your family are receiving public assistance from TANF/CalWorks, OR Supplemental Security Income (SSI) or General Assistance/General Relief, or have certification from the California Department of Veterans Affairs;
- You have completed the Free Application for Federal Student Aid (FAFSA) and have "financial need;"
- You meet the following general income guidelines for the fee waiver:

Family Size 2009 Family Income

Family of 1	\$16,245 or less
Family of 2	\$21,855 or less
Family of 3	\$27,465 or less
Family of 4	\$33,075 or less
Family of 5	\$38,685 or less
Family of 6	\$44,295 or less
Family of 7	\$49,905 or less
Family of 8	\$55,515 or less

Add \$5,600 for each additional family member.

The application process must be completed a minimum of one week before enrollment. For more information, please contact the Office of Financial Assistance, SSC-102, phone (510) 235-7800, ext. 4508 or 4509.

Academic Standards for Financial Assistance

If you receive financial assistance, you are required to maintain satisfactory and measurable academic progress. You must complete the minimum number of units each year that are required for your student status, as determined by Contra Costa College, and maintain a minimum 2.0 grade point average.

Your progress will be reviewed each semester awarded. If you have not completed the minimum number of units and/or maintained a 2.0 GPA after two terms, you will be disqualified from receiving financial assistance. You can re-establish eligibility by successfully completing sufficient units and/or attaining the required overall GPA at the end of the next enrollment period and completing the appeal process to request financial aid reinstatement. Students are also required to complete their educational goal (degree, certificate, and/or transfer) within 150% of the published required. Please note this unit count includes all previous coursework attempted, even if financial assistance was not received. If you are disqualified for financial assistance, you may continue to attend Contra Costa College providing you meet college academic progress requirements. (Please see "Probation and Dismissal" under "Academic Policies" in this catalog.) For more information regarding financial assistance standards, please consult the Office of Financial Assistance.

The types of financial assistance listed below are based on financial need. Some are generally available, while others are restricted to students in certain fields of study. Inquire at the Financial Aid Office about other grants and loans that may be available.

- *Pell Grant* — This is the first element in a financial assistance package. The actual amount is based on an "eligibility index number," the cost of attendance, and the number of units in which you are enrolled.
- *College Work Study* — The purpose of this program is to stimulate and promote the part-time employment of students who are in need of earnings from employment to pursue courses of study at Contra Costa College. Students may work up to 15 hours per week during the school year.
- *Supplemental Educational Opportunity Grant* — These grants are for students who demonstrate the most financial need that meet the March 2nd priority Free Application for Federal Student Aid (FAFSA) filing deadline. They supplement other types of aid.
- *Federal Stafford Loan* — This federal student loan program offers subsidized and unsubsidized loans to students meeting all eligibility requirements. Please make an appointment with a financial aid staff member for more information.
- *ACG* — Academic Competitiveness Grant (ACG) provide monies for the first and second year of undergraduate study to students enrolled at least half-time, eligible for a Federal Pell Grant, and who had successfully completed a rigorous high school program. To apply for the ACG award students must complete the Free Application for Federal Student Aid (FAFSA).

- *CalGrant* — This grant provides a living allowance of \$1551 and tuition and fees assistance to low-income students. To be eligible a student must submit a FAFSA and GPA Verification form to the California Student Aid Commission by the March 2nd filing deadline.
- *Chafee* — The California Chafee Grant Program gives money to current and former foster youth to use for career and technical training or college courses. To qualify you must be eligible, or have been eligible, for foster care and not have reached your 22nd birthday as of July 1, of the award year. You must also be enrolled half-time in an eligible school or college and maintain satisfactory academic progress. To apply students must complete the FAFSA and the Chafee Grant Program Application.

Scholarships

These awards are granted to students who best fit the requirements established for each scholarship. There are many scholarships of different kinds for students transferring to baccalaureate institutions, as well as for those in residence at Contra Costa College. For a list of scholarships, information as to their requirements, and application forms and deadlines, contact the Scholarship office in the Student Life Center.

Extended Opportunity Programs and Services

Contra Costa College has special programs and services for eligible students who are economically and educationally disadvantaged. For more information, please see "Extended Opportunity Programs & Services" under "Student Resources" in this chapter.

REFUND POLICY & PROCEDURES

Enrollment Fee Refunds

No refund of the enrollment fee will be made if you withdraw from classes after the first two weeks of instruction of a semester length class. Refund checks will be mailed to students the first week of each month.

You may receive a refund if:

- You drop the class by the deadline date.
 - No refund of enrollment fees will be made to any student who withdraws from classes later than two weeks from the day the class begins (or after 10% of classes that meet for a term shorter than 18 weeks). Ask your instructor for the drop date for any short-term class and for summer session classes.
- You become eligible for financial assistance and receive an enrollment fee waiver or deferral after you have paid your enrollment fees.
- The fee was collected in error.

Fees Collected in Error are those you do not owe for any of the following reasons:

- College cancelled the course.
- College cancelled your enrollment (academic or other dismissal).
- Books for the course were not available.

- d. You qualified for state financial assistance later in the term.
- e. Death of the student.

Note: All enrollment fee refunds are subject to a **\$10 processing fee**. This \$10 fee will not be charged if the enrollment fees were collected in error.

The following fee is not refundable:

- Student Activity Fee. (This is an optional fee.)

Returned Check Fee

A \$15 fee will be charged for all checks returned for non-payment, including any check on which you stop payment. You will be responsible for the total amount of the returned check in addition to the \$15.00. To pay this fine, you may only use cash, cashier's check, money order, and Visa or Mastercard. If you pay this fine online please inform the Cashier.

DO NOT STOP PAYMENT ON YOUR CHECK. If you are entitled to a refund do not stop payment on your check, as it will only delay your refund and will also result in the \$15 returned check fee charged for non-payment on the check. If you do not pay the fine, you will not be able to get a transcript, nor will you be allowed to enroll again until the fine and all other fees are paid.

Procedures for Refunds

The policy and procedures for refunds of fees were established by the Contra Costa Community College District and apply to all the colleges and centers within the district. The policy and procedures are in accordance with district business procedure 7.09, "Non Resident Fees and Determination of Residence," and Business Procedure 7.06, "Enrollment Fees." They are based on California law and the California Education Code.

Refunds for Residents and Nonresidents

- Enrollment fee refunds will be calculated and made automatically by the District if you are eligible.

- Complete withdrawal: Refund checks for complete withdrawal from the college will be processed immediately upon student request. In an emergency, contact the Admissions & Records Office.
- Refund checks for partial withdrawals will be processed after the first two weeks of instruction.
- Refund of fees paid by a personal check will be made after a 30-day hold to allow the check to clear the bank.
- Payment in the form of a check will not be accepted for enrollment fee and returned check fee.
- A refund will not be made if you have other outstanding debt to the college.
- Refund checks will be mailed to the student address on file in the college Admissions & Records Office.
- If you have a new address, please notify the Admissions & Records Office at the time of withdrawal or change of program.

The District Office processes refund checks monthly. All refund checks will be made payable to the student, whether the fees were paid by cash, check, money order, cashier's check or credit card.

Allow at least two weeks from the date you dropped the class or withdrew from the college for receipt of the refund check, **except** if you paid by personal check your refund check will be mailed 30 days after you paid your last fees, to allow time for the check to clear.

If you have any further questions regarding this policy or the procedures, please refer them to the Cashier (SSC-115).

Parking Permit Refunds

If you purchased a term-length parking permit for the current semester, and then drop ALL your courses within the first two weeks of instruction (or by 10% of the length of short-term courses), you may request a refund of the parking permit fee. You must return your parking decal to the Cashier's Office for a refund. Your refund check will be mailed to you.

ACADEMIC POLICIES

Attendance & Withdrawal WHO MAY ATTEND COURSES

You may not attend a course unless you are properly enrolled. You may visit a course in which you are not enrolled with the consent of the instructor and the senior dean of instruction.

Non-student visitors who wish to visit a course must obtain the written approval of the senior dean of instruction (AA-203) or a designated representative.

Contra Costa College allows students to audit courses, within stated guidelines. Please see the "Class Audit Policy" in this chapter for more information on auditing.

Sound or video recorders (including cell phones) may not be used without the consent of the instructor.

ATTENDANCE

Course Hours

Courses start at ten minutes after the hour or half-hour, to allow time for passing between classes. All courses end at the time specified.

You are expected to be in class on time and to remain for the entire class period. Classes are not automatically dismissed in the absence of the instructor. Classes are cancelled only by a representative of the administration. If your class is cancelled, a cancellation notice will be posted at the room where the class meets.

Attendance Requirements

You are expected to attend all meetings of your courses. When you are forced to be absent, the reason for the absence should be reported to your instructor(s) as soon as possible. For day courses, call the instructor or division offices; for evening, off-campus, and Saturday courses, call the senior dean of instruction's office before 5:00 p.m. (510) 235-7800, ext. 4597, and the evening supervisor's office (510) 235-7800, ext. 4230 after 5:00 p.m. and on Saturdays. Please see the front of the catalog for other offices and phone numbers.

No reason for absence will excuse you from performing required course work. You will be expected to make up any course work you missed.

WITHDRAWING FROM COURSES

PLEASE NOTE: If you enroll in a course, *even if you do not ever attend a class meeting*, you are still considered to be enrolled until you officially drop the course. If you do not wish to attend a course in which you have enrolled, or if unforeseen circumstances prevent you from attending a course, you must drop the course.

Dropping a Course

To drop a course in which you are officially enrolled, you must:

- Drop the course online using WebAdvisor at 4cd.net/webadvisor.
- Drop the course by telephone (please see the course schedule for instructions); or

Grades for courses from which you withdraw will be recorded according to the conditions noted below under "Non-Evaluative Symbols: W-Withdrawal."

Note: Please see the section below, "Probation and Dismissal," to see how withdrawing from courses may affect your academic standing.

Drop From Courses for Non-attendance

It is your responsibility as a student to officially withdraw from courses by the deadline date if you do not plan to attend class.

However, the instructor has the right to drop you from a course in the following circumstances:

1. Absence from the first meeting of the class
2. Absence from six hours of class

If you are dropped from a course for non-attendance, you will receive a grade in accordance with the college grade policy. If the instructor does not choose to drop you from a course, even though you are not attending class, you will most likely receive a failing grade in the course.

If it is not possible for you to drop a course in person or by telephone, you may drop a course by sending a letter to the Admissions & Records Office. Be sure to include the title, number and section of the course you wish to drop, your name, the semester, and your student identification number.

Withdrawal From College

If you have an emergency and find that you must leave school altogether, you should contact the Senior Dean of Instruction (AA-203, ext. 4597), and all your instructors, if possible. They will assist you in dropping classes if it is not possible for you to do it yourself. If you leave school and do not officially drop your classes, you most likely receive failing grades.

Change of Address and/or Personal Information

You are to report a change of address immediately to the Admissions & Records Office. You may download the Change of Personal Information form at www.contracosta.edu/admiss or pick one up at the Admissions & Records Office. You will be held responsible for any mail sent to the wrong address. Any change in a name as a result of marriage or court action should be reported to the Admissions & Records Office with the proper documents to substantiate the change. When accessing your final grades on our website, you may request a change of address. Go to www.contracosta.edu.

GRADING

OPTIONS

Each course offered at Contra Costa College will have a grading option listed with the course description in the catalog, and after the course title in the course schedule. The option noted with the course description informs the student of how the course will be graded. The options are as follows:

LR — Letter Grades: Only letter grades (i.e. "A" through "F") will be assigned to a course with this designation.

P/NP — Pass/No Pass: In courses with this designation, all students in the course will be assigned only grades of "Pass" or "No Pass". A grade of P (Pass) means you have done "C" work or better, a grade of NP (No Pass) means you have not satisfactorily met the course requirements. Avoid "NP" in your major field.

SC — Student Choice: The designation "SC" means you have the choice to take the course for a letter grade or on a Pass/No Pass basis. You will be awarded a letter grade unless you complete a Pass/No Pass Contract card and submit it to the Admissions & Records Office no later than the end of the fifth week for term-length courses or 30 percent of the term for shorter courses. However, once you have made the decision and filed the Contract card, you cannot change back to a letter grade without the approval of the senior dean of instruction. Contract cards are available in the Admissions & Records Office or may be downloaded from the college website at www.contracosta.edu/studentservices/admiss. You should also be aware that choosing the Pass/No Pass option may affect the transferability of a course, and taking too many courses with this grade option may affect your financial assistance status.

Evaluative Symbols

On your grade report, each course will be graded with one of the following symbols. Only letter grades are used to determine your grade point average.

LR — Letter Grade

Letter grades, whose point values are shown below, are used to evaluate the nature of student work in a course. All the grades listed below may be used to determine probation and dismissal.

Letter Grade	Points Per Units
A Excellent	4
B Good	3
C Satisfactory	2
D Passing, less than satisfactory	1
F Failing	0

Grade Point Average: Your overall academic standing is expressed as a grade point average (GPA). Grades of "P" and "NP" do not affect your grade point average. GPA is computed as follows:

1. Multiply the number of attempted units of each course (for which grade points are assigned) by the number of grade points per unit for the grade earned (see "Points per unit" above). That will give you the total grade points for each course. For example: the grade of "B" in a three-unit course translates to a total of nine grade points for the course, since a "B" has a grade point per unit value of "3."

- Add up the grade points earned in all courses to determine total grade points.
- To figure GPA, divide the total grade points by the total number of attempted units in courses for which grade points have been assigned. For example: if you completed 15 applicable units with a total of 48 grade points, you will have a GPA of 3.2, which means an overall level of work between "A" and "B" quality.

Example:

Units attempted x grade value = grade points

English 001A (3 units):	A	3 x 4 = 12
History 121 (3 units):	B	3 x 3 = 9
Biol. Sci. 134 (4 units):	C	4 x 2 = 8
Spanish 120 (5 units):	A	5 x 4 = 20
PE 124 (1 unit):	B	1 x 3 = 3
Totals		16 52

$$52 \div 16 = 3.25$$

Divide your total grade points (52) by the total number of units attempted (16), and the result is your grade point average (3.25).

Current term and cumulative total grade point averages are recorded on your permanent academic record on file in the Admissions & Records Office.

P — Pass

You have passed the course with the equivalent of "C" work or better. Units are completed and recorded but no grade points are recorded. The grade does not affect your GPA. The "P" grade is used in calculating enrolled units for progress probation.

NP — No Pass

You have not achieved "C" level work in the course. No grade points are recorded; no units are achieved; the grade does not affect your GPA. The "NP" grade is used in calculating progress probation.

Note: Pass or No Pass grades, as described above, may be awarded only in courses that are designated "P/NP" or "SC" by the instructional departments. Courses that are graded on a Pass/No Pass or Student Choice basis are indicated in the catalog course descriptions and in the course schedule.

Non-Evaluative Symbols

I — Incomplete

This grade may be assigned if you have not completed all academic work by the end of the course, but only if such work is incomplete for justifiable reasons or because of an unforeseeable emergency. At the time the grade is submitted, the instructor will complete an "Incomplete Grade Contract" stating what work you must do to remove the "I" and what grade A through F will be awarded if the incomplete is not removed. The instructor will then submit one copy of the form to the Admissions & Records Office, give one copy to you, and retain one copy. The "I" grade is not used in calculating units attempted or grade point average, but it is used in calculating progress probation.

If you receive an incomplete for a course, do NOT enroll in the course again to complete the work. You should meet with the instructor if you have questions about how to complete the work required.

A final grade for a course will be assigned when the designated work has been completed or when the time limit has passed. The required work must be completed no later than one year following the end of the term in which the grade was awarded.

W — Withdrawal

No grade points are recorded; no units are recorded; and a "W" does not affect your GPA. The "W" grade is used in calculating progress probation.

You must report all withdrawals to the Admissions & Records Office; see "Dropping Courses". Your instructor may drop you from a course for non-attendance, according to the attendance policy noted above.

Please note: If you enroll in a course, you are considered enrolled until you officially drop the course online at <https://webadvisor.acd.net> by filing the official withdrawal notice, or by dropping the course by telephone. This applies even if you do not ever attend a class meeting, unless your instructor chooses to drop you from the course. **It is not the instructor's responsibility to drop you from a course if you do not attend.** If you do not drop the course and do not attend, you will most likely receive an "F" in the course.

The grading and recording of grades for withdrawal from a course are governed by the following conditions:

- A withdrawal reported during the first four weeks of instruction in a regular term course, or during the first 30 percent of instruction in summer intersession or short-term courses, will not appear on your official academic record.
- A withdrawal reported between the end of the fourth (4th) week and the end of the fourteenth (14th) week of instruction in a regular term course, will be recorded on your official academic record as a "W" grade. For summer intersession and short-term courses, a withdrawal reported between the completion of 30 percent and 75 percent of instruction will be recorded on your official academic record as a "W" grade.
- If you do not withdraw from a course by the end of the fourteenth week of instruction in regular term courses, or by the completion of 75 percent of instruction in summer intersession and short-term courses, you must receive an authorized grade other than a "W."
- Exceptions to the above conditions may be made under extenuating circumstances.

IP — In Progress

This temporary grade is used only when a course is scheduled to extend past the end of the academic term for which grades are being reported and the assignment of an evaluative grade must await the completion of the course. On completion of the course, the appropriate evaluative grade for the course will be assigned and entered on your official academic record for the term in which the course was completed. The "IP" grade is not used in calculating units attempted or grade point average; it is used for calculating enrolled units for progress probation.

RD — Report Delayed

A temporary notation to be replaced by a permanent symbol. This notation is used in the event of a delay in the reporting of your grade.

Grade Reports

The college no longer mails end of the term grades. You may choose to view grades via the Internet on WebAdvisor, or listen to them on the telephone registration system by calling (925) 370-9100.

Transcripts & Student Records

You may obtain copies of your academic records in accordance with the transcript policy (please see "Enrollment Fees, Tuition and Incidental Charges" under "College Costs & Financial Assistance" in this chapter.)

Student records are maintained in the Admissions & Records Office (SSC-115, ext. 7500). See the current course schedule for office hours.

Upon written request, you may obtain transcripts of your academic records either for personal use or to have them sent to educational institutions or other agencies. All requests are subject to fees in accordance with college policy. (Please see "Enrollment Fees, Tuition & Incidental Charges," under "College Costs & Financial Assistance.") You may fill out a "Request for Transcript" form in person or request a transcript by mail from the Admissions & Records Office, or you may download the Transcript Request form at www.contracosta.edu/student-services. In general, official transcripts bearing the seal of the college will only be sent by United States mail to the institution to which you want the transcript sent.

Contra Costa College provides facilities, materials and well-trained staff to supplement and reinforce classroom learning. The value of these resources depends on your willingness to learn about them and take advantage of the help they provide.

Grade Change Process

Course grades may be changed only by the instructor on a "Grade and/or Unit Change Form" filed with the Admissions & Records Office.

1. All college personnel will direct the student with a question or complaint about a grade to the instructor.
2. If a grade was given in error, or the instructor, after discussing the issue with the student, agrees to a grade change, then the instructor will submit a Grade Change Form with documentation regarding the reasons for the grade change to the appropriate Dean who will verify that there is sufficient documentation for a grade change. The Dean will forward the grade change form to the Director of Admissions & Records, who will implement the change if warranted.
3. If the instructor is no longer at the college, or is unavailable, then the division dean will discuss the issue with the student, review the available documentation, and submit a request for grade change to Admissions & Records. If the division dean determines that the student's grade should not be changed, the student may request a Student Grievance Hearing (Stage II of the grievance process. Please see the Student Grievance Process information in Chapter 1 of this catalog.)
4. The Director of Admissions & Records will keep all documentation related to the changing of a grade.

5. There is a one-year time limit for changing of grades. A student who fails to file a complaint in a timely manner shall be barred from seeking correction or removal of the contested grade. This time limit shall begin at the end of the session in which the grade was assigned.

IMPROVING A GRADE POINT AVERAGE

Course Repetition

Courses are not repeatable unless noted within the course descriptions listed in the catalog. When a student receives a substandard grade ("D", "F", "NC", or "NP") for a course, he/she may enroll in it a second time without special permission. This is known as **remediation by course repetition**.

If a student wishes to attempt the same course a fourth time (after all previous attempts resulted in substandard grades), he/she must request special permission to do so. This request may be submitted to the Admissions & Records Office using the Petition to Repeat form. Under no circumstances may a student repeat a course more than three times in order to alleviate a substandard grade (Title 5, section 55042).

If a student repeats a course under this provision, only the better of the two grades will be used in the GPA calculation. If both grades are the same, then only one will be counted. However, both grades will appear on the transcript and the units for the course will only be counted once. An "R" notation will appear next to the lower of the two grades indicating that the course has been repeated.

It is possible under certain circumstances, to repeat a course in which a grade "C" or better was received, or to repeat such a course more than twice. This is known as remediation by **course repetition with special circumstances**. To pursue such a repeat a student must file a Petition to Repeat form with Admissions & Records Office (download form at www.contracosta.edu/student-services/admiss). Approval will only be granted under certain circumstances in accordance with California Education Code (Title 5). When such course repetition occurs the student's permanent academic record shall be annotated in such a manner that all work remains legible. Insuring a true and complete academic history. The best of the grades awarded for courses repeated under these provisions shall be counted in calculating a student's grade point average.

Please note that special additional criteria may be applied for certain classes, such as courses required for entrance into the nursing program.

Note also that course repetition cannot be used to make up an incomplete ("I") grade.

Academic Renewal

Substandard grades may be excluded from the GPA calculation if they are not reflective of a student's demonstrated academic ability. This is known as **remediation by academic renewal**. A student can pursue this form of remediation by filing a *Petition for Academic Renewal* with the Admissions & Records Office (download form at www.contracosta.edu/student-services/admiss). If academic renewal is approved, the student's permanent record will be notated with appropriate comments and the substandard ("D", "F", "NC", or "NP") unit values will not be computed in the cumulative grade point average. The "renewed" courses and related grades will not be removed from the record, as the district is required to show a complete and accurate academic record for every student (Title 5, Section 55046).

Students **MUST** meet with a counselor to review options for Academic Renewal, as this procedure is irreversible.

1. The student may only utilize Academic Renewal one time in the district.
2. Only substandard grades may be “renewed”.
3. Immediately following the course work with substandard grades, the student must have completed at least 20 units with “C” grades or better from Contra Costa College or any other accredited college or university. Please note that the unit count begins the semester after the last substandard grade was received.
4. Academic renewal may be applied for up to 24 units. District courses can be combined up to the maximum of 24 units. However, each college must adjust the academic record for courses completed through that location. A *Petition for Academic Renewal* should be submitted at each college.
5. Courses/related grades that have already been removed from the cumulative Grade Point Average based on courses repetition will not be “renewed”.
6. There is no time limit for academic renewal.

Students who qualify for Academic Renewal must fill out the petition, obtain a counselor’s signature and turn it in to any college within the district. If the student is using non-district courses to qualify for the 20 units (see item #3 above), official transcripts must be on file in Admissions & Records prior to submitting Academic Renewal.

Withdrawals

If a student withdraws from a class prior to the completion of 30% of the class, then no “W” will be recorded on the student’s official record. If a student withdraws after 30% of the class and before the completion of 75% of the class, then a “W” shall be recorded on the student’s official record. Following are important points students should know about “Ws”.

1. No more than four withdrawals (“Ws”) will be allowed for any individual credit course.
2. A “W” shall not be assigned if the student withdraws due to the impact of fire, flood or other extraordinary conditions.
3. Students may petition to take a course a fifth time due to documented extenuating circumstances, however a fifth “W” may not be recorded; the student must receive a grade or a non-evaluative symbol.
4. If a student withdraws from a course he/she is repeating after receiving a substandard grade in an earlier attempt, then the withdrawal (and subsequent withdrawals) shall be counted as a repeat attempt.
5. In the case of a discriminatory treatment, or retaliation for a claim of discriminatory treatment, a “W” shall not be assigned.

ACADEMIC HONORS

Dean’s List

Full-time students who achieve a term grade point average of 3.0 or above in 12 or more units of graded courses are placed on the Dean’s List as a recognition of academic achievement. This honor is noted on the student’s permanent academic record.

Alpha Gamma Sigma

Alpha Gamma Sigma is the California community college honor society. All life members of the California Scholarship Federation and those who graduated with a minimum grade point average of 3.5 at the high school level are eligible for temporary membership during their first term at Contra Costa College.

Initial membership is attained by completing 12 term units in a maximum of three terms with a cumulative grade point average of 3.0. Permanent status is achieved by maintaining membership and a high grade point average. Membership in Alpha Gamma Sigma is noted on the student’s permanent academic record.

If you become eligible for membership, you will be notified of your eligibility and encouraged to become an active member of the society’s Contra Costa Chapter. For further information, contact instructor Wendy Williams (LA-17), the adviser.

Graduation with Honors

Students who attain the associate degree are recognized as graduating with honors as follows:

1. Honors Graduate: A student who earns a cumulative grade point average between 3.25 and 3.74 in all degree-applicable courses.
2. President’s Scholar: A student who earns a cumulative grade point average of 3.75 or higher in all degree-applicable courses.

PROBATION AND DISMISSAL

Students are placed on probation for failing to meet standards of academic achievement.

Definition of Terms

- For academic probation or dismissal, “all units completed” means the total units assigned the evaluative symbols A, B, C, D, or F on your permanent record.
- For progress probation or dismissal, “all units enrolled” means the total of units completed (as defined above) plus the total of units assigned the symbols W, I, CR, NC, IP and RD.

Probation

- **Academic probation:** If, since first enrolling, you have attempted 12 or more units and your grade point average drops below 2.0, you will be placed on academic probation.
- **Progress probation:** You are subject to progress probation after you have enrolled in at least 12 semester units. You will be placed on progress probation if you received grades of W, IP, and NC which account for 50 percent or more of all units enrolled.

Dismissal

You will be dismissed from college if you fail to meet standards of academic achievement as described below. For purposes of dismissal, “consecutive terms” shall be those consecutive terms in which you enrolled, even if you skip a term or more. Consecutive terms of probation will be counted beginning with the end of the first term of academic or progress deficiency. Dismissal may terminate any future enrollment. You may question any status of dismissal through the Senior Dean of Students (SSC-111).

- **Academic dismissal:** If your cumulative grade point average is less than 2.0 for three consecutive terms, you will be dismissed unless your grade point average in the most recent term of enrollment is 2.25 or higher.
- **Progress dismissal:** You will be dismissed after three consecutive terms of progress probation unless, in the most recent term, you completed more than 50 percent of the units in which you were enrolled for that term.

Administrative Holds

If you are placed on academic or progress dismissal, an administrative hold will be placed on your record, barring you from enrollment.

If you are subject to probation, dismissal, or an administrative hold, the conditions apply to you at any college or center within the Contra Costa Community College District.

Notification of Probation and Dismissal Classification

If you are placed on probation or dismissal, you will be notified of your classification by letter from the office of the senior dean of students. You must then meet with a counselor to discuss your status. Any subsequent enrollment in any course will be based on an agreement between you and the counselor. If you are on academic or progress probation, you will be expected to follow the recommendations of a counselor, which may involve enrolling in specific courses or other appropriate interventions as outlined on the Probation Student Agreement form.

Removal from Probation or Dismissal

If you are on academic probation Level I or II or dismissal for a grade point deficiency, you will be removed from probation when your accumulated GPA is 2.0 or higher.

If you are on progress probation because of an excess number of units for which W, I, IP, and NC are recorded, you will be removed from probation when the percentage of units in this category drops below 50 percent.

Appeal for Reinstatement

If you wish to appeal your dismissal, you must complete a Petition for Reinstatement form, that may be obtained from the senior dean of students or the Counseling Center. As part of the appeal process, you must meet with a counselor to develop an individualized plan for academic success. This meeting and planning must take place before the counselor forwards your Petition for Reinstatement to the senior dean of students. The Student Services Appeals Committee will make the final determination regarding reinstatement. You will be notified by letter of the Appeals Committee's decision to approve or deny your petition.

Timeline for Appeals

Appeals for reinstatement into the fall term must be submitted to the Counseling Center by 5:00 p.m. on August 10 (or the last working day before August 10). The Appeals Committee will meet to consider such appeals prior to the start of the Fall term.

Appeals for reinstatement into the Spring term must be submitted to the Counseling Center by 5:00 p.m. on December 1 (or the last working day before December 1). The Appeals Committee will meet to consider such appeals prior to the end of the Fall term.

If you seek reinstatement into the Spring term following a previous Fall term dismissal, you will be allowed to enroll in the Spring, and your dismissal will be deferred until the following Fall term. You may appeal your dismissal by adhering to the August 10 deadline. In these circumstances, you are still subject to all probation policies and procedures and must meet with a counselor in order to initiate the reinstatement process. If you want to have your petition reviewed prior to the end of the Spring term, or you wish to enroll in Summer session, you must file your petition by April 15 (or the last work day before April 15).

Petitions received after April 15 will not be considered until after the August 10 deadline.

If you have been dismissed, you will not automatically be readmitted after one term of dismissal. Your entire record, including appointments with counselors, will be reviewed prior to consideration for reinstatement. If you are readmitted, you will be subject to the requirements of the probation and dismissal policies.

CREDIT BY OTHER MEANS

Work Experience Credit Cooperative Education

You may receive credit in cooperative education courses for work that either relates to your occupational goal or offers other employment training. Unit credit is based on the number of hours and the variety of work experience gained on the job. To enroll in cooperative education, you must maintain a term load of at least seven units, including the cooperative education units. No more than 16 total units may be earned in cooperative education work experience.

Information about and approval for enrollment in cooperative education courses may be obtained from the Cooperative Education Office, LA-18.

Credit by Examination

Currently enrolled students who have completed a minimum of 12 units at CCC, have a grade point average of 2.00 or better, have not attempted the course, or have completed not more than 12.0 units of Credit by Exam are eligible to be considered for credit by examination. You may obtain from the Admissions and Records Office a list of courses that may be challenged. The Director of Admissions & Records will determine eligibility.

Permission to challenge a course by examination is granted or denied by the appropriate division dean in consultation with an instructor qualified to administer the exam. **Courses for which you have received or are receiving credit may not be challenged by examination.** Students should be aware that if they challenge a course by examination and fail the exam, the failing grade will be recorded on their transcript. These courses cannot be applied to meet the 12.0 unit residency requirement.

All students who challenge a course for credit by examination must pay the enrollment fee for the course challenged.

CLEP Examinations

Contra Costa College currently grants no credit for College Level Examination Program (CLEP) advanced placement examinations.

CEEB Examinations

Contra Costa College currently grants credit toward undergraduate degrees for successful completion of examinations of the Advanced Placement (AP) Program of the College Board in the areas of Mathematics, English, Spanish, and French. The policy for granting credit for specific scores and exams is presented in the table below.

Students who participate in this program should indicate at the time they take the Advanced Placement Examinations that their scores be sent to Contra Costa College. To obtain credit for Advanced Placement Examinations, students should contact the Admissions & Records Office. Credit may not be earned at Contra Costa College for courses which duplicate credit already allowed for examinations listed under course equivalency.

Please note that credit granted at Contra Costa College based on AP scores will not necessarily be accepted at other institutions.

Additional information about AP credit:

1. You must be enrolled at Contra Costa College in order to receive AP credit
2. You are responsible for submitting documentation of your AP score(s) to the Admissions & Records Office located in the Student Service Center.
3. You will receive units of credit and a grade of Credit (CR) on your official transcript.
4. You may use earned by AP examination towards the CSU, General Education Breadth Certification or towards the Intersegmental General Education Transfer Curriculum (IGETC). If you plan to transfer, it is strongly recommended that you consult with your counselor or advisor.
5. You may not use units of AP credit to satisfy financial aid, veterans, or EOPS eligibility criteria regarding enrollment status.
6. You may not use units of AP credit to satisfy the college's residency requirement.

EXAMINATION	SCORE	CCC COURSE EQUIVALENCY	UNITS AWARDED	ASSOCIATE DEG REQUIREMENT	CSU-GE AREA	UC	IGETC
ENGLISH LANGUAGE	3	ENGL 142B	0.0	N/A	N/A	N/A	N/A
	3	ENGL 1A	3.0	AREA A1	AREA 2A	AREA A1	AREA 1
	5	ENGL 1A & ENGL 1B	6.0	AREA A1	AREA 2A	AREA A1	AREA 1
FRENCH LANGUAGE	3	FRNCH 220	4.0	AREA C	AREA C2	N/A	AREA 6
	4,5	FRNCH 220 & FRNCH 221	8.0	AREA C	AREA C2	N/A	AREA 6
CALCULUS AB	3,4,5	MATH 190	5.0	AREA E	AREA B4	AREA 2	AREA 2
CALCULUS BC	3,4,5	MATH 191	4.0	AREA E	AREA B4	AREA 2	AREA 2
SPANISH LANGUAGE	3	SPAN 220	5.0	AREA C	AREA C2	N/A	AREA 6
	4,5	SPAN 220 & SPAN 221	10.0	AREA C	AREA C2	N/A	AREA 6

NOTE:

1. If you plan to transfer to a four-year college or university, consult that transfer institution's catalog regarding its awarding of Advance Placement credit. Credit awarded at Contra Costa College for the completion of a CSU general education area and/or IGETC is noted above.
2. Units for Advance Placement exams may not be used to meet the residency requirement for the associate degree.
3. AP tests may not satisfy the requirements for specific majors at four-year colleges. Please consult with a counselor or a university representative.

STUDENT RESOURCES

Admissions & Records Office

Student Services Center, Room 115, (510) 235-7800, ext. 7500

Hours: Monday-Thursday: 8:00 a.m. to 6:30 p.m.
Fridays: 8:00 a.m. to 1:00 p.m.

Please see the current course schedule for special hours.

The Admissions & Records Office is a location on campus that every student should be familiar with. This is where students go to submit an application for admission, submit transcripts to be evaluated, enroll in courses, apply for veterans status, file exemptions and waivers, apply for graduation, and obtain many other services.

Academic Support for Student Athletes

Call (510) 235-7800, ext. 4255

Contra Costa College offers support services for student athletes to help them achieve their academic objectives. These services include academic and athletic orientation, counseling and advising, tutorial services, athletic study hall, and progress reports for follow-up counseling. Students interested in these services may contact the athletic counselor (235-7800, ext. 4255) in the Counseling Center.

Academic Support Services/Learning Resources and Support Services

**Library and Learning Resource Center (LLRC), Room 121
(510) 235-7800, ext. 4227**

See College Skills Center

Bookstore

Student Association Building, (510) 235-7800, ext. 4522, 4523

Hours: Monday and Tuesday: 8:00 a.m. to 7:15 p.m.
Wednesday, Thursday, Friday: 8:00 a.m. to 4:15 p.m.

The bookstore has extended evening hours the first two weeks of each semester for your convenience; please see hours listed in the current term course schedule.

The bookstore sells required textbooks as well as sandwiches, coffee, sodas, school supplies and college memorabilia.

The bookstore will accept MasterCard, VISA, ATM, and cash as payment for purchases. The bookstore does not accept checks. Please be sure to check the current term course schedule for information on deadlines for returning books for a refund, and about Book Buyback at the end of each term.

CalWORKs

Student Services Center, Room 106A, (510) 235-7800, ext. 4367

Hours: Monday-Thursday: 8:00 a.m. to 4:30 p.m.
Friday: 8:00 a.m. to 3:00 p.m.
Wednesday: 8:00 a.m. to 7:00 p.m.
(first two weeks of the semester only)

CalWORKs, the California Work Opportunity and Responsibility to Kids Act, is California's response to welfare reform, and is administered statewide by the counties. It imposes time limits (a five-year lifetime receipt of monetary support and up to two years for education and training) and requires participants to perform approved welfare-to-work activities, which includes education and training, in exchange for cash aid and services.

Contra Costa College offers most of the vocational and educational programs approved by Contra Costa County, and most may be completed within the 18- to 24-month timeline for training required by CalWORKs. The programs have been "labor-market tested" and offer great opportunities for immediate employment. (Visit our website for a list of these programs.)

The CalWORKs Office at Contra Costa College offers a variety of services to help students enroll and be successful in college. CalWORKs also offers on-the-job training and paid work on or off campus. For more information, visit the CalWORKs office.

Career Technical Education (CTE)

Applied Arts/Administrative Complex, Room 203, ext. 4456 and 4307. CTE Center, Office: Room 207, ext. 4914, 4983, 4933, 4629, or 4259

Hours: Monday-Thursday: 9:00 a.m. to 5:00 p.m.

Career and Technical Education (CTE) is funded by many federal (Carl B. Perkins Funds for Vocational and Technical Education) and state grants managed by the Contra Costa College's Economic Development Department. Annually the college receives funding based on how many students are enrolled in vocational programs and are economically disadvantaged. The primary goal of the grants are to support activities that enhance and improve training programs that successfully prepare the next generation of workers.

The **Career Technical Education Programs** are listed below:

Administration of Justice*
Automotive Services*
Biotechnology*
Business/Real Estate
Business Office Technology
Computer Communications Technology/Solar Technology
Computer Information Systems
Culinary Arts*
Dental Assisting*
Early Childhood Education
Health and Human Services*
Journalism
Medical Assisting and Office Technology
Nursing

*programs receiving CTE (Perkins grant) funding 2009/2010.

CTE programs are funded annually. The CTE programs also partner with K-12 local high schools, local community based organizations and all aspects of local business and industry.

CTE has a full-time Counselor/Coordinator and five part-time Counselors. The counselors provide students with the services that are referred by CTE faculty or that want more information about the CTE programs. Each are assigned both at the college and the various locations in the community such as:

- **Local feeder schools** to assist with career and educational preparation, career ladders, and also to keep students updated on labor market trends and salary information to assist with planning for the future.
- **Local middle schools** to provide career exploration activities funded by SB70 grants.
- **Local One Stop Career Centers**, to work with their clients that are interested in getting job training at CCC.

Career Testing Services

Student Services Center, Room 108

*Appointments: Call (510) 235-7800, ext. 4255;
drop-in hours as posted*

The Counseling Center provides career-related and personal interest testing to help you answer questions regarding your own educational and career interests and abilities and to assist you in planning for the future.

Center for Science Excellence

Contra Costa College was awarded a grant to establish a Center for Science Excellence. Its purpose is to provide a solid foundation in science, mathematics, and engineering; to increase the numbers of under-represented minority students who study these disciplines; and to transfer well-prepared students to four-year colleges or universities.

The program is selective, and will enroll only 50 students each Fall semester. Each student who enrolls will receive guidance from a learning mentor; work at an internship or cooperative learning site in science, technology, or engineering; organize and participate in live, interactive video conferences on social/ethical science-based issues; visit science museums and research facilities; complete 70 to 80 units of lower division courses before transferring to a four-year college or university; and spend 10 hours per week in guided study sessions.

To learn more about the program, its eligibility requirements, and how to apply, call the CSE in the Physical Sciences Building, (510) 235-7800, ext. 4466.

College Services by Telephone

Contra Costa College offers telephone services for enrollment, which makes it possible for you to call the college computer in Martinez to add courses (enroll), drop a course, review your schedule, or find out if you owe money to the college. For more detailed information and step-by-step instructions, please refer to the course schedule.

College Skills Center

**Library and Learning Resource Center (LLRC), Room 121
(510) 235-7800, ext. 4227**

The College Skills Center (CSC) offers a supportive studying and tutoring environment with a general study area, a tutoring area, a conference room, and a quiet study room for students. Computers are available for tutorials, word processing and Internet use.

Reading, writing, and ESL instructors are available to help students, as are peer tutors. Please see "Tutoring" (p.56) for more information.

The CSC also offers individualized instruction in reading and writing, including assistance with course writing assignments. If you would like help with your reading or writing in any course, please come to the CSC to meet with an instructor and enroll in ENGL 102-Writing Skills Laboratory; or ENGL 103-Reading Skills Laboratory (see the class schedule or the Academic Skills program section of the catalog and class schedule for more information).

To use the CSC facilities, students must be enrolled in at least one designated English, ESL, or Math class with an "hours by arrangement" requirement (i.e. ENGL 092, 102, 103, 110A/B; ESL 107; MATH 101/C, 115C, 118, 120), or they must enroll in one of the following free, non-credit courses: ACSKL 875N or MATH 875N.

Hours: *(subject to change-please consult the Skills Center for current schedule):*

Spring and Fall Semester Hours:

Monday-Thursday:	9:00 a.m. to 6:45 p.m.
Friday:	10:00 a.m. to 1:45 p.m.
Saturday:	10:00 a.m. to 1:45 p.m.

Summer Semester Hours:

Monday-Thursday:	9:00 a.m. to 5:45 p.m.
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Computer Assisted Instruction Labs

These computer laboratories, (computers and printers), are open for general student use, but you must be enrolled in an appropriate course (95, 875N or other qualifying course).

The laboratories are located as follows:

A-1A: Art/Music;
 CTC 126, 127, 128, 131: Business;
 CTC 126, 127, 128, 131: Business Office Technology;
 CTC 126, 127, 128, 131: Computer Information Systems;
 CTC 109: DSPS High Tech Center;
 LLRC 121: Academic Skills; English; ESL
 PS-107: Computer Science

For information on hours available, please check in the lab or with the appropriate division dean.

Concurrent Enrollment

Counseling Center, SSC-108, (510) 235-7800, ext. 4218

Contra Costa College offers you the opportunity to enroll concurrently at the University of California-Berkeley, Mills College in Oakland, California State University-East Bay, and John F. Kennedy University, Pleasant Hill while taking classes at CCC and without paying additional tuition. In order to qualify, you must have completed 20 transferable college units, must have a GPA of at least 2.4, must take at least nine units at CCC and must be classified as a full-time student between the two schools. If you are interested, please contact the Transfer/Career Center (SSC-106, ext. 4241) or the Counseling Center, ext. 4218.

Confidential Referral Program

This student assistance program provides confidential counseling and referral services for the resolution of personal problems. Contact the Counseling Center or the Associated Students Activities Office in the SA Building for information.

Cooperative Education (Work Experience)

Liberal Arts Building, Room 18, (510) 235-7800, ext. 4536

You may receive college credit for paid or volunteer work by enrolling in cooperative education (also called work experience). In order to be eligible, you must be enrolled in at least seven units, which can include the Cooperative Education course. Once enrolled in Cooperative Education, you must attend one orientation session only. For information about and approval for enrollment in cooperative education courses, contact the Cooperative Education Office.

Counseling Center

Student Services Center, Room 108, (510) 235-7800, ext. 7255 or 4255

Hours: Monday-Thursday: 8:00 a.m. to 7:30 p.m.
Fridays: 8:00 a.m. to 3:00 p.m.
See the current course schedule for special hours.

The Counseling Center is the main information, service, and referral center for students. All matriculation services are offered through the Counseling Center. Professional counselors are available to help you plan educational, career, and transfer goals, and to prepare your course educational plan to achieve those goals. The counselors also are able to assist you in dealing with personal concerns that may affect your educational progress. Call for information and to make counseling appointments.

Disabled Students Programs & Services

Student Services Center, Room 109, (510) 235-7800, ext. 7220.

Hours: Monday-Thursday: 8:00 a.m. to 4:30 p.m.
Friday: 8:00 a.m. to 1:00 p.m.

Hours may vary the first two weeks of classes.

Specialized assistance and resources are available for individuals with learning or psychological disabilities, visual impairments, hearing impairments, acquired brain injuries, and other physical disabilities.

Services include specialized instruction designed for students with learning disabilities; counseling and advising; alternate media; on-campus transportation; adaptive equipment; coordination of notetakers, readers and sign language interpreters/closed captioning; community resources; adaptive computer technology; and adaptive physical education.

Early Alert System

In an effort to ensure your success, the college has an "Early Alert System" in which your instructor may intervene if he or she thinks your success in a course is in jeopardy. Your instructor may send you a letter or email requesting that you make an appointment to see him or her, or a counselor, regarding your classroom performance and/or attendance. The reason for this is to provide you with help while there is still time for you to successfully complete the course.

Early Learning Center (Child Care Center)

Early Learning Center, (510) 235-7800, ext. 4370 or 4381

The Early Childhood Education department operates an on-going campus childcare facility for students and their young children. The Early Learning Center provides childcare while simultaneously serving as a placement site for early childhood majors to fulfill observation and teaching practicums. The ELC has both a day and an evening program. All children enrolled in the ELC, day or evening, must be toilet trained. Parents are charged a minimal tuition based on the number of days and hours their child is receiving care.

Day Program: Children must be between the ages of 2 years 9 months and kindergarten age, and may be enrolled in full-day or half-day sessions. Full-day session hours are from 8:00 a.m. to 5:00 p.m. Half-day morning sessions are from 8:00 a.m. to 12:30 p.m. Parents are encouraged to participate at the ELC for specified weekly volunteer hours. They are also encouraged to enroll in ECHD 140, which meets from 11:10 a.m. to noon on Fridays.

Evening Program: Evening child care is available for children three to ten years of age. Hours of operation are Monday-Thursday from 5:00 to 10:00 p.m. Students should register children for the entire semester. For more ELC enrollment information, call (510) 235-7800, ext. 4370.

Emergency Assistance

The college does not provide medicines or medical treatment, nor does the college assume liability for medical bills from accidents or injuries suffered in facilities maintained or used by the college.

Emergency assistance in cases of illness or injury may be obtained as follows:

On-campus day courses: If a medical emergency arises on campus, contact the college Police Services office at emergency ext. 4333 (or regular extension 4207 or 4431). The police will assess the situation and call an ambulance if necessary.

Evening, off-campus, and Saturday courses: Immediately contact the evening/Saturday supervisor (SSC-115, ext. 4230) or the college Police Services, SA building, 235-7800, emergency ext. 4333 or regular extension 4207 or 4431.

Emergency Notification of Students

In cases of extreme emergency only, such as illness or injury, off-campus parties may request Police Services to attempt to contact students. Students are urged to provide copies of their current course schedule to parties who may need to contact them in case of emergency.

The college cannot deliver non-emergency messages. Mail for students cannot be handled and should not be sent to the college.

Extended Opportunity Programs & Services (EOPS)

Student Services Center, Room 102, (510) 235-7800, ext. 4356

Hours: Monday-Thursday: 8:00 a.m. to 4:30 p.m.
Friday: 8:00 a.m. to 1:00 p.m.
Wednesday: 8:00 a.m. to 6:30 p.m.
(first week of the semester only)

EOPS programs is a state-funded academic support program conceived as a way to help those who are educationally and economically disadvantaged successfully create for themselves a future through educational and life-skills development.

C.A.R.E., Cooperative Agencies Resources for Education, is a supplemental program for EOPS students that are single parents receiving county cash aid with a child or children 13 years of age or younger.

Programs and services listed under the EOPS Program are provided for students who meet the California state guidelines pertaining to income level and units of enrollment.

If you have questions concerning EOPS assistance, please contact the EOPS Office.

EOPS Eligibility Requirements

- Low-income students.
- Resident of California.
- Enrolled in 12 units or more.
- Have not completed 70 degree-applicable units.
- Qualify for Board of Governors Fee-Waiver.
- Be educationally disadvantaged as determined by EOPS Guidelines.

EOPS Program Services

- Academic, Career, and Personal Counseling
- Priority Registration
- EOPS Book Grant*
- Four-Year College Fieldtrips
- Parking Permits*
- Cap and Gown*
- UC/CSU Application Fee-Waiver
- Summer Academy
- Academic Program Grants*
- EOPS/CARE Scholarships*

*Subject to change based on program funding.

If you have any questions concerning EOPS/CARE assistance, please contact the EOPS Office.

Evening Escort Service

Contra Costa College Police Aides are available to provide escort assistance throughout the day and evening hours, Monday through Saturday. At designated times Police Aides are located at particular locations on the campus. You may ask a uniformed Police Aide or Police Officer for assistance. You may also ask your instructor to call the Police Services Office at ext. 4207 or 4431 to request an escort for you.

Fee-Based Classes

Contra Costa College offers fee-based classes to meet the educational needs of members of the community. These classes traditionally are short-term, meet in the evening or on weekends, and offer no college credit. Enrollment is handled through the Administration office (AA-203). Please call (510) 235-7800, ext. 4597 for more information.

Office of Financial Assistance

Student Services Center, Room 102, (510) 235-7800, ext. 4508, 4509

Hours: Please see the current course schedule for any changes in hours

Mon., Tues., and Thur.:	8:00 a.m. to 4:30 p.m.
Wednesday:	8:00 a.m. to 7:00 p.m.
Friday:	8:00 a.m. to 3:00 p.m.

The purpose of financial assistance at Contra Costa College is to assist students who have the ability to benefit from post-secondary instruction and who, without financial support, would otherwise be unable to attend this college. Students may visit the Financial Assistance Office to apply for financial assistance.

Food Service

Express Café The Espresso Café, located in the Three Seasons Restaurant (AA-239) is open at 8:30 a.m. Tuesday, Wednesday, Thursday. Espresso drinks, coffee, soft drinks, Danish and hot chocolate are available.

Three Seasons Restaurant (Applied Arts Building, Room 239; ext. 4422, 4409): The restaurant is operated by the Culinary Arts Department. Gourmet lunches are served from 11:15 a.m. to 1:15 p.m. Tuesday, Wednesday, and Thursday. (Hours are subject to change.) Hot entrees and other menu items are available. You may also request lunch to go. Reservations are not required, but may be made by calling, 235-7800, ext. 4409.

ASU Snack Bar (Student Association Building): Inexpensive snack options. Proceeds support student events. Open 11am-3pm, Monday - Friday.

Vending Machines Traditional vending machines with soft drinks, snacks or candy are located in the ASU cafeteria, in front of the AA Building lower level.

Bookstore Open Monday - Tuesday from 8:00 a.m. to 7:15 p.m., and Wednesday - Friday from 8:00 a.m. to 4:15 p.m. Sandwiches, salads, coffee, soda, and assorted snacks are also available.

Health Insurance

Student Life Center, SA Building, (510) 235-7800, ext. 4237

The Contra Costa Community College District offers a student low-cost health and accident insurance plan through a private insurance company, with supplemental major medical coverage available. A brochure detailing the coverage of this policy and the cost is available from the Student Life Center. You are strongly advised to consider this insurance.

International Students Office

Student Services Center, Room 113, (510) 235-7800, ext. 4469

The International Students Office is the central location for recruiting international students and for providing services to international (F-1 Visa) students. Staff accept international student applications and process I-20s, provide advising for F-1 students enrolling in ESL courses, and co-sponsor the International Student Club, which includes planning activities and speakers for the students.

In addition, the ISO staff:

- Provide students with immigration advising on staying in status;
- Assist students in applying for work permits;

- Assist students in applying for change of status (i.e., from tourist visa to student visa);
- Assist students, if necessary, in applying for reinstatement;
- Interpret immigration law for students; and
- Provide orientation for new F-1 students.

Job Placement/Career Center

Student Services Center, Room 106, (510) 235-7800, ext. 4344

Hours: Monday-Thursday: 8:00 a.m. to 4:30 p.m.
Friday 8:00 a.m. to 3:00 p.m.

The Job Placement Office assists graduates and other students to obtain employment, and assists with résumé/cover letter preparation and preparing for job interviews by appointment.

Website: Visit and register to use the online job board at <http://www.collegecentral.com/contracosta>
Use your 7 digit student ID# as your Access ID.

Learning Specialist Program Classes

Student Services Center, Room 109, (510) 235-7800, ext. 7220

The Learning Specialist Program is designed to provide assistance to students with learning disabilities. Instruction is provided in groups and on a one-to-one basis. For more information, contact the learning specialist in SSC-109 or call 235-7800, ext. 7220.

Library & Learning Resource Center

Library & Learning Resource Center, (510) 235-7800; Circulation Desk, ext. 4318; Reference Desk, ext. 4450

Hours: Monday-Wednesday: 9:00 a.m. to 6:45 p.m.
Thursday: 9:00 a.m. to 7:45 p.m.
Friday-Saturday: 10:00 a.m. to 1:45 p.m.

Please see the current course schedule for any changes in Library hours.

The Library's collections and services are designed to support the coursework offered at the college. Librarians are on duty during open hours to assist with the use of the Library resources, which include: books, magazines, journals, newspapers, course reserves and reference materials; a computer lab, and many online databases accessible through the Library website at www.contracosta.edu/library

You will be assisted in the Library:

- (1) by one-to-one contact with librarians at the information desk;
- (2) through Library orientation lectures tailored to specific classroom assignments;
- (3) through regularly-scheduled courses in library studies (see "Library Studies" in Chapter 4, and the current schedule of courses); and
- (4) through individual consultation on in-depth research during Library instructors' office hours.

Special services/accommodations are available for disabled students. If you need special assistance to locate or use library materials or equipment, please ask at the Reference Desk.

Please check the current course schedule for any changes to Library hours. You may call the Library at (510) 235-7800, Circulation Desk, ext. 4318, or Reference Desk, ext. 4450.

Fines are charged for overdue and lost library materials; and in accordance with Governing Board Policy 8741, grades, transcripts, and registration privileges shall be withheld until all library books or other library materials are returned.

Lost and Found

Campus Police Office, (510) 235-7800, ext. 4207

The Lost and Found office on campus is the Campus Police Office, located in the rear of the R Building, 235-7800, ext. 4207 or 4431. If you find lost items, please take them to the office.

Media Lab

Library & Learning Resource Center, (510) 235-7800, ext. 4443

Please see the current course schedule for hours

The Media Lab collection includes videotapes, audio cassettes, compact discs, and CD-ROM's. Students may use these materials in the Media Lab.

Police Services

Campus Police Services Office, Receiving Building, (510) 235-7800, ext. 4207, 4431, 4380

Contra Costa College has a uniformed police force to serve students and the public. Uniformed, Police Aides also are available to provide escort assistance during evening hours, Monday through Thursday. If you need assistance, contact the campus police in the R building, a uniformed police officer, or call (510) 235-7800, ext. 4207, 4431 or 4380.

Publications

Course/Class Schedule: The course schedule is the one publication nearly every student will see. It contains information essential for enrollment in courses. A list of the classes being offered during the term for which it is published, as well as the times, dates, places and instructors for each class/section. It also includes the academic calendar for the term, information about registration, matriculation, orientation and assessment, enrollment, fees, office hours, final exam schedule, resources and services for students. The addendum to the catalog (updates and new courses, majors, certificate, etc...) are published in the Spring schedule.

The course schedule is available online at www.contracosta.edu shortly before enrollment begins for the upcoming term. A printed schedule is available on campus in the Admissions & Records Office, Bookstore and Library. It is also mailed to households in West Contra Costa County.

Catalog: The college catalog lists all the courses offered by the college, with a course description and other information about the course, such as number of units, prerequisites, and grade option. It also includes information about eligibility for enrollment, residency, fees, matriculation, academic standards and policies, requirements for certificates and degrees, transfer to four-year colleges and universities, resources and services.

The catalog is published every year. A free catalog is given to a new student when he or she participates in the matriculation process. A student may graduate under the requirements of any catalog published while he or she is a continuing student at the college. Catalogs may be purchased in the college bookstore or by mail through the college bookstore.

The Advocate: *The Advocate* is the student newspaper, published most Wednesdays during Fall and Spring terms by students in the journalism program. It is free and is available at many drop sites on the campus. Readers are encouraged to take an active interest in the newspaper and respond through letters to the editor. Advertisers wishing to be included in the newspaper may contact the newspaper in AA-215, phone (510) 235-7800, ext. 4482 or 4315.

Community Newsletter: The *Community Newsletter* is a publication for the community. The newsletter is normally produced twice a year to inform, enlighten and inspire residents in the service area about new programs, services and events at the college. The 70,000 plus distribution satisfies our mission to increase public awareness and the understanding of opportunities and benefits of Contra Costa College.

Public Transportation

Contra Costa College, 2600 Mission Bell Drive,
San Pablo, CA 94806.

BART AND BUS

The campus is accessible by public transportation. The El Cerrito Del Norte and Richmond BART stations are located within three miles of campus and connect with AC Transit bus service. BART fares are posted in the stations. Local AC Transit fares are \$1.85 for adults, \$.55 for seniors 65 and older, and you must have exact change.

WestCAT services the campus as well. WestCAT Contra Costa College Connection C3 from Hercules Transit Center weekdays during Fall and Spring semesters. 7:54 a.m. to 10:55 p.m. at hourly intervals. Adult fare \$1.50, Seniors \$.75.

Bus from El Cerrito del Norte BART station

Bus #72 is the most direct to the campus and leaves every 10-15 minutes during the week. Buses #71 and 76 also stop at CCC.

Bus from Richmond BART station

Bus #71 is the most direct; it leaves every 30 minutes during the week. Bus #76 and #74 also stop at CCC.

Rapid Bus

The Rapid Bus, 72R, stops at El Cerrito Del Norte BART station, but not at El Cerrito Plaza station. No published schedule. Runs about every 12 minutes, stops at CCC campus.

Transfer/Career Center

Student Services Center, Room 106; (510) 235-7800, ext. 4241

Hours: Please see the current course schedule for hours

The counseling department offers both a transfer support program and career development assistance through the Transfer/Career Center. It is open during Fall and Spring semesters.

The transfer support program provides a variety of services to help you learn about the many transfer programs and colleges available to you. The Center maintains an extensive set of catalogs from two-year and four-year colleges and universities throughout the United States; computer information on almost all California public and private colleges; a video library that contains information on transferring and the admissions requirements for specific colleges and universities; and financial assistance and scholarship resources.

The Center also schedules regular visits by representatives of most of the major Bay Area baccalaureate institutions, plans campus visits to selected northern California four-year colleges and universities, and holds workshops on completing the four-year institution admissions application and other transfer programs.

The career development program helps you make choices by providing information about majors, careers, and job opportunities. Counselors are available to assist you through individual counseling and interest testing. The counseling department also offers a course in Career and Life Planning, Psychology 102, for three units.

Tutoring Services

**Library Learning Resource Center (LLRC), Room 121
(510) 235-7800, ext. 4245**

A number of tutoring services are offered at Contra Costa College. The Campus-Wide Tutoring Program, located in the College Skills Center (CSC, Room LLRC-121) offers free peer tutoring to all Contra Costa College students. Peer tutors in English (reading and writing), math, and other courses are available throughout the day, during regular CSC hours (see "College Skills Center," page 52). Tutors are available on a walk-in (first come, first served) basis. You may also contact tutors via email at tutoring@contracosta.edu. For more information on Campus-Wide Tutoring, please call ext. 4245.

Students enrolled in ESL classes can enroll in ESL-107, Drop-in Tutoring. For more information about ESL tutoring, please call ext. 4416.

To use tutoring services, or any of the other CSC services or facilities, students must be enrolled in at least one designated English, ESL, or Math class with an "hours by arrangement" requirement, or they must enroll in one of the following free, non-credit courses using Web Advisor or other registration method: ACSKL 875N, ESL 875N, or MATH 875N.

PARKING

Contra Costa College provides on-campus parking for students and staff. You must have a permit to park anywhere on campus, whether in a parking lot or on any streets or roads on campus, including Campus Drive and Mission Bell Drive. At enrollment, you should receive a copy of the parking rules and regulations, with a map denoting parking areas for students. Additional copies are available from the Admissions & Records Office (SSC-115) or from the Cashier (SSC-115). Anyone who parks on campus will be held accountable for knowing these rules and regulations.

Directions:

From the South & West

Contra Costa College is located in the city of San Pablo. Traveling east toward Sacramento from Oakland and Berkeley on I-80, take the El Portal exit (after the San Pablo Dam Road exit), and turn left under the freeway. You will pass through five stoplights before reaching Mission Bell Drive; turn right to enter campus.

From the East

Traveling toward Oakland from Sacramento on I-80, exit at El Portal Drive (after the Hilltop Mall exit) and turn right. After approximately a mile and a half and four stoplights, turn right onto Mission Bell Drive to enter campus.

From the Richmond-San Rafael Bridge

From the bridge/I-580 going east, take the Castro Street exit and follow the signs for the Richmond Parkway. Follow the Parkway several miles north/east to San Pablo Avenue; turn right, go about a mile to the fourth stoplight, and turn left onto El Portal Drive. Go half a block, and turn left again onto Mission Bell Drive to enter the campus.

Parking Fees

Contra Costa College offers a student parking permit to allow parking in student parking lots and roads on campus. You may purchase a daily permit or a term-length parking permit.

Term-length permits cost \$40 for automobiles and \$20 for motorcycles or mo-peds (plus \$1 for a permit holder if desired) and may be purchased from the Admissions & Records Office (SSC-115) when you pay your fees, from the cashier in SSC-115 (for automobiles only). **BOGW (fee waiver) recipients receive a discount on parking permits.**

Parking permits are sold online through *Credentials*, a third party vendor, and is accessible through WebAdvisor. At the time of purchase, a seven day temporary parking permit will be sent to you via email and the permanent permit will be sent to your mailing address. **After seven days, your temporary parking permit will expire and you must display the permanent permit.**

Summer permits: Parking permits for summer cost \$20.

Daily parking permits for use in student lots may be purchased from yellow ticket vending machines for \$3.00. These machines accept cash, coins, or credit cards and are located in Lots 1, 2, 6, 10 and 14.

Visitors who have official business on campus may obtain permits for the day from the appropriate office (President's, Business Services, Instruction, Student Services) in the Applied Arts/Administrative Complex, Humanities Building, or from Police Services.

Enforcement

Parking regulations are enforced 24 hours a day, between 7:00 a.m. Monday and 10:00 p.m. Friday. They are not enforced on the

weekends or on legal holidays. Students who park in faculty/staff lots may be ticketed. Anyone who parks in a non-legal spot or a red zone at any time may be ticketed.

Where to Park

Student parking: From 7:00 a.m. to 4:00 p.m. Monday through Friday, students with parking permits may park only in Lots 1, 2, 4, 6, 7, 10, 14, 15, 16, 17 (non staff spaces only), Parking Annex (non staff spaces only), Castro Street, Mission Bell Drive, and Upper Campus Drive between Lot 14 and the Early Learning Center.

Student after 4:00 p.m. parking: After 4:00 p.m., certain faculty/staff lots, **but not all**, are available for student parking. These lots are identified with special signs. These include only Lots 4, 5, 10, 15, and Upper Campus Drive between Lot 12 and Lot 14. If you park in any other faculty/staff lots after 4:00 p.m., you may be ticketed.

Staff parking: Parking Lots 3, 5, 8, 9, 11, 12, 13, and 15 (and student) are designated staff parking lots. Students may not park in any of these lots before 4:00 p.m. After 4:00 p.m., students may park in Lots 4, 5, 10, 15, and Upper Campus Drive between Lot 12 and Lot 14 with permit only. **Students may not park in Lots 3, 8, 9, 11, 12, or 13 at any time.**

For the disabled: Special parking spaces are designated for disabled persons who have DMV permits. If you are temporarily disabled, you may obtain a temporary permit from the DMV with a medical authorization from your doctor. Disabled persons with permits may park in any legal parking space on campus. It is a parking violation to park in a disabled-designated space without a permit.

Violations

Citations for parking violations are issued by the Campus Police (R Building, ext. 4207, or 4431) and payment of fines must be made to:

Office of Revenue Collection
2530 Arnold Drive, Suite 350
Martinez, CA 94553

You may call Martinez, (925) 335-8550 with questions.

Permit Refunds & Replacements

Parking permit refunds are only given to individuals who have paid for the permit. To receive a full refund you must:

- Have dropped all of your classes prior to the published refund deadline
- Deliver at least 51% of the parking decal and 100% of the permit number
- Have a valid receipt of your purchase from *Credentials*

Bring the permit remnants and the receipt to the Cashier's office (located in SSC-115) prior to the semester's published refund date to process your refund.

Partial Refunds are given only to individuals who received the BOGW (fee waiver) **after** they have paid full price for their parking permit. Partial refunds will only be awarded prior to the published refund date.

ATHLETICS

PHILOSOPHY ON ATHLETICS

Contra Costa College is committed to promoting academic excellence for all students. Academic success by student athletes is considered more important and valuable to the College than winning records for competitive teams. Thus, the latter may be sacrificed if the former is in jeopardy.

INTERCOLLEGIATE ATHLETICS

Contra Costa College participates in intercollegiate athletics in football, men's basketball, women's basketball, men's soccer, women's soccer, baseball, women's softball and women's volleyball.

Eligibility for participation in intercollegiate sports is regulated by the provisions of the California State Athletic Code. The Code requires that you must be enrolled in at least 12 units during the term of participation. Academic credit is given for intercollegiate participation.

If you are interested in intercollegiate participation, contact the College's athletic director (GA-90, ext. 4310) or the physical education division office (L-212, ext. 4621).

USE OF PHYSICAL EDUCATION FACILITIES

No physical education facility is available for student non-instructional use unless it is specifically posted with available hours. For information, contact the physical education division office (GA-90, ext. 4310 or 4257).

Swimming Pool

CCC's Olympic-size heated swimming pool is open to any student registered in a physical education swim class. Proper attire is required (no cutoffs, shorts, shirts, etc.). Lockers are provided; bring your own towel and lock.

ACADEMIC SUPPORT FOR STUDENT ATHLETES

Contra Costa College offers support services for student athletes to help them achieve their academic objectives. These services include academic and athletic orientation, counseling, tutorial services, athletic study hall, and progress reports to follow up counseling. Students interested in these services may contact the athletic counselor in the Counseling Center, SSC-108 (510) 235-7800, ext. 4413 or 4233, or the athletic department office (510) 235-7800, ext. 4310 or 4257.



ASSOCIATED STUDENTS UNION

All enrolled students at Contra Costa College are considered to be members of the Associated Students Union. You are encouraged to become active in the student association, not only to benefit yourself, but also to have a voice in the college's shared governance, which benefits all students. There are various levels of participation, some of which are listed below. Please inquire about all positions in the Student Life Center.

ASU SENATORS

The Associated Students Union is the official student governance body at Contra Costa College. To participate in student governance on the ASU Board you must meet the following requirements:

- Be enrolled in at least 5 units
- Maintain a cumulative GPA of 2.0 or better
- Complete application process

The shared governance process on campus includes students on campus wide committees along with faculty, administration, and classified staff. Students are not required to be official members of the student government in order to participate on college committees, but students who serve on college committees must receive input from and report back to an assigned senator as well as their constituents.

ASU ACTIVITY COORDINATORS

Activity Coordinators are responsible for proposing, planning, and implementing campus wide activities. The activities sponsored by the ASU vary by semester, but some of the most common activities are hosting Brown Bags, Teach-Ins and guest speakers; organizing student events on campus; participating in student advocacy efforts; participating in leadership training; and attending student leadership conferences. Please come to the Student Life Center for more information.

STUDENT AMBASSADORS

The Student Ambassador program was established to create a network of student representatives from various campus departments. Each department is encouraged to have at least one Student Ambassador who will speak on behalf of the program and bring ASU and Student Life information and concerns to their constituency. You are encouraged to become a Student Ambassador in order to learn leadership skills, participate in shared governance, advocate for student rights, and develop skills needed to become an ASU Senator. Please see the Student Life Center for details.

STUDENT LIFE CENTER

The Student Life Center, in the Student Activities Building, is the heartbeat of campus life at Contra Costa College. Student Life offers a variety of services including posting approval for flyers, the housing board, health insurance information, public transportation information, student safety on campus, voter registration cards and campus activity information. In addition to these services, Student Life houses the Associated Students Union, Inter Club Council, Student Ambassadors/Junior Senators, and various campus clubs as well as a study lounge. All students

are encouraged to stop by, hang out, and see what is going on around campus! The Student Life Center is located in the SA building (entrance off the amphitheater/patio) ext. 4237 or 4407.

ADDITIONAL ASU SERVICES

Student Photo ID Cards

All students are required to obtain a Student ID Card from the Student Life Center. These free cards will permit access to the library, computer labs, Skills Center, and other campus services. If you choose to pay the ASU Activity fee, your card will also get you various on and off campus discounts.

Study Lounge

The ASU Study Lounge is located in the Student Life Center and is open from 8:00 a.m. - 5:00 p.m. Monday - Friday. If you need a quiet place to study or read, please stop by. This room is available for club meetings and hosts events like Midterm Madness and Finals Cram Jam. Call ext. 4237 for more information.

ASU Snack Bar

Located in the Rec Room, the ASU Snack Bar offers a variety of inexpensive food options.

Hours: Monday - Friday. 11:00 a.m. - 3:00 p.m.

STUDENT CLUBS

How to Form a Club

If you are one of a group of students with similar interests and you would like to form an official campus club, please stop by the Student Life Center and pick up a New Club Application.

When the necessary forms have been completed, please submit them to the Student Life Director. An official Club handbook is distributed to each authorized club. All clubs must meet certain requirements to be recognized as official campus clubs.

Emerging Leaders

The Emerging Leaders Program is a leadership development program open to all CCC students who want to develop their leadership skills. Workshops are offered throughout the semester. Please pick up a schedule at the Student Life Center or call ext. 4237.

First Year Experience

The First Year Experience Program is designed especially with the first year student in mind. Whether you are coming straight from high school, have decided to change your career, or are returning to college after an absence, we want you to make it through successfully! Students who participate in the first year experience programs and seminars are more likely to make it through their first semester, get better grades and have a higher GPA. To find out more about this program, please inquire at the Student Life Center.



Chapter Three

- **Requirements & Educational Planning Certificates, Degrees, & Transfer**

List of programs offered

- **Part I: CCC Certificates & Degrees**

Courses of Study at CCC

CCC Breadth Requirements for Associates Degree

Graduation

- **Part II: Transfer Info & IGETC**

Planning for Transfer

- **Part III: Transfer to CSU Info**

Community College Credit Transferable to CSU

- **Part IV: Transfer to UC - all campuses**

Minimum Admission Requirements

- **Part V: Transfer to UCB**

Concurrent Enrollment, UC Berkeley

- **Part VI: Articulated Transfer Agreements**

Transfer Agreements

CHAPTER 3



EDUCATIONAL PLANNING

CERTIFICATES, DEGREES, & TRANSFER

This chapter provides information to help you construct an educational plan to meet your educational objectives. At Contra Costa College, you may take:

- courses that lead to a Certificate of Accomplishment and/or Achievement in a particular career technical skill;
- a program of courses leading to an Associate in Science (AS) or an Associate in Arts degree (AA); and/or
- general education and/or lower division major preparation courses necessary to transfer to a baccalaureate institution to earn a Bachelor's degree.

If you plan to transfer to a baccalaureate institution upon completion of 60 units at CCC, you can, in most cases, also earn an AA or AS degree by taking a few additional courses to meet all the associate degree requirements.

Please keep in mind that course requirements for CCC Program Majors may differ from the courses required at a transfer institution to complete a Bachelor's degree in that major. Completion of an AA or AS degree does not automatically mean you have completed all the requirements for transfer. Also, completion of transfer requirements does not automatically mean you have completed all the requirements for an AA or AS degree.

Requirements for CCC Program Majors are listed with the respective programs in Chapter 4.

Contra Costa College has articulation agreements for many of its program majors with transfer institutions, either as course-to-course agreements, or as lower division preparation for a major. Please visit the Transfer/Career Center or refer to website: <http://www.assist.org> for more information.

PART I: CCC CERTIFICATES AND DEGREES

Certificate of Accomplishment

Contra Costa College offers a Certificate of Accomplishment in several specific career technical areas. Programs that offer certificates are indicated on the chart, 'Courses of Study,' on page 61. Certificates of Accomplishment are not noted on transcripts and are awarded by individual departments.

Certificate of Achievement

Contra Costa College offers you the opportunity to earn a Certificate of Achievement in a specific occupational skill. The major fields of study at CCC are indicated on the chart, 'Courses of Study,' on page 61.

If you plan to earn a Certificate of Achievement, you must choose a program major that offers a Certificate of Achievement, and satisfactorily complete all the courses listed for that certificate (usually 18 or more units) with a grade of "C" or better. The certificate requirements are listed under the respective program headings in Chapter 4.

License-Related Programs

Contra Costa College offers several license-related programs. The College does not issue licenses, but offers the training courses necessary to apply for licenses upon request (see Transcript, page 40) the college also provides a transcript which certifies to the licensing agency that an applicant has completed these courses.

Training is offered in the following occupational areas:

Administration of Justice

Auto Mechanics (smog devices, lights and brakes)

Dental Assisting

Early Childhood Education

Nursing (Registered)

Real Estate brokerage

If you are interested in any of these license-related programs, you should consult a counselor.

Child Care Teachers

The following courses offered by Contra Costa College meet the California Department of Social Services Community Care Licensing requirements for Title XXII child care teachers. Each CCC-approved course has a 'DS' designation number. They are:

DS1.....ECHD 121	DS2 ECHD 220
DS3.....ECHD 123, 124, 290	DS4 ECHD 150
DS5.....ECHD 143	DS6 ECHD 222, 223
DS7.....ECHD 133	

Associate Degree Requirements

The general education component of the curriculum at Contra Costa College is designed to provide the student with the knowledge, values and skills needed to be an effective individual in our society.

A college-educated person should understand the variety of means through which people comprehend the modern world and the interrelatedness of certain basic principles, concepts and methodologies, both unique to and shared by the various disciplines.

General education is intended to lead to better self-understanding and the ability to evaluate and appreciate the physical environment, culture, and society in which we live.

To earn an associate degree from Contra Costa College, you must:

- complete a minimum of 60 units of degree credit coursework, including breadth, proficiencies and major requirements,
- maintain a "C" grade or better in all major courses; and
- maintain a minimum grade point average of 2.0.

Courses taken to satisfy requirements in Areas A-F may be used to satisfy requirements and proficiencies in Areas G-M. (Example: if you take Speech 122 to satisfy Area A2, you have also satisfied Area K, Cultural Pluralism.)

You may receive credit for courses completed at other colleges, but at least 12 units must be completed at Contra Costa College. We encourage students to use the worksheet on page 62 to help plan course selections for Breadth Requirements (Areas A - M).



Graduation

Associate degrees and certificates of achievement or certificates of accomplishment are awarded at the end of each term (fall, spring and summer). Formal commencement exercises are held on the last day of spring term.

Applying for Degrees and Graduation

Degree requirements must be completed by the end of the term in which you are requesting your degree to be awarded. For example, if you complete all degree requirements by the end of the fall term, your degree will be awarded the last day of the fall term. The deadline to submit a petition for any term is the last day of that term. Obtain a "Petition for Degree/Graduation" and return it to the Admissions and Records Office (SSC-115). If you plan to participate in the commencement, the petition must be returned to the Admissions and Records Office (SSC-115) by the deadline. For details contact the Admission & Records Office. You will be notified by mail regarding the outcome of your petition for degree/graduation. We advise you to meet with a counselor to verify all degree requirements are met prior to submitting your Petition for Degree/Graduation to Admissions and Records.

Students who transfer to a four-year college or university without earning an associate degree should notify the Transfer/Career Center of their acceptance into a baccalaureate-granting institution. Transfer students are also listed on the commencement program and recognized at the Annual Transfer Reception held each year.

Catalog Rights and Graduation Requirements

The college catalog is your contract with the college. It is important to know that when you enter Contra Costa College for the first time, the catalog in effect at that time will be valid for the entire time that you are continuously enrolled.

Continuous enrollment means that you have completed (received a grade of A, B, C, D, F, I, or P on your transcript) at least one course per academic year until you receive your degree. For example, to be considered continuously enrolled, you may enroll in fall term and complete a course, skip spring term and summer session, and re-enroll the following fall.

It is very important that you understand "continuous enrollment" if you are working toward a degree, because requirements for a degree may change during the time it takes you to complete your studies. If the degree requirements change during your time at Contra Costa College, you may earn your degree by completing the requirements that were in effect when you started. However, you may choose to graduate under the terms of any of the catalogs published during your period of "continuous enrollment" preceding your eligibility for graduation.

If there is a break in your education and you are not "continuously enrolled" as stated above, you will be subject to the requirements of the catalog in effect at the time you re-enroll.

Advanced Placement (AP) Credit

For the Associate Degree

Students who have earned a score of 3, 4, or 5 on certain college board advanced placement examinations, may receive credit toward an associate degree, and some examinations may be used in lieu of specific course requirements. An official copy of your test score(s) must be sent to the Admissions and Records Office and a request made for this examination credit to be posted to your student record. Associate degree general education requirements may be met through AP exams. The number of units awarded for each exam may be viewed on the AP General Education Chart on page 60 and specific course and major requirements met by AP exams are listed below;

Area A1-English Composition

A score of 4 on either the English Language and Composition or English Literature and Composition examinations is equivalent to the successful completion of English 1A.

With a score of 5 on either the English Language and Composition or the English Literature and Composition exam, is equivalent to the successful completion of English 1A and 1B.

English Language and Composition: Score of 4, (3 units); score of 5 (6 units).

English Literature and Composition: Score of 4, (3 units); score of 5 (6 units).

Area A2-Critical Thinking and Area I-Mathematics Proficiency

With a score of 3, 4, or 5 on either the Calculus AB or BC or Statistics exam, satisfy the CCC math proficiency requirement; 5 units of credit are earned for Math 190 for the Calculus AB exam and 4 units Math 191 for the Calculus BC exam.

See AP Chart on page 60 for units awarded toward a CCC general education for the associate degree.

Advanced placement – for transfer requirements

Each four-year college or university determines the amount of credit that will be given for AP examinations and how that credit may be used. Students planning to transfer should consult the catalog of the college to which they plan to transfer for information on how these examinations can be used to meet admission, general education, and major requirements.

For students planning to transfer to a University of California or California State University campus utilizing the "CSU G.E. - Breadth" or "IGETC" patterns use the AP General Education Chart on page 60 and CSU GE and IGETC worksheets to determine AP exam credit towards meeting these general education requirements.

Area C-Art and Humanities

A score of 3 on either the French or Spanish Language exam, is equivalent to successful completion of French 220 or Spanish 220, and 3 units with a score of 4 or 5 on either the French or Spanish Language exam, is equivalent to French 220 & 221 or Spanish 220 & 221, and 6 units.

Advanced Placement General Education Chart (Associates Degree, CSU GE and IGETC)

AP Examination	AP Score	CCC Associates Degree GE	CSU GE	IGETC
Art History	3,4,5		3 semester units towards Area C1	3 semester units towards Area 3A or 3B
Biology	3,4,5		4 semester units towards Area B2 & B3	Area 5A w/lab
Calculus AB*	3,4,5	5 semester units towards Language and Rationality (A2) & successful completion of Area I -Mathematics Proficiency	3 semester units towards Area B4	3 semester units towards Area 2A
Calculus BC*	3,4,5	4 semester units towards Language and Rationality(A2)	3 semester units towards Area B4	3 semester units towards Area 2A
Chemistry	3,4,5		4 semester units towards Area B1 & B3	Area 5A w/lab
Chinese Language and Culture	3,4,5		3 semester units towards Area C2	3 semester units towards Area 3B
English Language and Composition*	3,4,5	3-6 semester units towards Language and Rationality (A1)	3 semester units towards Area A2	3 semester units towards Area 1A
English Literature and Composition*	3,4,5	3-6 semester units towards Language and Rationality (A1) or Humanities (C)	6 semester units towards Area A2 & C2	3 semester units towards Area 1A or 3B
Environmental Science	3,4,5		4 semester units towards Area B1 & B3	3 semester units towards Area 5A w/lab
European History	3,4,5		3 semester units towards Area D6	3 semester units towards Area 3B or 4F
French Language*	3,4,5	3-6 semester units towards Humanities(C)	3 semester units towards Area C2	3 semester units towards Area 3B and 6A
French Literature	3,4,5		3 semester units towards Area C2	3 semester units towards Area 3B and 6A
German Language	3,4,5		3 semester units towards Area C2	3 semester units towards Area 3B and 6A
Government and Politics: Comparative	3,4,5		3 semester units towards Area D8	3 semester units towards
Government and Political: United States	3,4,5		3 semester units towards Area D8	3 semester units towards Area 4H
Human Geography	3,4,5		3 semester units towards Area D5	3 semester units towards Area 4E
Italian Language and Culture	3,4,5		3 semester units towards Area C2	3 semester units towards Area 3B and 6A
Japanese Language and Culture	3,4,5		3 semester units towards Area C2	3 semester units towards Area 3B and 6A
Latin Literature	3,4,5		3 semester units towards Area C2	3 semester units towards Area 3B and 6A
Latin: Virgil	3,4,5		3 semester units towards Area C2	3 semester units towards Area 3B and 6A
Macroeconomics	3,4,5		3 semester units towards Area D2	3 semester units towards Area 4B
Microeconomics	3,4,5		3 semester units towards Area D2	3 semester units towards Area 4B
Music Theory	3,4,5		3 semester units towards Area C1	N/A
Physics B	3,4,5		4 semester units towards Area B1 & B3	4 semester units towards Area 5A w/lab
Physics C: Electricity and Magnetism	3,4,5		4 semester units towards Area B1 & B3	3 semester units towards Area 5A w/lab
Physics C: Mechanics	3,4,5		4 semester units towards Area B1 & B3	3 semester units towards Area 5A w/lab
Psychology	3,4,5		3 semester units towards Area D9	3 semester units towards Area 4I
Spanish Language*	3,4,5	3-6 semester units towards Humanities(C)	3 semester units towards Area C2	3 semester units towards Area 3B and 6A
Spanish Literature	3,4,5		3 semester units towards Area C2	3 semester units towards Area 3B and 6A
Statistics	3,4,5	4 semester units towards Area-I-Mathematics Proficiency	3 semester units towards Area B4	3 semester units towards Area 2A
United States History	3,4,5		3 semester units towards Area D6	3 semester units towards Area 3B or 4F
World History	3,4,5		3 semester units towards Area D6	3 semester units towards Area 3B or 4F

*This AP Exam satisfies a specific course and /or major requirement at CCC, see page 59 for details.

COURSES OF STUDY AT CONTRA COSTA COLLEGE

Curriculum	Cert.	AA	AS	Trans.	Pg.	Curriculum	Cert.	AA	AS	Trans.	Pg.
Administration of Justice: (ADJUS)					90	Early Childhood Education: (ECHD)					134
Cal State East Bay Transfer *	CA				91	Montessori Education	CA		AS		134
Correctional Specialist	CA				91	Associate Teacher-Preschool	CA				134
Corrections (*)	CA		AS	T	91	Associate Teacher-School Age Children	CA				134
Forensic Criminalist	CA				91	Early Childhood Education	CA		AS		134
Investigative Specialist	CA				91	Montessori Education Introductory Level	CA				134
Law Enforcement (*)	CA		AS	T	91	Violence Intervention & Counseling	CA				134
Patrol Specialist	CA				92	Earth Sciences (ESCI)			AS		138
Police & Correctional Academy Readiness	CA				92	Economics (ECON)		AA			138
Police Services Specialist	CA				92	Engineering (ENGIN)			AS	T	141
Powers of Arrest (*)	CA				92	English (ENGL)		AA			142
Security Guard Basic (*)	CA				92	Geography (GEOG)		AA		T	149
Security Guard Continued Education Certificate (*)	CA				92	Geographic Information Systems (*)					149
Security Guard Intermediate (*)	CA				92	Graphic Arts: (GRAPH)					150
Security Specialist	CA				92	Digital Art and Design (*)	CA				150
African American Studies (AFRAM)		AA		T	95	Health and Human Services: (HHS)					152
Anthropology (ANTHR)		AA		T	96	Dual Diagnosis Screening *	CA				153
Art (ART)		AA		T	97	Dual Diagnosis Specialization	CA				152
Automotive Services: (AUSER)					105	Human Services	CA	AA			152
Auto Collision Repair Technology	CA		AS		105	Substance Abuse Case Management *	CA				152
Body & Mechanical *	CA				105		CA				153
Body & Refinishing *	CA				105		CA				153
Damage Estimator *	CA				105	History (HIST)		AA		T	156
Auto Mechanics:	CA		AS		105	Interdisciplinary Studies: (INDIS)					159
Brake, Steering & Suspension Technician *	CA				108	Transfer Studies - IGETC **					159
Electrical Technician *	CA				108	Transfer Studies - CSU GE **					159
Engine Performance Technician *	CA				108	Journalism (JRNAL)	CA	AA		T	160
Engine Technician *	CA				109	La Raza Studies (LARAZ)		AA		T	161
Heating & Air Conditioning Technician *	CA				109	Liberal Arts		AA		T	164
Smog Technician	CA				113	Arts & Humanities			AA		164
Biological Science: (BIOSC)			AS	T	111	Communication in The English Language & Critical Thinking	AA				164
Biotechnology *	CA		AS		110	General Education Patterns		AA			165
Business: (BUS)					114	Math & Science		AA			164
Accounting Technician	CA				114	Social & Behavioral Sciences		AA			164
Business Administration	CA		AS	T	114	Mathematics (MATH)			AS	T	166
Business Management	CA		AS		114	Media and Communication Arts (MEDCM)					168
Business Office Technology: (BOT)					116	Medical Assisting & Office Technician (MEDIC)	CA		AS		169
Administrative Assist.	CA		AS		116	Medical Terminology	CA				169
General Office	CA		AS		117	Music (MUSIC)			AA		170
Chemistry (CHEM)			AS	T	118	Nursing - (NURS)					174
Computer & Communications Technology: (CCT)					120	Registered Nursing			AS		174
Alternate Energy Systems (*)					120	Acute Care for the Nursing Assistant (*)	CA				175
Computer Repair Technology (*)					120	Certified Nursing Assistant *	CA				175
Fiber Optic/Copper Network Structure (*)					120	Physical Education: (PE)			AS		179
Network Communication Technology (*)					120	Baseball Officiating (*)	CC				180
Network Technology	CA		AS		120	Personal Training Prep Course (*)	CC				180
Security Systems for Home & Small Business (*)					120	Physics (PHYS)			AS	T	188
Wireless Networks for Home & Small Business (*)					120	Political Science (POLSC)		AA		T	190
Computer Information Systems: (CIS)					122	Psychology (PSYCH)		AA		T	191
Computer Operations	CA		AS		122	Radiological Science (RADSC)			AS		194
Computer Programming	CA		AS		122	Real Estate (RE)	CA	AA			194
Computer Science (COMP)			AS	T	124	Refrigeration & Appliance Repair (REFRG)					195
Cosmetology (COSME)	CA				126	Household Survival: Maintenance and Repair	CC				195
Culinary Arts: (CULIN)					127	Sociology (SOCIO)		AA		T	196
Basic Food Service (*)	CA				127	Spanish (SPAN)		AA		T	198
Classical/Modern Food Preparation and Restaurant Training	CA		AS		127						
Pastry and Baking Skills	CA		AS		127						
Restaurant Management (*)	CA				127						
Dental Assisting (DENTL)	CA		AS		129						

*Certificate of Achievement (Pending state approval).

(*)Certificate of Accomplishment

CCC G.E. Breadth Requirements for the Associate Degree

A. Language and Rationality 6 units

*At least one course from Area A1 and one course from Area A2.
A student may apply only one course below the transferable freshman composition level toward the associate degree.*

1. English Composition, 3 units
English 1A, 1B
2. Oral Communication & Critical Thinking, 3 units
(All courses listed are 3 units unless otherwise noted.)
Business 240
Computer Information Systems 125, 133 (3.5), 162 (3.5), 165 (3.5)
Computer Science 170 (4)
English 1B, 1C
English as a Second Language 132 (4)
Mathematics 140, 164, 170 (4), 171 (4)
Philosophy 130
Speech 110, 120, 121, 121I, 122, 128, 141 (1-4)
142 (1.5-4), 160B (2-3)

B. Natural Science (with lab) 4 units

(All courses listed are 4 units unless otherwise noted)
Anthropology 140 (3) and 140L (1)
Biological Science 110, 119, 132, 134, 140, 141, 148
Chemistry 109, 119, 120 (5), 121 (5), 220 (5), 226 (5), 227 (5)
Geography 120 (3) and 120L (1)
Geology 120 (3) and 120L (1)
Physics 110 (3) and 110L (1.5), 120/120H, 121/121H, 130, 230, 231

C. Arts and Humanities..... 3 units

(All courses listed are 3 units unless otherwise noted)
Art 116, 118, 124 (1-3), 130 (1-3), 132 (1-4), 138, 140 (1-4), 141 (2-4), 145 (2-4), 184, 190, 191
Chinese 120 (5), 121 (5)
Drama 101, 106 (2.5), 110, 120 (4), 121 (4), 225 (1-4), 230 (.5-4)
English 1B, 163, 200A, 210B, 220B, 230B, 250A, 250B, 256A, 256B, 260A, 260B, 274, 293/293H
English as a Second Language 195 (4)
French 120 (5), 121 (5), 220 (4), 221 (4)
History 110, 120, 121, 122, 123, 124, 130, 140, 141, 155, 160, 161, 180, 190
Humanities 113, 120, 160
Japanese 120 (5), 121 (5)
La Raza Studies 120, 121, 130, 150, 190, 220, 221, 250
Media and Communication Arts 140, 152, 153, 154 (1-4), 155, 157, 158
Music 108, 114, 119, 120 (4), 121 (4), 130, 132, 150 (2), 151 (2), 155, 158 (1-2.5), 159 (1-2.5), 170 (1-2), 171 (1-2), 175, 185, 190 (.5-3), 191 (.5-4), 250 (2), 251 (2), 258, 259 (1-2.5), 270 (1-2)
Philosophy 110, 130, 220
Spanish 111, 120 (5), 121 (5), 220 (5), 221 (5)
Speech 120, 121, 121-I, 122, 142 (1.5-4)

D. Social Sciences 3 units

(All courses listed are 3 units unless otherwise noted)
Administration of Justice 120, 121, 223
African American Studies 110, 120, 125, 226
Anthropology 125, 130, 135, 140, 150
Business 109
Early Childhood Education 120, 144, 220
Economics 125, 220, 221
Education 125
Geography 130, 150, 160
History 110, 120, 121, 122, 123, 124, 127, 130, 140, 141, 155, 160, 161
La Raza Studies 110, 113, 125, 127, 141, 142
Political Science 125, 225
Psychology 122, 126, 128, 130, 132, 135, 140, 220, 222
Social Science 140, 296
Sociology 220, 221, 225, 234, 245, 250
Speech 122

E. One additional course from areas A-D above 3 units

*You may use any course listed under areas A-D above, or any of the following:
(All courses listed are 3 units unless otherwise noted.)*
Anthropology 140
Astronomy 120
Biological Science 102, 106 (.5)
Geography 125
Mathematics 121, 140, 164, 170 (4), 171 (4), 180 (4), 185, 190 (5), 191, 200, 290 (4), 292

F. American Institutions 3 units

*This course cannot be the same as one used to satisfy any area above.
(All courses listed are 3 units unless otherwise noted)*
History 120, 121, 122, 123
La Raza Studies 113
Political Science 125, 225

G. Health Education 0-3 units

Credit by examination
Health Education 120 (3)
Current exemption
(You are exempt from this requirement if you are licensed or enrolled in the nursing, medical assisting and office technician program or radiological science program.)

H. Physical Education Activity 2 courses

(You must take at least 2 activity courses; see course description for units)
Physical Education 102-174, 202-271, 273-276, 278, 379
NOTE: Physical Education lecture courses do not satisfy this requirement; Physical Education 100-Varialbe Topic courses may satisfy this requirement.

I. Mathematics Proficiency 0-4 units

*Completion with a grade of "C" or better in any of the following:
1 year high school intermediate algebra*
Mathematics 120 or higher
Business 240 (3)
Computer and Communications Technology 110 (3)

J. Cultural Pluralism

(Any one of the following courses satisfies this requirement)

Administration of Justice 223 (as of Summer 2003)
 African American Studies 120 (as of Summer 1998), 226 (as of Spring 1999)
 Art 118 (as of Summer 1996)
 Early Childhood Education 144 (as of Spring 1994)
 Education 125 (as of Fall 2004)
 English 1C, 220B (as of Summer 1993), 274 (as of Fall 2001)
 Geography 150 (as of Spring 1998)
 Humanities 120 (as of Summer 1996)
 La Raza Studies 113 (as of Summer 1995), 130 (as of Fall 2000)
 Music 114 (as of Summer 1993)
 Philosophy 220 (as of Summer 1996)
 Political Science 125 (as of Summer 1991), 225 (as of Summer 1998)
 Psychology 222 (as of Summer 1994)
 Sociology 221 (as of Spring 2006), 245 (as of Spring 1999)
 Speech 122 (as of Summer 1994)

K. Information Competency 0-1 units

Contra Costa College requires students who want to earn an Associate Degree to complete the information competency requirement. Information Competency is the ability to find, use, evaluate, and apply information. Students who meet the requirement will be able to:

- Define a research topic and determine information requirements.
- Locate and retrieve relevant information from a variety of formats including the online library catalog, reference resources, library subscription databases, and the World Wide Web.
- Evaluate, organize, and synthesize information.
- Effectively create, present, and communicate information.

The requirement may be fulfilled by:

- Completing one of the following courses with a grade of "C" or better:
 - LIBST 110 (the first unit fulfills the requirement)
 - LIBST 110A

OR

- Achieving a score of 70% or better on the challenge exam. The exam will be offered four times each semester in the library. You must sign up in advance. Check at the Library Reference Desk for the schedule of the exam dates,

OR

- Obtaining a certificate of completion from English 142B (Fall 2006 through Spring 2008 only).

L. Program Major 18 units or more

In order to earn an Associate in Arts or an Associate in Science degree, you must declare a major program of study. The chart on page 61 indicates the majors offered at CCC.

In Chapter 4, the programs of study are listed alphabetically. The courses required for the major are listed under each program heading. Each of these courses must be completed with a grade of "C" or better. The number of units of major courses required will vary with each program, but in no case will it be fewer than 18 units.

M. Electives

Additional degree-credit courses must be taken, if needed, to meet the 60 units of credit required for all Associate degrees. Courses offered for degree credit will have the symbol "DC" below the course titles in Chapter 4.



CCC G.E. Breadth Requirements for the Associate Degree Worksheet

Please select the courses that fulfill your needs from each of the A-M categories and enter them into the form that follows.

A. Language and Rationally, 6 units Units Completed ():

- 1. English Composition, 3 units

- 2. Oral Communication and Critical Thinking, 3 units

B. Natural Science (with lab), 4 units Units Completed ():

- _____
- _____

C. Arts & Humanities, 3 units Units Completed ():

- _____
- _____

D. Social Sciences, 3 units Units Completed ():

- _____
- _____

E. One additional course from areas A-D or one of the courses listed, 3 units Units Completed ():

- _____
- _____

F. American Institutions, 3 units Units Completed ():

- _____
- _____

G. Health Education, 0-3 units Units Completed ():

- _____
- _____

H. Physical Education Activity, 2 courses Units Completed ():

- _____
- _____

I. Mathematics Proficiency, 0-4 units Units Completed ():

- _____
- _____

J. Cultural Pluralism, (one of the listed courses) Units Completed ():

- _____
- _____

K. Information Competency, 0-1 units Units Completed ():

- _____

L. Program Major, 18 units or more Units Completed ():

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

M. Electives, additional courses, if needed, to total 60 units of credit Units Completed ():

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

STEPS IN CHOOSING YOUR CCC GENERAL EDUCATION DEGREE/TRANSFER COURSES

1. **If you:**
 - want to earn a certificate of achievement. **Go to #2.**
 - want to earn an associate degree from Contra Costa College. **Go to #3.**
 - want to transfer to a four-year-college. **Go to #4.**
 - want to transfer to a four-year college after earning an AA or AS degree at Contra Costa College. **Go to #5.**
2. **Certificate of Achievement.** If you plan to earn a certificate of achievement from Contra Costa College, you must choose a major that offers a certificate of achievement (please see the list on page 66).
 - a. You must complete all the courses required to obtain a certificate for that major. These requirements are listed under the program heading in the listing of courses in Chapter 4.
3. **Associate degree.** If you plan to earn an associate in arts or an associate in science degree at CCC:
 - a. Read the associate degree requirements in the beginning of this chapter.
 - b. Select courses for each of the general education areas, A through K, and write them in the space provided, page 68. For areas A-F, you may not use a course to satisfy more than one area.
 - c. See the course of study chart, find your major, then look in Chapter 4 on the page indicated for the courses required for that major. These courses fulfill area M.
 - d. You must fulfill all the area requirements A through L (listed earlier in this chapter) in order to earn an associate degree. If the courses you list under areas A through M do not total at least 60 units, you must select additional courses under M (Electives) to reach a total of 60 units.
4. **Transfer without a degree.** If you plan to transfer to a four-year college without earning a degree at CCC:
 - a. For a California State University, you may follow the CSU general education requirements on pages 71-72.
 - b. For the University of California, see the minimum transfer requirements on page 74 of the catalog.
 - c. For UC Berkeley, see the essential skills and breadth requirements for UCB College of Letters & Science, on pages 76.
 - d. If you plan to transfer with a specific major (especially business or engineering), refer to the information on page 75 about articulated transfer agreements. It will direct you to resources in the CCC Transfer/Career Center and on the web site: <http://www.assist.org>. For further more assistance, meet with a counselor (SSC-108).
 - e. If you have not yet decided on a college, see the IGETC general education requirements on pages 66-68.
 - f. Please note that if you complete the IGETC or the CSU general education requirements, with a few additional courses you will be eligible for an AA degree. Please contact a counselor for more information.
 - g. Upon completion of IGETC and/or the CSU general education requirements, you must request IGETC or CSU GE certification from the Admissions & Records Office, using the transcript request form.
5. **Transfer with a degree.** If you plan to transfer after earning an AA degree at CCC:
 - a. Follow #4 for the CSU or UC system.
 - b. Refer to page 61 for CCC degrees, and fill in the worksheet on page 64 with all the courses you have taken to satisfy your transfer requirements. If you have not satisfied all the CCC degree requirements in areas A-M, take any additional degree credit additional courses you need to complete those requirements.

Note: The previous Area J, Computer Literacy, is no longer a graduation requirement, effective Summer 2008; however, if you are using catalog rights prior to 2008-2009 you must meet this requirement.

PART II: TRANSFER INFORMATION AND IGETC

Planning for Transfer

At Contra Costa College, you may complete the first two years of curriculum leading to a bachelor's degree and transfer these articulated courses to institutions authorized to award bachelor's degrees. The information here is primarily for students who plan to transfer with junior standing to the California State University, the University of California or to a California independent college or university.

If you are planning to transfer, you should consult with a counselor to discuss selection of a major, devise an educational plan, and learn about various transfer requirements and guarantee admission programs. Catalogs from most California and many other baccalaureate institutions are available in the Transfer/Career Center and the Library.

Transfer students are encouraged to complete associate degree programs. If you complete a transfer program with a minimum of 60 units you can, in most cases, obtain an associate degree by fulfilling the health education, computer literacy, information competency and physical education requirements as listed in the beginning of this chapter. If you decide to complete an associate degree program you should make sure that it is consistent with your transfer plans.

The information on transfer in this chapter is based primarily on transfer to the CSU system or the UC system. Please meet with a counselor or visit the Transfer/Career Center for information on transferring to a private four-year or out-of-state college or university.

University of California campuses are located at Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

California State University campuses are located at Bakersfield, Channel Island, Chico, Dominguez Hills, Fresno, Fullerton, Hayward/East Bay, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.

Concurrent Enrollment Program

The Concurrent Enrollment Program allows CCC students to attend a four-year college or university while being enrolled at CCC. The four-year institutions are UC Berkeley, Mills College, CSU East Bay (formerly Cal State Hayward), and John F. Kennedy University. To participate, a CCC student must complete at least 20 transferable units with a minimum GPA of 2.4, and, if applicable, the necessary prerequisite for the course they wish to take at the four-year institution. More information is available in the Transfer/Career Center and Counseling Center.

The Intersegmental General Education Transfer Curriculum

One Option for Transfer

The Intersegmental Committee of the Academic Senates (ICAS) has approved an Intersegmental General Education Transfer Curriculum (IGETC) as one of several options for transfer. The IGETC is a general education program of study that you can follow at Contra Costa College (or another community college) to satisfy lower division general education requirements for transfer to a California State University (CSU), University of California (UC) campuses, and many California independent colleges and universities.

The IGETC is not required for admission to the CSU or UC system, and it is not advisable for all transfer students to follow the IGETC pattern. The decision should be made in consultation with a counselor. Some of you will be better prepared for transfer by taking courses which fulfill the lower division major preparation, general education or breadth requirements of the particular CSU or UC campus to which you plan to transfer. Existing campus-specific admission requirements for transfer students must be met.

The IGETC will probably be most useful to you if you have not yet decided what you want to major in or to which UC or CSU campus you wish to transfer, and want to keep your options open. All planning should be done in consultation with a counselor, as some requirements vary even within the IGETC.

All coursework applicable to the IGETC must be completed in its entirety prior to transfer, and all courses must be completed with a grade of "C" or better. Under extenuating circumstances or special conditions, a student can complete one or two IGETC courses after transferring to UC or CSU, providing the remaining courses are not required for admission. Consult with a counselor or visit the Transfer/Career Center for information. You must complete the Foreign Language proficiency requirement to transfer to the University of California, and the Oral Communication requirement for California State Universities.

Courses taken at several institutions may be used to fulfill the IGETC. You should be aware, however, that placement of courses within the IGETC subject areas may vary from college to college. Placement of a particular course will be based on the college you attended and its IGETC pattern at the time you completed the course. Official transcripts for any coursework completed outside the Contra Costa Community College District must be on file prior to or accompany the IGETC certification request. Completion of the IGETC program will be certified by the last community college you attend. IGETC certification is not automatic. To obtain IGETC certification you must check the appropriate box on the transcript request form and turn the form in at the Admissions & Records Office (SSC-115). Students who transfer to a CSU or UC without general education certification will be subject to general education requirements of the campus to which they transfer. Note: Depending on a student's major, completion of IGETC may not be recommended. Consult with a counselor to develop an appropriate education plan.

The IGETC list of courses

Note: For the official 2010-2011 update please visit www.assist.org. Please see Advanced Placement (AP) General Education Chart on pages 64-65 to determine how applicable AP exams on which a score of 3, 4, or 5 is earned may be used to satisfy an IGETC area.

You must complete each course with a grade of "C" or better.

Area 1: English Communication

(3 courses, 9 semester units)

Group A- English Composition (1 course, 3 semester units)
ENGL 1A

Group B Critical Thinking (1 course, 3 semester units)
ENGL 1C, 2B
SPCH 121I

Group C- Oral Communication (1 course, 3 semester units)
(CSU requirement only)
SPCH 120

Area 2: Mathematical Concepts and Quantitative Reasoning

(1 course, 3 semester units)

BUS 240
MATH 164*, 170, 171, 180*, 185, 190*, 191, 200, 290, 292

Area 3: Arts and Humanities

(At least 3 courses, 9 semester units)

At least one course from the Arts and one from the Humanities.

3A-Arts Courses:

ART 116, 118, 190, 191
DRAMA 101, 110
ENGL 163
MEDCM 158

MUSIC 108, 114, 119, 120, 121

3B-Humanities Courses:

ANTHR 150
CHIN 121
ENGL 1B, 210B, 220B, 230B, 250A, 250B, 260A, 260B, 274
FRNCH 121
HIST 110, 122, 123, 124, 140, 141, 155, 160, 161
HUMAN 113, 120
JAPAN 121
LARAZ 130, 190, 220, 221, 250
PHILO 110, 220
SPAN 121, 220, 221

Area 4: Social and Behavioral Sciences

(At least 3 courses, 9 semester units)

4A Anthropology and Archaeology
ANTHR 125, 130, 135, 140, 150

4B Economics
ECON 125, 220, 221

4C Ethnic Studies
AFRAM 110
ANTHR 135
ECON 125
HIST 110, 122, 123
LARAZ 110, 113, 141
POLSC 225
PSYCH 140, 141, 145, 222
SOCIO 225

4D Gender Studies
HIST 160, 161
PSYCH 120, 135, 145
SOCSC 140

4E Geography
GEOG 130, 150, 160

4F History
HIST 110, 120, 121, 122, 123, 124, 140, 141, 155, 160, 161

4G Interdisciplinary, Social & Behavioral Sciences
HIST 130
SOCSC 140
SPCH 122

4H Political Science, Government & Legal Institutions
POLSC 125, 225

4I Psychology
LARAZ 141
PSYCH 126, 130, 132, 135, 140, 141, 145, 220, 222

4J Sociology & Criminology
SOCIO 220, 221, 225, 235, 245, 250

Area 5: Physical and Biological Sciences

(At least 2 courses required, 7-9 semester units)

One Physical Science and one Biological Science course; at least one must include a laboratory.

Courses followed by a # include a laboratory component.

Physical Science Courses:

ASTRO 120
CHEM 109##, 119##, 120#, 121#, 220#, 226#, 227#
GEOG 120, 120L#°, 125
GEOG 120°, 120L#
PHYS 110*, 110L#, 120##/120H##, 121##/121H##, 130##, 230##, 231##

GEOG 120 *may be taken alone as a non-lab course, but 120L must be taken with 120 to fulfill the lab course requirement.*

H° denotes an honors level course.

Biological Science Courses:

ANTHR 140, 140L
BIOSC 110#, 132#, 134#, 140#, 141#, 148#

Area 6: Language Other Than English

(UC requirement only)

Proficiency equivalent to two years of high school study in the same language.

CHIN 120, 121
FRNCH 120, 121, 220, 221*
JAPAN 120, 121
SPAN 120, 121, 220, 221*

Note: Courses listed in multiple areas shall not be certified in more than one area except for courses in languages other than English, which can be certified in both areas 3B and 6.

CSU U.S. History, Constitution & American Ideals

(CSU graduation requirement only)

One course from each group:

Group I:

HIST 120, 121, 122, 123

Group II:

POLSC 125

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

Note: You may not use a course to satisfy more than one area requirement, even if it is listed in more than one area.

IGETC Worksheet

Area 1: English Units Completed (): _____

Group A, one course, 3 units

Group B, one course, 3 units

Group C, one course, 3 units (**CSU requirement only**)

Area 2: Mathematical Concepts and Quantitative Reasoning

Units Completed (): _____

One course, 3 units

Area 3: Arts and Humanities Units Completed (): _____

Three courses, 9 units

At least one Arts course

At least one Humanities course

Choose another Arts or Humanities course

Area 4: Social and Behavioral Sciences Units Completed (): _____

Three courses, 9 units (At least two disciplines)

Area 5: Physical and Biological Sciences Units Completed (): _____

Two courses, 7-9 units (One physical science, one biological science, including at least one laboratory)

(May be the same as one course above, if that course includes a lab.)

(lab) _____

Area 6: Language Other Than English Units Completed (): _____

(Proficiency, UC requirement only)

U.S. History, Constitution & American Ideals Units Completed (): _____

(CSU graduation requirement only)

Two courses, one from each group:

PART III: TRANSFER TO CALIFORNIA STATE UNIVERSITIES (CSU)

Community College Credit Transferable to CSU

Up to 70 semester units of transferable community college course work may be accepted toward admission to California State University (CSU) campuses. Transfer courses are articulated with the CSU system to certify their acceptability toward meeting CSU admissions, major, and/or general education requirements.

To be eligible for a bachelor's degree from any California State University, you must complete a minimum of 48 units of general education. You may complete up to 39 of these general education units at Contra Costa College; the other nine must be completed at the CSU campus you attend. However, you should be aware that many CSUs are requiring completion of all 39 units of general education requirements in order to be eligible for transfer. You must also complete 60 community college transferable units with a 2.0 grade point average.

Please Note: Each CSU campus has enrollment targets and admission is first determined using the criteria stated above. Each CSU may modify admission requirements to meet their enrollment target. Please visit the Transfer/Career Center for more detailed information.

Transfer CSU & CSU's Lower-Division Transfer Patterns (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) presents potential transfer students with a direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major, and it becomes effective when both the student and the CSU campus ratify an LDTP agreement. Students will be asked to successfully complete a specified set of general education courses and major courses that will be common to all CSU campuses offering that major. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Whereas LDTP is for lower division major patterns, each course can receive an individual TCSU number representing course to course articulation between Contra Costa College and all 23 CSU campuses. See below for a list of these courses. Through CSU Mentor and ASSIST, student and counselors will be able to find road maps detailing coursework and preparation by CSU campus and major.

TCSU approved courses:

TCSU ANTHR 150.....	ANTHR 125
TCSU CJ 110.....	ADJUS 120 (120P)
TCSU CSCI 110	COMP 251
TCSU CSCI 120.....	COMP 252
TCSU GEOG 110	GEOG 120
TCSU GEOG 120	GEOG 130
TCSU GEOG 130	GEOG 120, 120L
TCSU MATH 210	MATH 190
TCSU MATH 220	MATH 191
TCSU MATH 230	MATH 290
TCSU MATH SEQ A.....	MATH 190, 191
TCSU PHIL 120	PHIL 110
TCSU SOC 120.....	SOCIO 221

Transfer Admission Guarantee with CSU East Bay

California State University East Bay has established a special transfer program, the Transfer Admission Guarantee (TAG), with the Contra Costa Community College District. It is offered in addition to existing transfer, articulation, and concurrent enrollment agreements.

The Transfer Admission Guarantee is intended for first time college students who wish to start their baccalaureate degree at a community college and, upon completion of the requirements for transfer, enroll at California State University, East Bay.

Important benefits of participating in the program are the waiver of the CSU application fee which is currently \$55.00, the use of CSU East Bay facilities, and the opportunity to obtain a CSU East Bay Photo Identification Card.

The TAG agreement must be completed ONE YEAR prior to the intended quarter of entry into Cal State East Bay.

The following are the program requirements. You must:

1. Complete a minimum of 60 transferable semester units.
2. Maintain a minimum GPA of 2.0.
3. Satisfy either the CSU General Education breadth requirements or the Intersegmental General Education Transfer Curriculum (IGETC) transfer requirements.
4. Complete and satisfy these requirements in four calendar years.

Upon completion of these requirements, students must submit all of the following to the Office of Admissions at California State University, East Bay:

1. Two transcripts of all college work completed;
2. General Education Certification;
3. Completed CSU Undergraduate Admission Application;
4. Copies of documents that establish California residence, if needed.

Students who wish to transfer to CSU East Bay before completion of 90 quarter or 60 semester units and those who do not transfer after 5 years, lose their transfer admission guarantee status and must file a CSU application and pay the application fee at the time of application for admission.

Although not a requirement of TAG, students who have decided on a major should complete the lower-division requirements for that major at the community college. Students seeking admission to the Nursing Program must also meet requirements established by the Nursing Program. For information on these requirements please contact the CSU Nursing Department at (510) 885-3481.

For more information or to sign up for the Transfer Admission Guarantee, please see a counselor or go to the Transfer/Career Center in SSC-106.

CCC Courses Transferable to CSU as Elective Credit

Courses listed below transfer to all California State Universities for bachelor's degree credit. Some of these courses may only count as elective credit.

Please Note: Courses listed in parentheses are taught at college level, but are designed to prepare students for employment not requiring a bachelor's degree or higher degree. These courses may not fulfill requirements apart from certain specific occupational or technical majors and should not be taken without consultation with a counselor.

This list is based on courses listed in this catalog.

- Academic Skills 200, 201
Administration of Justice 99, 120, 121, 122, 124, 130, 140, 171, 221, 222, 223, 225, 260
African American Studies 98, 110, 120, 125, 226, 256A, 256B
Anthropology 125, 130, 135, 140, 140L, 150
Art 116, 118, 124, 125, 130, 131, 132, 133, 135, 136, 138, 140, 141, 143, 144, 145, 146, 152, 158, 159, 161, 162, 174, 175, 184, 190, 191, 224, 225, 230, 231, 232, 233, 235, 236, 240, 241, 245, 246, 250, 251, 258, 259, 261, 262, 274, 275
Astronomy 120
Automotive Services 99, 120, 121, 124, 125, 126, 128, 129, 130, 131, 152, 153, 171, 190, 220, 221, 225
Biological Science 99, 102, 110, 119, 132, 134, 140, 141, 148, 155, 156, 160, 182, 183, 184, 185, 186, 187
Business 99, 109, 186, 187, 240, 294, (120, 125, 128, 152, 181, 182, 184, 191, 192)
Business Office Technology 99, 122, 140, 210A, 221A, 222, 243, 248
Chemistry 109, 119, 120, 121, 220, 226, 227
Chinese 120, 121
Computational Science Education 110
Computer and Communications Technology 110, 171, 172
Computer Information Systems 99, 112, 125, 133, 134, 135, 152, 154, 156, 162, 166, 170, 172, 173, 200, 201, 202, 203
Computer Science 101, 102, 105, 170, 251, 252, 257, 260, 280
COOP Education 99, 160, 170
Counseling 120
Culinary Arts 99, 105, 120, 127, 130, 131, 205, 241A, 241B, 251
Dental Assisting 99, 111A, 111B, 120A, 120B, 120C, 121, 122A, 122B, 123A, 123B, 124A, 124B, 130, 131, 140, 150, 160, 170 (110)
Drafting Technology 131
Drama 99, 101, 106, 107, 110, 120, 121, 220, 225, 230
Early Childhood Education 99, 120, 121, 123, 124, 133, 139, 140A, 140B, 140C, 140D, 140E, 142, 144, 145, 146, 150, 152, 154, 161, 162, 220, 222, 223, 226
Economics 99, 125, 220, 221
Education 110, 125, 127, 130, 131, 137, 139
Engineering 112, 130, 140, 230, 231, 232, 240, 255, 256
Engineering Technology 220, 221, 222
English 1A, 1B, 1C, 2B, 110B, 142B, 143B, 163, 166, 200A, 200B, 210B, 220B, 230B, 250A, 250B, 256A, 256B, 260A, 260B, 274, 293, 293H
English as a Second Language (ESL) 132, 152, 172, 175, 178, 192, 195, 205
French 120, 121, 220, 221
Geography 120, 120L, 125, 126, 130, 150, 160
Geology 120, 120L
Graphic Communication 99, 105, 110, 120, 121, 140, 150, 160, 280
Health and Human Services 99, 115, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230
Health Education 99, 115, 120, 133, 135
High Performance Computing 103C, 103L, 110C, 110L, 130C, 130L, 170, 190C, 190L, 210, 230, 253, 271, 295
History 110, 120, 121, 122, 123, 124, 127, 130, 140, 141, 155, 160, 161, 180, 190
Humanities 113, 120, 160
Industrial Technology 101, 102
Japanese 120, 121
Journalism 120, 122, 123, 130, 150, 151, 222, 223
La Raza Studies 110, 113, 120, 121, 125, 130, 141, 142, 150, 151, 155, 190, 220, 221, 250
Library Studies 109, 110, 110A
Mathematics 121, 140, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292
Media and Communication Art 110, 140, 152, 153, 155, 157, 158, 160, 161
Medical Assisting and Office Technician 109 150, 151, 153, 160, 161, 162, 210, 214
Music 108, 114, 116, 119, 120, 121, 130, 150, 151, 155, 158, 159, 170, 171, 175, 185, 190, 191, 195A, 195B, 195C, 195D, 250, 251, 258, 259, 270
Nursing 99, 210, 211, 235, 255, 275, 276
Philosophy 110, 130, 220
Physical Education 98, 102, 103, 105, 109, 112, 114, 116, 118, 119A, 119B, 121, 122, 124, 125, 126, 127, 128, 129, 134, 135, 136, 137, 140, 142, 145, 146, 152, 153, 154, 156, 157, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 174, 190, 191, 194, 197, 198, 199, 201, 202, 203, 204, 208, 211, 214, 215, 218, 220, 260, 261, 262, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 282, 379
Physical Education Intercollegiate Athletics 160, 162, 164, 166, 167, 175, 180, 181, 182, 201, 203
Physics 110, 110L, 120, 120H, 121, 121H, 130, 230, 231, 231A
Political Science 125, 225
Psychology 102, 103A, 103B, 104, 118, 120, 121, 122, 123, 126, 128, 130, 132, 135, 140, 220, 222
Public Service Education 99, 129
Real Estate 160, 161, 162, 163, 164
Refrigeration and Appliance Repair 99, 123
Social Science 140, 296
Sociology 220, 221, 225, 234, 245, 250
Spanish 112, 115, 120, 121, 220, 221
Speech 110, 120, 121, 121I, 122, 128, 141, 142, 160B

Please Note: There are provisions for a CSU campus to challenge a CCC course that is designated as baccalaureate. Please contact the Articulation Officer at CCC if you encounter such a challenge upon transfer.

Note: Some 99, 100 and 298 courses are transferable to CSU as electives only. Check www.assist.org for verification.

CSU General Education Requirements

For the official 2009-2010 update please visit www.assist.org. Note: Please see Advanced Placement (AP) General Education Chart on pages 64-65 to determine how applicable AP exams on which a score of 3, 4, or 5 is earned may be used to satisfy a CSU GE area.

The general education requirements are divided into five areas, A-E. At the beginning of each area sub-areas are numbered and named.

The following are CCC transferable courses that satisfy the CSU General Education requirements, according to area. If a course satisfies more than one area, it is listed in each area.

However, with the exception of the courses listed under American Institutions, you may not use a course to satisfy more than one area requirement, even if it is listed in more than one area.

Please Note: Scores of 3, 4, or 5 on various AP Exams may satisfy some of the requirements below. Please see a counselor for details.

Area A: Communication in the English Language and Critical Thinking (A1, A2, A3)

9 units, with 3 units from each sub-area (A1, A2, A3)

- A1 Oral Communication
 - ESL 132
 - SPCH 120, 128, 141, 160B*
 - A2 Written Communication
 - ENGL 1A, 1B
 - A3 Critical Thinking
 - ENGL 1C, 2B
 - PHILO 130
 - SPCH 121, 121I
- * only if taken for 3 or more units

Note: Most CSUs require a second English composition course (ENGL 1B or 1C) as a prerequisite to their institutional upper division graduation writing skills test. Please consult the Transfer Center.

Area B: Natural Science (B1, B2, B3, B4)

9 to 12 units, with at least one course in each sub-area (B1, B2, and B4)

- B1 Physical Science
 - ASTRO 120
 - CHEM 109, 119, 120, 121, 220, 226, 227
 - GEOG 120, 125
 - GEOL 120
 - PHYS 110, 120, 120H, 121, 121H, 130, 230, 231
- B2 Life Science
 - ANTHR 140
 - BIOSC 110, 118, 119, 132, 134, 140, 141, 148
- B3 Laboratory Activity
 - Lab activities are satisfied by ANTHR 140L, GEOG 120L, GEOL 120L, PHYS 110L and all courses listed in Area B1 and B2 except ANTHR 140, ASTRO 120, BIOSC 162, GEOG 120, GEOG 125, GEOL 120, PHYS 110
- B4 Mathematics/Quantitative Reasoning
 - BUS 240
 - MATH 121, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292

Area C: Arts, Literature, Philosophy and Foreign Languages (C1, C2)

9 to 12 units, with at least one course in each sub-area (C1 and C2)

- C1 Arts (Art, Dance, Music, Theatre)
 - ART 116, 118, 190, 191
 - DRAMA 101, 106, 110, 120, 121, 225**, 230
 - ENGL 163
 - MEDCM 158
 - MUSIC 108, 114, 119, 120, 121, 130, 150, 151, 158, 159, 170, 171
- C2 Humanities (Literature, Philosophy, Foreign Language)
 - AFRAM 256A, 256B
 - CHIN 120, 121
 - ENGL 1B, 2B, 163, 210B, 220B, 230B, 250A, 250B, 256A, 256B, 260A, 260B, 274, 293, 293H
 - ESL 195
 - FRNCH 120, 121, 220, 221
 - HUMAN 113, 120
 - JAPAN 120, 121
 - LARAZ 120, 121, 130, 190, 220, 221, 250
 - PHILO 110, 130, 220
 - SPAN 120, 121, 220, 221
 - SPCH 122

**maximum of 3 units allowed

credit for African American Studies 256 A/B or English 256 A/B, not both; these courses are cross-listed.

Area D: Social, Political, and Economic Institutions and Behavior; Historical Background (D1, D2, D3, D4, D5, D6, D7, D8, D9, D0)

9 to 12 units, to include at least two separate disciplines and sub-areas.

- D0 Sociology and Criminology
 - SOCIO 220, 221 225, 235, 245, 250
 - SOCSC 140
- D1 Anthropology and Archaeology
 - ANTHR 125, 130, 135, 140, 150
 - HIST 110
- D2 Economics
 - ECON 125, 220, 221
- D3 Ethnic Studies
 - AFRAM 125
 - ANTHR 135
 - ECHD 144
 - ECON 125
 - EDUC 125
 - HIST 110, 122, 123, 155
 - LARAZ 110, 113, 141, 142
 - POLSC 125, 225
 - PSYCH 140, 141, 145, 222
 - SOCIO 225
- D4 Gender Studies
 - HIST 160, 161
 - PSYCH 120, 145
 - SOCSC 140
- D5 Geography
 - ANTHR 125, 130, 140
 - GEOG 120, 120L, 130, 150, 160
- D6 History
 - HIST 110, 120, 121, 122, 123, 124, 130, 140, 141, 155, 160, 161

- D7 Interdisciplinary Social or Behavioral Science
 ECHD 120, 220
 MEDCM 157
 SPCH 122
- D8 Political Science, Government, and Legal Institutions
 ADJUS 120, 121
 HIST 155
 LARAZ 113
 POLSC 125, 225
- D9 Psychology
 LARAZ 141, 142
 PSYCH 126, 128, 130, 132, 135, 140, 141, 145, 220, 222

Area E: Lifelong Understanding and Self-Development

Health Education 120, or 3 units from one course below.

- COUN 120
- HED 120
- PE 102#, 103#, 105#, 109#, 112#, 114#, 116#, 118#, 119A#, 119B#, 121#, 122#, 124#, 125#, 127#, 128#, 134#, 135#, 137#, 139#, 142#, 145#, 157#, 161#, 162#, 163#, 164#, 165#, 166#, 167#, 168#, 169#, 170#, 171#, 172#, 174#, 199###, 201###, 203#, 204#, 208#, 211#, 214#, 215#, 218#, 220#, 260#, 265#, 268#, 269#, 273#, 276#, 278#, 379#
- PSYCH 102, 118, 120, 121, 128

*Maximum credit 3 units
 #Area E may not be completed by taking **only** PE activity courses; up to 1.5 units of **activity courses** may be used in Area E, the remaining 1.5 units must be completed with a non-activity course listed in Area E.
 ##These PE courses are lectures, not activity courses and therefore may be used to complete all 3 units needed for Area E.

United States History, Constitution and American Ideals

This requirement has two parts, both of which must be completed in order for Contra Costa College to certify completion. However, any 6 units of credit taken to satisfy this requirement will also satisfy 6 of the 9-12 units required under "Area D-Social Sciences."

- Two courses, one from each Part:
- Part I (history): History 120, 121, 122, or 123
- Part II (government): Political Science 125

Please Note: CCC courses are submitted to CSU once a year for CSU GE approval. The response from CSU as to which new courses may be added to the CCC-CSU GE list is received in mid to late April which is often after our catalog deadline. Therefore, please use www.assist.org for the most current CCC-CSU GE course listing.



CSU G.E. Requirements Worksheet

Area A: Communication in the English Language and Critical Thinking (A1, A2, A3) Units Completed (): _____

9 units

A1, one course, 3 units

A2, one course, 3 units

A3, one course, 3 units

Area B: Natural Science (B1, B2, B3, B4) Units Completed (): _____

9-12 units

B1, one course, 3 units

B2, one course, 3 units

B3, one course, 3 units

(may be the same as one course above, if that course includes a lab)

B4, one course, 3 units

Area C: Arts, Literature, Philosophy and Foreign Languages (C1, C2) Units Completed (): _____

9 units

C1, one course, 3 units

C2, one course, 3 units

C1 or C2, one course, 3 units

Note: If you take a course in this area that is less than 3 units you must take an additional course to meet the 9 unit requirement for this area.

Area D: Social, Political, and Economic Institutions and Behavior; Historical Background (D0-D9)

Units Completed (): _____

9 units, from at least two separate disciplines.

Area E: Lifelong Understanding and Self-Development

Units

Completed (): _____

3 units

CSU United States History, Constitution and American Ideas

Units Completed (): _____

): _____

Two courses, 6 units

(May also satisfy Area D)

PART IV: TRANSFER TO THE UNIVERSITY OF CALIFORNIA - ALL CAMPUSES

Minimum Admission Requirements for Transfer Applicants

The University considers you a transfer applicant if you graduated from high school or the equivalent and enrolled in a regular session at another college or university. If you meet this definition you cannot disregard your college record and apply as a freshman.

To transfer to UC, you will need to do three things: become eligible, prepare for upper division in your chosen major and, as appropriate, complete a set of general education requirements.

California Residents

To be eligible for admission to UC as a transfer student, you must fulfill both of the following criteria:

1. Complete 60 semester (90 quarter) units of transferable college credit with a grade point average of at least 2.4. No more than 14 semester (21 quarter) units may be taken Pass/Not Pass.
2. Complete the following course pattern requirements, earning a grade of "C" or better in each course:
 - a. Two transferable college courses (3 semester units or 4-5 quarter units) in English composition (Area UC-E);
 - b. One transferable college course (3 semester units or 4-5 quarter units) in mathematical concepts and quantitative reasoning (Area UC-M);
 - c. Four transferable college courses (3 semester units or 4-5 quarter units each) chosen from at least two of the following subject areas:
 - the arts and humanities (Area UC-H),
 - the social and behavioral sciences (Area UC-B), and
 - the physical and biological sciences (Area UC-S).

If you satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC, you may satisfy part 2 of the transfer admission requirement.

No standardized tests are required of transfer applicants.

3. If you were eligible for admission to the University when you graduated from high school, meaning you satisfied the Subject, Scholarship, and Examination Requirements, or are eligible for transfer if you have a "C" (2.0) average in your transferable college coursework.

4. If you met the Scholarship Requirement in high school but did not satisfy the Subject Requirement, you must clear the course deficiency by taking transferable college courses in the missing subject, earn a grade of "C" or better in each required courses, and an overall "C" (2.0) average in all transferable college coursework to be eligible to transfer. See www.ucop.edu website for information about clearing deficiencies in the Subject Requirement.

In addition to these eligibility requirements, the University has specified additional requirements and rules about transfer GPA for transfer applicants.

Nonresidents

The minimum admission requirements for nonresidents are very similar to those for residents. Please consult with the Admissions Office at one of the University campuses for details. In all cases, however, nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

Transfer Credit

The University maintains Transferable Course Agreements with Contra Costa College, as with all California Community Colleges, that specify those courses that will receive baccalaureate degree credit from a University of California campus. Contra Costa College also has agreements with UC campuses that specify which of the transferable courses will meet various general education/breadth and major preparation requirements.

The courses listed on the next page, 'Courses Acceptable for Transfer to All Campuses of the University of California,' have been articulated for transfer to all UC campuses.



Courses Acceptable for Transfer to All Campuses of the University of California

This list is based on courses listed in this catalog.

Administration of Justice 120, 121, 223

African American Studies 110, 120

Anthropology 125, 130, 135, 140, 140L, 150

Art 116, 118, 124, 125, 130, 131, 132, 133, 138, 140, 141, 143, 144, 145, 146, 158+, 159+, 161, 162, 174, 175, 184, 190, 191, 224, 225, 230, 231, 240, 241, 245, 246, 258+, 259+, 261, 262, 274, 275
+ Maximum credit, 1.5 units and 2 courses.

Astronomy 120

Biological Science 102, 110, 132, 134, 140, 141, 148, 160, 172

Business 109, 186, 187, 240*, 294

Chemistry 109*, 119*, 120, 121+, 220, 226, 227

*Credit allowed for CHEM 109 or 119, not both.

No credit for 109 or 119 if taken after 120.

+Distance education version is not transferable.

Chinese 120, 121

Computer Information Systems 125, 133, 135, 162

Computer Science 170, 251, 252, 257, 260, 280

Drama 101, 106, 110, 120, 121, 220, 225

Economics 125, 220, 221

Education 130

Engineering 112, 230, 231, 232, 240, 255, 256

English 1A, 1B, 1C, 2B, 163, 210B, 220B, 230B, 250A, 250B, 256A, 256B, 260A, 260B, 274, 293H

English as a Second Language (ESL) 192*, 195*

*Maximum credit allowed for 192 and 195, 8 units.

French 120, 121, 220, 221

Geography 120, 120L, 125, 126, 130, 150, 160

Geology 120, 120L

Health Education 120, 133

History 110, 120*, 121j, 122*, 123j, 124, 130, 140, 141, 155, 160*, 161j

*Credit allowed for 120 or 122 or 160, not all;

jCredit allowed for 121 or 123 or 161, not all.

Humanities 113, 120, 160

Japanese 120, 121

Journalism 130

La Raza Studies 110, 113, 120*, 121**, 125, 130, 141, 142, 150, 151, 155, 190, 220, 221, 250

*LARAZ 120, SPAN 120 or 120AB combined; maximum credit,

5 units **LARAZ 121 or SPAN 121 combined; maximum credit, 5 units.

Library Studies 110, 110A

Mathematics 140, 164j, 170, 171, 180*, 185, 190*, 191, 200, 290, 292

*Credit allowed for 180 or 190, not both.

jCredit allowed for either 164 or Business 240, not both.

Media and Communication Art 158

Music 108, 114, 119^, 120, 121, 150, 151, 155, 158, 159, 170, 171, 190, 191, 250, 251, 258, 259, 270

^No credit for 119 if taken after 120.

Philosophy 110, 130*, 220

*Credit for either 130 or Speech 121I, not both.

Physical Education 102, 103, 105, 109, 112, 114, 116, 118, 119A*, 119B*, 121, 122, 124, 125*, 126, 127, 128, 129*, 134, 135, 140, 142, 145*, 146, 152, 156, 157, 160*, 161, 162, 163, 164, 165, 166, 167, 168, 170, 171, 172, 174, 190*, 194*, 198*, 201*, 202, 203, 204, 208, 211, 214, 215, 218, 220, 260, 265, 266, 267, 268, 269, 270, 271, 272, 273, 276, 278, 379

Physical Education Intercollegiate Athletics 160*, 162*, 164*, 166*, 167*, 175*, 180*, 181*, 182*, 201*, 203*

*Any or all of the PE or PEIC courses combined: maximum credit allowed, 4 units.

Physics 110j, 110Lj, 120* or 120H*, 121* or 121H*, 130*, 230*, 231*

*120 and 121, 120H and 121H, or 130, 230, and 231: credit allowed for one of these series.

jNo credit for 110-110L if taken after any other college Physics course.

Political Science 125, 225

Psychology 103A, 120, 126, 130, 132, 135, 140, 220, 222

Social Science 140

Sociology 220, 221, 225, 245, 250

Spanish 120, 121, 220, 221

120 and LARAZ 120 combined: maximum credit, 5 units.

120 correspond to two years of high school study.

121 and LARAZ 121 combined: maximum credit, 5 units.

Speech 120, 121I, 122

*Credit for 121I or Phil 130, not both.

Independent Studies and Variable Topics Courses

Credit for independent studies (#298) and variable topics (#100) courses is given only after a review of the scope and content of the course by the enrolling UC campus. These units should not be counted as a part of the 60 units needed for UC admissions. Unit and credit usually occurs after transfer and may require recommendations from faculty. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology) or Library Departments because of credit restrictions in these areas.

Please note: Occasionally, courses which in previous years have been accepted for transfer credit to the University of California may no longer be accepted. A student who wishes to transfer a CCC course to a UC that is not on this list should consult with the admissions office of the campus to which s/he wishes to transfer, to confirm whether that course will transfer. If a UC campus requests a course outline or more information for a course, please contact the CCC Articulation Officer in the Transfer/Career Center (SSC-106).



PART V: TRANSFER TO THE UNIVERSITY OF CALIFORNIA, BERKELEY

At the undergraduate level, the Berkeley campus consists of five academic colleges and two professional schools. Applicants must meet University-wide requirements for eligibility and, in some cases, additional requirements for specific UCB schools or colleges.

You are urged to consult with a counselor or the Transfer/Career Center to explore possible majors and their requirements. You are also urged to select an intended major early in your academic career, and to complete the lower division preparation for that major prior to transfer as a junior. You are encouraged to contact the Undergraduate Admission and Relations with Schools, 203 Sproul Hall, UC Berkeley, CA 94720, (510) 642-7333 or make an appointment with the UC Berkeley representatives during their scheduled visits to the CCC Transfer/Career Center (SSC-106).

Special Application and Screening Procedures

Special application requirements or screening procedures may be required for students applying to certain majors and programs of study. For example, a student who is applying as a fine arts major may be required to submit a portfolio or audition as part of the application process. Other special admission and screening procedures may include a special application form, prerequisite coursework, test scores, grade point average, and class level.

In general, students who transfer to the University at the junior level are expected to have completed most, if not all, of the lower division coursework required in their major.

Concurrent Enrollment, UC Berkeley

If you have completed at least 20 UC transferable units, have maintained a 2.4 grade point average, and plan to transfer to a baccalaureate institution, you may enroll in one lower division course at the University of California, Berkeley at no additional cost, for each of two terms while concurrently enrolled at Contra Costa College in a minimum of 12 units. For more information, contact the Transfer/Career Center (SSC-106, ext. 4241), or the Counseling Center, (SSC-108, ext. 4255).

UNIVERSITY REQUIREMENTS, UNIVERSITY OF CALIFORNIA, BERKELEY

(ALL SCHOOLS AND COLLEGES)

American Institutions Requirement

All students must satisfy the American Institutions Requirement with one of the following options:

1. Complete two terms of high school U.S. history or one-half year of college U.S. history and one-half year of college U.S. government or civics with a grade of "C" or better.
2. Complete a course at an accredited college or university which is equivalent in scope and content to courses approved at U.C. as fulfilling 'American Cultures.' (Speech 122 at Contra Costa College)
3. Pass an essay examination on U.S. history administered by the American History and Institutions Office, pass the 'American History Advanced Placement Test' with a score of 3, 4, or 5, or pass a college board achievement test in history with a score of 500 or better.

English Composition Requirement

U.C. Berkeley requires all students to fulfill the 'subject A' written communications requirement with one of the following options:

1. Examination Option - Score as indicated on one of the examinations listed below: (NOTE: The examinations cited below must be taken before entering the University.)
 - a. A score of 5 on the IB Higher Level Exam in English Language A1 Credential Exam.
 - b. A score of 5 on the Advanced Placement (AP) Exam in English Literature and Composition.
 - c. You may satisfy the first half of this requirement with a score of 4 on the AP exam in English Literature and Composition or a 4 or 5 on the AP Exam in English Language and Composition.
 - d. "C" or better on the General Certificate Exam "A" Level English Exam.
 - e. A satisfactory grade on an essay examination administered by the 'subject A' department at U.C. Berkeley.
2. Course Equivalency Option - Complete courses comparable to Berkeley's English R1A and English R1B with a grade of "C" or better. (English 1A and 1B or 1C at Contra Costa College.)

UC Berkeley, College of Letters & Science Breadth Requirements

College of Letters & Science Requirements for junior transfer students admitted Fall 1996 or thereafter.

Essential Skills and Breadth Requirements

The UC Berkeley College of Letters & Science has two sets of requirements. Essential Skills and Seven-Course Breadth. Completion of IGETC, as certified by Contra Costa College, waives both of these requirements.

A. Essential Skills

You must demonstrate essential skills in the following three specified areas before you enter UC Berkeley. All courses taken to satisfy the Essential Skills Requirements must be completed with a grade of C- or better.

1. Reading and Composition

You may satisfy this requirement with one of the following:

- Completion of two courses, English 1A and English 1B or English 1C.
- A score of 5 on the IB Higher Level Exam in English Language A1 Credential exam
- A score of 5 on the AP exam in English Literature & Composition.
- A grade of C or better on the General Certificate Exam "A" Level English exam

You may satisfy the **first half** only of this requirement with:

- A score of 4 on the AP Exam in English Literature & Composition,
or
- A score of 4 or 5 on the AP Exam in English Language & Composition.

2. Quantitative Reasoning

You may satisfy this requirement with one of the following:

- Completion of one of the following courses at CCC:
Mathematics 164, 170, 171, 180, 185, 190, 191, 200, 290, 292
- A score of 600 on the SAT Reasoning Test.
- A score of 570 on the SAT Level I if it was taken between 1995 and Spring 2005.
- A score of 520 on the SAT II Exam if it was taken before May 1995.
- A score of 28 on the ACT.
- A score of 3 or better on the AP Exam in Calculus AB or BC.
- A score of 3 or better on the AP Exam in Computer Science.
- A score of 3 or better on the AP exam in Statistics.
- A "C" or better on the General Certificate Exam "A" Level Math Exam.
- A score of 5 or better on the IB Higher Level Math Exam

3. Foreign Language

You may satisfy this requirement with one of the following:

- Completion of one of the following courses at CCC:
Chinese 121
French 121
Japanese 121
Spanish 121
- A score of 550 on the SAT II Foreign Language Subject Exam, if it was taken before May 1995.
- A score of 590 on the SAT II Subject Exam, if it was taken May 1995 or later.
- A score of 3 or better on the Foreign Language AP Exam.
- A "C" or better on the General Certificate Exam "A" or "O" Level Foreign Language Exam.
- A course comparable to the third year of a foreign language in High School.

B. Seven-Course Breadth Requirements

These requirements must be completed before you graduate from UC Berkeley.

Requirements must be met with course work, not AP or IB Exam credit, and must meet all the following criteria:

- Courses may be taken for a grade (must be "C-" or better), P/NP, or CR/NC, if P or CR means "C-" or better.
- Courses must carry a minimum of 2 semester units.
- Courses from your major department may be used.
- Not more than 2 courses offered by the same department may be used.
- Courses used for breadth credit may not also be used to meet Essential Skills requirements (reading and composition, quantitative reasoning, or foreign language).

You must take seven courses, distributed as follows:

1. Arts and Literature

(Language instruction excluded)

Includes courses in the arts and literature involve significant engagement with arts, literature, and language (excluding language instruction or the acquisition of technical skills), either through practical engagement with works of art or through the creation of art.

Select one of the following:

Art 116, 190, 191
Drama 101, 120, 121
English 210B, 220B, 230B, 250A, 250B, 260A, 260B, 293H
Humanities 113, 120
La Raza 130
Music 108, 114, 116, 120, 171, 251, 270

2. Biological Science

Includes all courses in the biological sciences, with some cross-listings, as well as a selection of courses from related disciplines such as anthropology, nutritional sciences, and psychology.

Select one of the following:

Anthropology 140
Biological Science 110, 132, 134, 140, 141, 148, 160
Geography 125

3. Historical Studies

Includes courses that deal primarily with the human events, institutions and activities of the past.

Select one of the following:

- Anthropology 125
- History 110, 120, 121, 122, 123, 124, 130, 140, 141, 160, 161
- Humanities 113

4. International Studies

(Language instruction excluded)

Includes courses that involve the study of the contemporary politics, culture, arts, intermediate language, or socioeconomic structure of at least one other country other than the U.S., or courses that involve comparison between the U.S. and another country. Courses that focus on a subculture within the U.S. do not qualify as subjects of study for the purposes of this requirement.

Geography 130

5. Philosophy and Values

In addition to all philosophy courses, includes courses with a major focus on religion, ethics, legal values, or leading philosophical figures.

Select one of the following:

- Humanities 113
- Philosophy 110, 130, 220

6. Physical Sciences

Includes all courses in the physical sciences, such as astronomy, chemistry, geology, geophysics, and physics, as well as a selection of courses from related disciplines with some cross-listing. Courses that focus only on computer skills do not qualify.

Select one of the following:

- Astronomy 120
- Chemistry 109, 119, 120, 121, 220, 226, 227
- Geography 120, 125
- Geology 120
- Physics 110, 120, 120H, 121, 121H, 130, 230, 231

7. Social and Behavioral Sciences

Includes all courses in development studies, economics, legal studies, political economy of industrial societies, political science, sociology, social welfare, and many courses in anthropology, geography, and psychology. A variety of courses from other disciplines and some advanced language courses with a significant linguistic component also are included.

Select one of the following:

- Anthropology 125, 130, 140, 150
- Biological Science 102
- Economics 220, 221
- Geography 130, 150
- History 110, 120, 121, 122, 123, 124, 130, 140, 141, 160, 161
- Humanities 113
- La Raza 113, 125, 141, 142
- Political Science 125, 225
- Psychology 135, 140, 220, 222
- Social Science 140
- Sociology 220, 221, 225, 245



PART VI: ARTICULATED TRANSFER AGREEMENTS

Transfer Agreements:

Contra Costa College offers preparation for all majors at all four-year schools by including in its curriculum: 1) Annually reviewed articulated transfer course lists for campuses of the UC and CSU systems; 2) Lower division course list patterns to meet four-year schools' breadth or general education requirements for students who have not yet declared a major; and 3) Transfer courses for majors (though not formally articulated), which may be accepted as equivalent at the discretion of the major department of the transfer institution. Acceptance of any such course is based on the course content, baccalaureate level, and rigor.

Earlier in this chapter, you will find transfer information that includes the list of courses approved for general education transfer and identified as:

- IGETC, the Intersegmental General Education Transfer Curriculum,
- The CSU General Education Requirements, which covers all campuses of the California State University System, and
- The UC Berkeley College of Letters & Science Essential Skills and Seven-Course Breadth.

These courses generally make up the bulk of the lower division preparation.

The chapter also includes the list of courses acceptable for transfer to all campuses of the California State University and the University of California.

Contra Costa College has articulated course to course equivalency agreements and lower division preparation for the major agreements that are in support of, in preparation for, or required for a major at the transfer institution. The reason for these agreements is to make available the best advice to students who plan to transfer to a specific major at a specific institution.



Course to Course Equivalency

A current articulated list of lower division general education courses for most of the California State Universities, the University of California campuses, and the California Independent Colleges and Universities is maintained in the Transfer/Career Center and on the web site: <http://www.assist.org>. (Independent College and University transfer information is not on www.assist.org. Please see a counselor or visit the Transfer/Career Center for these agreements.

Agreements for Preparation of Transfer Majors

Articulation agreements for various majors between the four-year colleges and universities and Contra Costa College are available to assist students in the transfer process. Agreement for transfer majors is a series of courses that make up course to course equivalencies for the major, or courses that constitute lower division preparation for transfer into a particular major. Again, requirements may change, so consult with the CCC Transfer/Career Center or the web site: <http://www.assist.org> and meet with a counselor to plan your program.

Out of State and Private College and University Articulation Agreement:

Contra Costa College has articulation agreements with the following colleges/universities:

- North Carolina A&T (HBCU)
- Chapman University
- Argosy University
- St. Mary's College
- Dominican University
- National University

Please meet with a Counselor for details.



Chapter Four

- **Program Majors**
- **Course Descriptions**
- **Faculty and Staff Listings**



Legend: DG=Degree Credit, ND=Non-Degree Credit, LR=Letter Grade, P/NP=Pass or No Pass (formerly CR/NC=Credit or No Credit), SC=Student Choice



CHAPTER 4

PROGRAMS & COURSES OFFERED

DESCRIPTIONS

This section describes courses approved by the Contra Costa Community College District Governing Board and offered at Contra Costa College. Students with questions about courses listed in the catalog should consult a counselor (SSC, ext. 4255).

Cooperative Education (COOP & 99s)

Credits are available in certain majors for students with jobs in those majors. See the “Cooperative Education” listing in this chapter for a list of those majors for which work credit is available.

Independent Studies Courses (298s)

The curriculum for each of the subject areas described in this chapter may include independent studies courses for students whose interest in a particular area extends beyond regular course offerings. Independent studies courses are developed in consultation between a student and instructor, and require the approval of the appropriate department chairperson and the senior dean of instruction. On approval, an independent studies course will be given the number 298. The number 298 means that the course is designed to satisfy AA/VAS degree and certificate requirements and is designed to transfer to four-year colleges and universities. Contract forms for independent studies courses (“Request to Enroll in an Independent Study 298”) are available in all division offices.

Credit Category Definitions (Title V)

All courses offered at Contra Costa College will have one of three designations: degree credit, non-degree credit, or noncredit.

Credit Courses

Credit courses at Contra Costa College fall into one of two categories, Degree Credit (DG) or Non-Degree-Credit (ND), depending upon how their units of credit are designed to be applied.

Degree Credit (DG)

This designation means the course offers degree credit at CCC, and the units of credit awarded for the course can be applied to all certificates and degrees conferred by this and other two-year colleges. In addition, many of the courses will also transfer to four-year colleges and universities according to existing agreements. Courses in this category will be identified by the abbreviation DG appearing on the line with the units of credit.

Non-Degree Credit (ND)

This designation means the course is not a college-level course, but is designed to prepare students in the skills necessary to complete degree credit college work. The units of credit awarded for these courses cannot be applied toward degrees and certificates. However, the units of credit awarded for completing these courses will count in defining the status of a full-time student. Courses in this category will be identified by the abbreviation ND appearing on the line with the units of credit. All units of credit awarded in degree credit applicable courses only will apply when determining probation and dismissal status. Non-degree applicable courses are not included in the calculation of grade point average for a degree.

Noncredit Courses

Noncredit

Noncredit courses are those courses offered by CCC for which no college credit or grades are given. They are primarily for personal interest, and do not apply to any certificates or degrees, are not transferable, do not count in determining grade point average, and do not count in defining student status. These courses are identified with the letter "N" after the course number.

Unit of Credit

A "unit," as used in this catalog and in the course schedule, means a "unit of credit." Generally, one semester unit of credit is awarded for three hours' work per week per term. In most college courses, one unit is awarded for a lecture course that meets for one hour a week, because the student is expected to spend two hours in preparation for the lecture. One unit of credit is offered for a laboratory, field work, drawing, music, practical arts, or other type of instruction that meets three hours a week, since this type of course usually does not require additional study or preparation. Thus, a lecture class that meets for three hours per week would offer three units of credit. A physical education activity class that meets for two hours per week would offer one unit of credit.

Grading Limits and Options: LR, P/NP, SC

Each of the course descriptions in Chapter 4 will include one of the following designators to inform students how the course will be graded.

LR=Only letter grades, "A" through "F," will be assigned to students who remain in the course past the final date for withdrawal.

P/NP=Only the grade of "P" (Pass) or "NP" (No Pass) will be assigned to students who remain in the course past the final date for withdrawal.

SC=Students will receive a letter grade (LR) unless they complete a credit/no credit (CR/NC) petition in the Admissions and Records Office no later than the end of the sixth week of a semester-length course (or before 30 percent of a short-term course).

Please see Chapter 2 for more information about grading options and policies.

Prerequisite, Co-requisite, Advisory & Notes

In many of the courses offered by Contra Costa College, you will see one or more of these notations under the course title. They are defined as follows:

Prerequisite:

A prerequisite says that you must complete a certain course, or possess the knowledge or skill level you would obtain in that course, before you will be allowed to enroll in this course. Your enrollment in the course will be blocked until you complete the prerequisite or successfully challenge it. (Please see Chapter 2 for information on challenging a prerequisite.)

Co-requisite:

A co-requisite is a course that must be taken at the same time as the course for which it is a co-requisite. Generally, it means that related material is taught in the co-requisite course (i.e. it may be the lab for the lecture).

Advisory:

An advisory provides information relevant to the course. The advisory may suggest that completion of another course or courses is advisable to help you successfully complete this course.

Note: A note may tell you that an insurance fee or a materials fee will be charged for the course.

Transfer Codes

Transfer:

CSU=California State University

UC=University of California

Academic Skills Program (ACSKL)

ACSKL-100 Topics in Academic Skills

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory per term, SC, ND

This course covers topics in Academic Skills. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ACSKL-200 Peer Tutoring Certification Level One

.5 Unit: 9 hours of lecture, per term, SC, DG, CSU

This course will allow peer tutors to meet the training requirements for Level I certification by the College Reading and Learning Association (CRLA). Topics will include the role and responsibilities of tutors, basic tutoring strategies and techniques, communication skills, and the ethics of tutoring. This course is highly recommended for all peer tutors. Not repeatable.

ACSKL-201 Peer Tutoring Certification Level Two

.5 Unit: 9 hours of lecture, per term, SC, DG, CSU

This course will allow peer tutors to meet the training requirements for Level II certification by the College Reading and Learning Association (CRLA). Topics will include record keeping and case management, the characteristics of adult learners and learning styles, cultural awareness and intercultural communication, and tutoring in specific skill and subject areas. This course is recommended for tutors who have completed ACSKL 200. Not repeatable.

ACSKL-801N CAHSEE-Plus Preparation: English

This course is designed to provide students with skills and strategies to help them pass the English Language Arts (ELA) portion of the California High School Exit Examination (CAHSEE). In addition, this course will help students develop basic skills in reading, writing and critical thinking with an emphasis on study skills, paraphrasing, and essay writing. May be repeated indefinitely.

ACSKL-802N CAHSEE-Plus Preparation: Math

This course is designed to prepare students to pass the Math portion of California High School Exit Exam (CAHSEE). Students will learn and demonstrate mastery of targeted Math California Content Standards that are included on the exam. In addition, the course will include test taking strategies needed to pass the exam, and study skills to help students be successful in a college setting. May be repeated indefinitely.

ACSKL-803N CAHSEE-Preparation: English

This course is designed to provide students with skills and strategies to help them pass the English Language Arts (ELA) portion of the California High School Exit Examination (CAHSEE). May be repeated indefinitely.

ACSKL-804N CAHSEE-Preparation: Math

This course is designed to prepare students to pass the Math portion of California High School Exit Exam (CAHSEE). They will learn test taking strategies for targeted Math California Content Standards included on the CAHSEE. May be repeated indefinitely.

ACSKL-875N Supervised Tutoring

This course provides individualized tutoring designed to assist students to increase their success in college. Students enrolled in this course receive support from trained tutors in one or more college courses per semester. Content will vary depending on the course subject matter. Students must be enrolled in a college credit course and be referred by an instructor or counselor. May be repeated indefinitely.

ENGL-092 Fourway English

4 Units: 72 hours of lecture, 36 hours of laboratory, per term, SC, ND

This course is an integrated approach to developing basic reading, writing, critical thinking, and study skills. It prepares the student for success in ENGL 110A, ENGL 139, and ENGL 142A. Not repeatable.

ENGL-102 Writing Skills Laboratory

.2-3 Units: 10.8-162 laboratory hours, per term, P/NP, ND

This course is designed for students who wish to improve their writing skills. ENGL 102 provides a diagnosis of writing problems and individualized writing assignments to correct those problems. Units of credit are earned depending on the successful completion of work under supervision in the College Skills Center. May be repeated three times.

ENGL-103 Reading Skills Laboratory

.2-3 Units: 10.8 to 162 hours by arrangement, per term, P/NP, ND

This course is designed for students who wish to improve their reading skills. ENGL 103 provides a diagnosis of reading problems and individualized reading assignments to correct those problems. Units of credit are earned depending on the successful completion of work under supervision in the College Skills Center. May be repeated three times.

ENGL-110A Developing College Level Reading Proficiency - A

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, ND

This course prepares students for college level work by developing skills in reading with an emphasis on comprehension, vocabulary development, study skills, and critical thinking. Not repeatable.

ENGL-117A Reading and Writing for Automotive Technology

7 Units: 108 hours of lecture and 54 hours of laboratory, per term, P/NP, ND

This course provides students with the theoretical underpinnings of English reading and writing necessary for entry-level jobs in the automotive trades. Instruction, course work and material are relevant to the field of automotive technology and will serve to help students develop their skills in reading, writing, and critical thinking. Reading comprehension, vocabulary development, writing paragraphs and short essays, and study skills, are emphasized. Not repeatable.

ENGL-117B Reading and Writing for Construction Technology

7 Units: 108 hours of lecture and 54 hours of laboratory, P/NP, ND

This course provides students with the theoretical underpinnings of English reading and writing necessary for entry-level jobs in the construction trades. Instruction, course work and material are relevant to the field of construction technology and will serve to help students develop their skills in reading, writing, and critical thinking. Reading comprehension, vocabulary development, writing paragraphs and short essays, and study skills, are emphasized. Not repeatable.

ENGL-129 Writing Workshop: Grammar and Style

2 Units: 36 hours of lecture, per term, SC, ND
 This course is designed to help students write well and gain greater familiarity with English grammar. Topics will include major concepts of English grammar and the relationship of correct grammar to clear writing. This course is designed primarily for students whose native language is English, but all are welcome to attend. Not repeatable.

ENGL-139 Developing Reading and Writing Skills

3.5-7 Units: 27-54 hours of composition, 27-54 hours of lecture, and up to 27-54 hours of laboratory by arrangement, per term, P/NP, ND
 This course prepares students for college level work by developing their skills in reading, writing, and critical thinking with an emphasis on reading comprehension, vocabulary development, writing paragraphs and short essays, and study skills. May be repeated one time.

ENGL-142A Writing: Expository - A

3 Units: 54 hours composition, 36 hours of laboratory, per term, P/NP, ND
 Advisory: ENGL 110A
 This course develops basic skills in reading, writing, and critical thinking, with emphasis on paragraphing and writing short essays. Not repeatable.

MATH-101 Basic Skills of Arithmetic

3 Units: 54 hours of lecture, 36 hours of laboratory, per term, LR, ND
 This course teaches basic skills with natural numbers, common fractions and decimal fractions; and applications of basic skills to percentage, consumer arithmetic and measurements. Not open to students eligible for MATH 152 or 118. Not repeatable.

MATH-101C Basic Skills of Arithmetic (Competency-Based)

.5-3 Units: 9-27 hours of lecture, 0-243 hours of laboratory, per term, SC, ND
 This is a self-paced course which covers the same materials as MATH 101 (basic skills with natural numbers; common fractions and decimal fractions; and applications of basic skills to percentage, consumer arithmetic and measurements). This course uses classroom lectures as well as computer tutorials and video lectures. This competency-based course is open entry/open exit. May be repeated three times, for a maximum of three units.

MATH-115 Pre-Algebra

3 Units: 54 hours of lecture, per term, LR, ND
 This course presents percentages, metric system, powers and roots, measurement of plane and solid figures, signed numbers, and the solution of linear equations of the first degree in one unknown. Also included will be the addition, subtraction, multiplication and division of algebraic polynomials. (Not open to students who have completed MATH 118.) Not repeatable.

MATH-115C Pre-Algebra (Competency-Based)

.5-3 Units: 9-54 hours of lecture, and/or 27-162 hours of laboratory by arrangement, per term, SC, ND
 This is a self-paced course which covers the same materials as MATH 115 (percentages, metric system, powers and roots, measurement of plane and solid figures, signed numbers, and the solution of linear equations of the first degree in one unknown; and the addition, subtraction, multiplication and division of algebraic polynomials). This course uses classroom lectures as well as computer tutorials and video lectures. This competency-based course is open entry/open exit. May be repeated three times for a maximum of three units.

Administration of Justice (ADJUS)

Some possible careers:
 Correction officer, probation officer, parole officer, security guard, police officer, detective, dispatcher, jailer, airline security specialist, special agent for the DEA, FBI or Treasury, lawyer, private investigator.

Major - Associate in Science Degree: Corrections.....27 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	ADJUS 120	Introduction to Administration of Justice
3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 124	Introduction to Corrections
3 units	ADJUS 125	Report Preparation
3 units	ADJUS 126	Counseling and Placement
3 units	ADJUS 221	Legal Aspects of Evidence
3 units	ADJUS 223	Community Relations and Cultural Issues

Plus 3 units from the following:

2 units	ADJUS 127	Youth Police Academy
2 units	ADJUS 128	Campus Police Aide Orientation
3 units	ADJUS 130	Juvenile Procedures
3 units	ADJUS 139	Criminal Gangs and Terrorism
2 units	ADJUS 171	Defensive Firearms Shooting
2 units	ADJUS 222	Principles of Investigation
4 units	ADJUS 225	Introduction to Forensic Science
3 units	ADJUS 260	Patrol Procedures
3 units	ADJUS 284	Correctional Casework and Group Work
3 units	ADJUS 832A1	Reserve and Special Peace Officer Training, Part 1
2 units	ADJUS 832A2	Reserve and Special Peace Officer Training Part 2

Certificate of Achievement: Corrections.....18 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 124	Introduction to Corrections
3 units	ADJUS 125	Report Preparation
3 units	ADJUS 221	Legal Aspects of Evidence
3 units	ADJUS 223	Community Relations and Cultural Issues

Major - Associate in Science Degree:**Law Enforcement.....27 Units**

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	ADJUS 120	Introduction to Administration of Justice
3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 125	Report Preparation
3 units	ADJUS 221	Legal Aspects of Evidence
3 units	ADJUS 222	Principles of Investigation
3 units	ADJUS 223	Community Relations and Cultural Issues
3 units	ADJUS 260	Patrol Procedures

Plus 3 units from the following:

2 units	ADJUS 127	Youth Police Academy
2 units	ADJUS 128	Campus Police Aide Orientation
3 units	ADJUS 130	Juvenile Procedures
3 units	ADJUS 139	Criminal Gangs and Terrorism
2 units	ADJUS 171	Defensive Firearms Shooting
2 units	ADJUS 222	Principles of Investigation
4 units	ADJUS 225	Introduction to Forensic Science
3 units	ADJUS 832A1	Reserve and Special Peace Officer Training Part 1
2 units	ADJUS 832A2	Reserve and Special Peace Officer Training Part 2

Certificate of Achievement:**Law Enforcement.....18 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	ADJUS 120	Introduction to Administration of Justice
3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 125	Report Preparation
3 units	ADJUS 221	Legal Aspects of Evidence
3 units	ADJUS 223	Community Relations and Cultural Issues

Certificate of Achievement:**Cal State East Bay Transfer15 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	ADJUS 120	Introduction to Administration of Justice
3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 221	Legal Aspects of Evidence
3 units	ADJUS 222	Principles of Investigation
3 units	ADJUS 223	Community Relations and Cultural Issues

Certificate of Achievement:**Correctional Specialist.....15 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	ADJUS 120	Introduction to Administration of Justice
3 units	ADJUS 124	Introduction to Corrections
3 units	ADJUS 126	Counseling and Placement
3 units	ADJUS 130	Juvenile Procedures
3 units	ADJUS 139	Criminal Gangs and Terrorism

Certificate of Achievement:**Forensic Criminalist.....16 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 221	Legal Aspects of Evidence
3 units	ADJUS 222	Principles of Investigation
3 units	ADJUS 225	Introduction to Forensic Science

Certificate of Achievement:**Investigative Specialist.....12 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 125	Report Preparation
3 units	ADJUS 222	Principles of Investigation

Certificate of Achievement:**Patrol Specialist15 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	ADJUS 120	Introduction to Administration of Justice
3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 125	Report Preparation
3 units	ADJUS 260	Patrol Procedures

Certificate of Achievement:

Police and Correctional Academy Readiness15.5-17 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "B" or better. Students must have a 3.0 gpa in the coursework associated with this certificate.

Courses required for the certificate:

- 3 units ADJUS 122 Criminal Procedures
- 3 units ADJUS 125 Report Preparation
- 3 units ADJUS 221 Legal Aspects of Evidence*
- 3 units ADJUS 223 Community Relations and Cultural Issues
- 3 units ENGL 001A Composition and Reading
- 0.5-2 units PE 156 Physical Conditioning

*Prerequisite of ADJUS 121 Concepts of Criminal Law

Certificate of Achievement:

Police Services Specialist..... 15 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

- 3 units ADJUS 120 Introduction to Administration of Justice
- 3 units ADJUS 121 Concepts of Criminal Law
- 3 units ADJUS 125 Report Preparation
- 3 units ADJUS 223 Community Relations and Cultural Issues

Plus 3 units from the following:

- 3 units ADJUS 099 Occupational Work Experience
- 3 units ADJUS 127 Youth Police Academy
- 3 units ADJUS 128 Campus Police Aide Orientation

Certificate of Achievement:

Security Specialist 12 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

- 3 units ADJUS 121 Concepts of Criminal Law
- 3 units ADJUS 122 Criminal Procedures
- 3 units ADJUS 125 Report Preparation
- 3 units ADJUS 164 Security Academy Level 1

Certificate of Accomplishment:

Powers of Arrest 0.5 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

- 0.5 unit ADJUS 163A Powers of Arrest (or fee based equivalent)

Certificate of Accomplishment:

Security Guard Basic Certification 3 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

3 units from the following:

- 0.5 unit ADJUS 163A Powers of Arrest (or fee based equivalent)
- 1 unit ADJUS 163B Security Guard Certification - Baton
- 1.5 units ADJUS 163C Security Guard Certification-Firearms Course
- 0.25 unit ADJUS 163E Security Guard Certification - Mace/Pepper Spray
- 0.75 unit ADJUS 163F Security Guard Certification - Handcuffing or
- 3 units ADJUS 164 Security Academy Level 1

Certificate of Accomplishment:

Security Guard Continued Ed..... 2 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

- 2 units ADJUS 165 Security Academy Level 2

Certificate of Accomplishment:

Security Guard Intermediate Certification 5 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

3 units from the following:

- 0.5 unit ADJUS 163A Powers of Arrest (or fee based equivalent)
- 1 unit ADJUS 163B Security Guard Certification - Baton
- 1.5 units ADJUS 163C Security Guard Certification-Firearms Course
- 0.25 unit ADJUS 163E Security Guard Certification - Mace/Pepper Spray
- 0.75 unit ADJUS 163F Security Guard Certification - Handcuffing or
- 3 units ADJUS 164 Security Academy Level 1 and completion of
- 2 units ADJUS 165 Security Academy Level 2

ADJUS-099 Occupational Work Experience

1-4 Units: 90-360 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course will allow students to earn college units for their work experience during the semester. Student's work experience must be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the student will learn new skill and/or knowledge about her/his job and improve work performance. Work experience can be paid or non-paid. (Summer session requires proportionately fewer hours of work experience). Student can repeat this course up to a maximum of 16 units earned. May be repeated four times.

ADJUS-100 Topics in Administration of Justice

.5-10 Units: 9-180 hours of lecture and/or 27-540 hours of laboratory, per term, P/NP, DG, CSU

This course covers topics in Administration of Justice. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ADJUS-120 Introduction to Administration of Justice

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area D8-Political Science, Government, and Legal Institutions. This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed as a career development course that will prepare the student for a career in public safety by examining the history and philosophy of justice as it evolved throughout the world. The course will also provide an overview of America's criminal justice system and its sub-systems; roles and role expectations of criminal justice professionals; theories of crime causation, punishment and rehabilitation; ethics, and multicultural awareness and education. Not repeatable.

ADJUS-121 Concepts of Criminal Law

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area D8-Political Science, Government, and Legal Institutions. This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is an introduction to the historical development, philosophy, and basic legal concepts of criminal law. The course includes an examination of constitutional provisions, legal research, legal analysis, and the functioning of criminal law as a social force. It also includes a detailed examination of legal definitions, classifications of law, penalties, corpus delicti, criminal intent, parties to a crime, defenses to crime, and a brief introduction to laws of arrest and judicial procedure. Not repeatable.

ADJUS-122 Criminal Procedures

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course is an introduction to the origin, development, philosophy, and legal basis of criminal procedures in California. It will include an overview of procedural law, case law, and constitutional law governing arrest; use of force; motions; rules of discovery and applicable rules of evidence, the California court system; California grand jury system; pre-trial court procedures; adult trial procedures; juvenile trial procedures; sentencing and the appellate process. Not repeatable.

ADJUS-124 Introduction to Corrections

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This survey course will explore the history, development and philosophy of various theories and practices of punishment, rehabilitation, and community protection, as well as methods used to modify deviant behavior. Not repeatable.

ADJUS-125 Report Preparation

3 Units: 54 hours of lecture, 18 hours of laboratory, per term, LR, DG
Advisory: ADJUS 121 and ENGL 142A

This course will cover the techniques of communicating facts, information and ideas in an effective, simple, clear, and logical manner. These techniques will be applied to the various types of reports, letters and memoranda used in the criminal justice system, which includes law enforcement and corrections. There will be an emphasis on criminal justice technology, the proper use of English, organization of information and practical application of note taking, report writing and the presentation of testimony in court. Not repeatable.

ADJUS-126 Counseling and Placement

3 Units: 54 hours of lecture, per term, LR, DG

This course is an overview of the techniques in counseling and interviewing available to practitioners in Corrections. The student will learn the use of appropriate techniques and theories in confidence building which may be used by correctional employees in client interviews and counseling. This is a basic course for students planning to enter or who are already employed in the Correctional Science field. Not repeatable.

ADJUS-127 Youth Police Academy

2 Units: 27 hours of lecture, 27 hours laboratory, and 9 hours laboratory by arrangement, per term, LR, DG

This course will benefit young adults 14-19 who are interested in a career in Criminal Justice. The course will explain the functions of a police department and its relationship to the Criminal Justice system. The course will examine community involved policing and general police practices. This is a career planning and prep tech bridge course primarily for high school students and recent high school graduates who are interested in or are currently in positions as police explorers, police cadets, police aids and community service officers in local police departments. May be repeated three times.

ADJUS-128 Campus Police Aide Orientation

2 Units: 22.5 hours of lecture, 40.5 hours laboratory, per term, SC, DG

This course is an orientation course for Campus Police Aides of the Contra Costa College district Police Department, and for students who are interested in employment as police aides. The course will provide training so that Police Aides can provide the highest level of service to the college community. Topics will include: preparing for an employment interview and background check, policies and procedures, duties, defensive tactics, CERT training, OC spray, and community relations. This is a hybrid course with online elements including: lecture, movies, and testing. The lab portion involves physical activity related to defensive tactics associated with arrest techniques. Students are also expected to participate in physical activities related to disaster response training (CERT). May be repeated three times.

ADJUS-130 Juvenile Procedures

3 Units: 54 hours of lecture, per term, LR, DG, CSU

The course covers the organization, functions, and jurisdiction of juvenile agencies: the processing and detention of juveniles; juvenile case disposition; juvenile statutes; and juvenile court procedures. Not repeatable.

ADJUS-139 Criminal Gangs and Terrorism

3 Units: 54 hours of lecture, per term, LR, DG

This course is an introduction to modern gangs, domestic and foreign terrorists, their philosophy, history, social psychological structure, and impact on the community as well as law enforcement. A review of treatment approaches. A study of legal codes affecting gang enhancements and the prosecution of gang members. Evaluation of prison gangs and their impact on the community. Scrutinize youth gangs and the success of treatment programs both in the institutions and community. Not repeatable.

ADJUS-163A Security Guard Certification-Powers of Arrest

.5 Unit: 9 hours of lecture, per term, SC, DG

This course has been additionally approved to be offered in a Distance Education, Online, format.

This is the first course in a series of open entry/open exit courses designed to prepare the student for a career in private security. This course qualifies the student for a Powers of Arrest card from the state of California. The Powers of Arrest card is also known as a Guard Card. May be repeated two times for training purposes.

ADJUS-163B Security Guard Certification-Baton Course

1 Unit: 18 hours of lecture, per term, SC, DG

This is the second course in a series of courses designed to prepare the student for a career in private security. This course qualifies the student for a Baton card from the state of California. This is a Bureau of Consumer Affairs approved course. May be repeated two times for training purposes.

ADJUS-163C Security Guard Certification-Firearms Course

1.5 Units: 27 hours of lecture, per term, SC, DG

Prerequisite: No felony convictions.

Advisory: ADJUS 171

This is the third course in a series designed to prepare the student for a career in private security. This course qualifies the student for a Firearms card from the state of California. This is a Bureau of Consumer Affairs approved course. May be repeated two times for training purposes.

ADJUS-163D Security Guard Firearms Requalification

.5 Unit: 9 hours of lecture, per term SC, DG

This course of instruction is for the security officer who already has a firearms card and must update training with a re-qualification twice a year. This is a Bureau of Consumer Affairs approved course. This course is a multiple of ADJUS 163C and will run on the last day of range qualification for that course. May be repeated two times for training purposes.

ADJUS-163E Security Guard Certification-Mace/Pepper Spray

.25 Unit: 4.5 hours of lecture, per term, SC, DG

This course instructs students in the use of pepper spray. It is certified by OCAT and is required by all security personnel who want to carry pepper spray on duty. This course is also recommended for any citizen who wants to carry pepper spray for personal defense. This is a nationally certified course. May be repeated two times for training purposes.

ADJUS-163F Security Guard Certification-Handcuffing

.75 Unit: 13.5 hours of lecture, per term, SC, ND

This is one course in a series designed to prepare students for careers in private security. The course teaches students the use of pressure points, control holds, and handcuffing techniques associated with taking a suspect into custody pursuant to the California Law. May be repeated two times for training purposes.

ADJUS-164 Security Academy - Level I

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This is the first of two levels of training and proficiency for the California Security Officer. The course includes laws of arrest, use of police baton, pepper spray, control and handcuffing technique. The course can be used to qualify for the following department of Consumer Affairs licenses: Powers of Arrest (Guard card), Baton Card and Pepper Spray Card. 25% of this course has on-line elements and the student should have some Internet skills and access. May be repeated three times for training purposes.

ADJUS-165 Security Academy - Level II

2 Units: 36 hours of lecture, per term, SC, DG, CSU

This course meets State of California required training for new Security guards under Division 7 of Title 16 of the California Code of Regulations. The course is designed to familiarize and instruct the individual on basic skills and provide a common body of knowledge in the performance of guard work. This course should be taken within 6 months of receiving a Powers of Arrest Card, and should be started within 30 days of starting a job as a guard. May be repeated three times for training purposes.

ADJUS-171 Defensive Firearms and Gun Safety

2 Units: 36 hours of lecture, per term, LR, DG, CSU

Prerequisite: ADJUS 120 and 121; no felony convictions.

No absences will be allowed in this course for any reason.

This course is an introduction to firearm use and safety as it relates to peace officer training. The course will review statutes and case laws relating to the use of lethal and non-lethal weapons; legal and moral aspects of using reasonable force; methods of arrest; proper and safe handling of lethal and non-lethal weapons; legal and moral aspects of using weapons; and professional and personal obligation of the peace officer to society. Felony conviction prohibits enrollment. May be repeated three times for training purposes.

ADJUS-221 Legal Aspects of Evidence

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Prerequisite: ADJUS 121 or concurrently

This course will teach the student an overview of the statutory, constitutional, and judicial rules which govern the admissibility of evidence in the courtroom. The legal aspects of evidence comprise an important body of knowledge for law enforcement officers who are in the course of an investigation. A proper understanding of these rules enhances the successful presentation of testimonial, documentary, real and physical evidence in a criminal prosecution; assists the trier of fact in reaching the truth of the matter; and promotes due process of law. Not repeatable.

ADJUS-222 Basic Investigations

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Prerequisite: ADJUS 121 and 122

This course is an introduction to the fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; sources of information; interviews and interrogation; and follow-up case preparation. Not repeatable.

ADJUS-223 Community Relations and Cultural Issues

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

Advisory: SPCH 120

This course has been additionally approved to be offered in a Distance Education, Online, format.

An overview of multicultural concepts and issues, including those relating to ethnicity, gender, age, and sexual preference, and the application of those concepts and issues to public service disciplines. An examination of community-based strategies, particularly those related to the maintenance of social order. Not repeatable.

ADJUS-225 Introduction to Forensic Science

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ADJUS 121P and 122P, PHYS 110, CHEM 119, BIOSC 110, and MATH 164

Challenge: Completion of equivalent college level or high school AP courses.

Note: A math and science diagnostic exam may be given.

This course is designed for students who will be completing a certificate program in forensics science. The course begins with an introduction to forensic science and covers the processing of crime scenes and proper collection of physical evidence, types of physical evidence (inorganic, organic, and biological), and the processing of physical evidence using a variety of laboratory and analytical techniques including gas chromatography, mass spectrometry, infrared spectroscopy, microscopy, toxicology, fingerprint analysis, serology, and DNA analysis. Not repeatable.

ADJUS-260 Patrol Procedures

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course involves an examination of the philosophy, principles, and practices of community policing as well as a discussion of the responsibilities, techniques, and methods of police patrol. Emphasis is placed on strategies designed to engage and assist a community in the development and implementation of solutions to police-related problems. Operations, supervision, professionalism, ethics and leadership within the context of contemporary policing are studied. Not repeatable.

ADJUS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Administration of Justice under the direction of an instructor. May be repeated three times.

ADJUS-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

African American Studies (AFRAM)**Major - Associate in Arts Degree:****African American Studies 18 Units**

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses required for the major with a grade of "C" or better.

Courses required for the major:

3 units	AFRAM 110	Introduction to African American Studies
3 units	HIST 122	History of African Americans in the United States (Pre-Colonial ~ 1865)
3 units	HIST 123	History of African Americans in the United States (1865 to the Present)
3 units	HUMAN 113	African American Humanities
3 units	DRAMA 110	African American Theatre

Plus at least 3 units from the following:

3 units	AFRAM 120	Black Experience through Film
3 units	AFRAM 125	The Education of African Americans
3 units	AFRAM 226	Black Male and Female Relationships
3 units	ECON 125	Economics: African American Perspective
3 units	ENGL 260A	African American Literature: 17th Century to 19th Century
3 units	ENGL 260B	African American Literature: 19th Century to Present
3 units	HIST 110	History of African Civilization
3 units	POLSC 225	Dynamics of African American Politics in America
3 units	PSYCH 140	Psychology of African Americans
3 units	SOCIO 225	Sociology of African Americans

AFRAM-098 Building Pre-Collegiate Skills Through Cultural Pride

3 Units: 54 hours of lecture, per term, SC, ND

This course assists students in their academic development. It is focused on developing their basic skills and leadership abilities through exploration of effective listening, organizing, and responding. Students will learn the fundamentals of oral presentation and effective writing. The course topic will examine the social and cultural aspects of African Americans. Not repeatable.

AFRAM-100 Topics in African American Studies

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in African and African American history and culture. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

AFRAM-110 Introduction to African American Studies

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the IGETC for Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies.

This course will provide students with a historical awareness and a multidisciplinary overview of African American Studies as an academic discipline. It will focus on the sociopolitical and cultural experience of African Americans in the United States. Topics to be covered include philosophy, history, religion, sociology, political economy, psychology and creative arts. Not repeatable.

AFRAM-120 Black Experience Through Film

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course offers an examination of African American life and culture as depicted on film and video, with emphasis on independent black filmmakers, issues and themes in contemporary films, impact on films, and impact of films on African American society. Not repeatable.

AFRAM-125 The Education of African Americans

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirement for Area D3-Ethnic Studies.

This course explores issues pertaining to the education and schooling of African Americans. It encompasses a wide range of voices and viewpoints through the examination of issues such as the accessibility of educational opportunities and resources, the role of schooling in socialization, racism as an "institutionalized practice", associations between ability and race, ability grouping and teacher expectations, the validity of IQ tests, and the educational impact of poverty economic structures and language. Various educational policies and programs will be analyzed in the context of the African American experience. Not repeatable.

AFRAM-226 Black Male and Female Relationships

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is an interdisciplinary analysis of African American male and female relationships. Students will increase their understanding of social and psychological factors to be considered in the development of African American people living in a white-oriented society. This class will provide a historical update of the dismantling of the American extended family support system and its negative impact on our modern day love relationships. Students will be involved in a comparative study that critiques Asian American, European American, Hispanic American, and African American love relationships. Not repeatable.

AFRAM-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in African American Studies under the direction of an instructor. May be repeated three times.

AFRAM-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

AFRAM-801N Building Pre-Collegiate Skills Through Cultural Prid

This course assists junior high and high school students in their academic development. It is focused on developing their basic skills and leadership abilities through exploration of effective listening, organizing, and responding. Students will learn the fundamentals of oral presentation and effective writing. The course topic will be the social and cultural contributions of African Americans. May be repeated indefinitely.

Anthropology (ANTHR)**Department/Program Description:****Some possible careers:**

Anthropologist, applied anthropologist, archaeologist, urban anthropologist, physical anthropologist, ethnologist, artifact curator, museum curator.

Major - Associate in Arts Degree: Anthropology.....22 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses required for the major with a grade of "C" or better.

Courses required for the major:

3 units	ANTHR 125	Introduction to Anthropology
3 units	ANTHR 130	Cultural Anthropology
3 units	ANTHR 140	Introduction to Physical Anthropology
1 units	ANTHR 140L	Physical Anthropology
3 units	ANTHR 150	Magic, Witchcraft and Religion
3 units	GEOG 120	Physical Geography

At least 6 semester units from the following:

3 units	ECON 220	Introduction to Macroeconomic Principles
3 units	GEOG 130	Cultural Geography
3 units	HIST 140	History of Western Civilization to the Renaissance
3 units	PSYCH 130	Psychology of Personality and Growth
3 units	SOCIO 220	Introduction to Sociology

ANTHR-100 Topics in Anthropology

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Anthropology. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ANTHR-125 Introduction to Archaeology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D1-Anthropology and Archaeology, D5-Geography, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4A-Anthropology and Archaeology.

This course provides a study of the nature and past of human culture, including biological preconditions of culture. Included are methods of obtaining anthropological evidence with particular emphasis upon archaeology as a method, and the nature and meaning of the evidence obtained. Not repeatable.

ANTHR-130 Cultural Anthropology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D1-Anthropology and Archaeology, D5-Geography, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4A-Anthropology and Archaeology. This course has been additionally approved to be offered in a Distance Education, Online, format.

An introductory cultural anthropology course featuring dramatic and unique film footage from around the world, embracing cultures from all continents, highlighting major lifestyles, and illustrating human adaptation to environment from the beginnings of the human species to the present. Will help students to appreciate the diversity of human cultures around the world. Not repeatable.

ANTHR-135 Native American Cultures

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D1-Anthropology and Archaeology and D3-Ethnic Studies ; and the IGETC for Area 4: Social and Behavioral Sciences-Area 4A-Anthropology and Archaeology and 4C-Ethnic Studies.

This course is a survey of the Native American cultures that developed in North America. The course also explores the effects of European contact, conquest, colonization, United States expansion, acculturation, U.S. Government policies, wars and treaties, and reservation life of Native Americans, as well as the past and present roles of Native Americans in U.S. society. Not repeatable.

ANTHR-140 Introduction to Physical Anthropology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D1-Anthropology and Archaeology, D5-Geography, the IGETC for Area 4: Social and Behavioral Sciences-Area 4A-Anthropology and Archaeology and Area 5: Physical and Biological Sciences under Biological Sciences. This course has been additionally approved to be offered in a Distance Education, Online, format.

An introductory physical anthropology course that deals with the theory and method of anthropology in the study of organic evolution as it relates to humans. The biological nature of humankind is studied through concepts of genetics, evolution and comparative anatomy. Not repeatable.

ANTHR-140L Physical Anthropology Laboratory

1 Unit: 54 hours of laboratory, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Biological Sciences.

This is an introductory laboratory course in which scientific methodology is taught and used to explore/experiment with topics found introductory physical anthropology courses. Topics will include: paleontology, hands-on study of fossils, Mendelian and population genetics, human variability, forensics, medical anthropology, epidemiology, non-human primates, primate dental and skeletal anatomy, paleoanthropology, hominid dietary patterns, the study of hominids as bio-culturally adapted animals, and a survey of general methodologies utilized in physical anthropological research. Field trips may be included. Not repeatable.

ANTHR-150 Magic, Witchcraft and Religion

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area D1-Anthropology and Archaeology, the IGETC for Area 3: Humanities and for Area 4: Social and Behavioral Sciences-Area 4A-Anthropology and Archaeology.

A cross-cultural study of the forms and functions of supernatural beliefs and associated rituals in various societies of Africa, Asia, aboriginal Australia, Oceania, South America, native North America and elsewhere. Emphasis is on understanding beliefs and rituals within their given social contexts, but also on broad comparison, to derive insight into the general functions of beliefs and rituals in human life. Not repeatable.

ANTHR-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Anthropology under the direction of an instructor. May be repeated three times.

ANTHR-300 Anthropology Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

Art (ART)

Department/Program Description:

Some possible careers:

Painter, printmaker, sculptor, art director, cartoonist, fashion artist, police artist, advertising production manager, art conservation/restorer, designer (industrial, textile, jewelry, furniture, fashion, stage, sets), graphic artist, commercial artist/illustrator, display worker, art museum curator/technician, art appraiser, antique dealer, architect, library assistant, art dealer/salesperson, set decorator, special effect artist.

Major - Associate in Arts Degree: Art..... 26 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses required for the major with a grade of "C" or better.

Courses required for the major:

3 units	ART 140	Sculpture
or		
3 units	ART 152	Sculpture through Welding
or		
3 units	ART 135	Hot Metals Beginning Jewelry I
3 units	ART 145	Ceramics
3 units	ART 124	Painting: Beginning I
3 units	ART 174	Drawing and Composition: Beginning I
3 units	ART 190	History of Art-Prehistoric through 14th Century
3 units	ART 191	History of Art-15th Century through Present
3 units	ART 132	Digital Art
2 units	ART 103	Open Studio

At least three semester units from the following:

3 units	ART 158	Digital Photography
or		
3 units	ART 161	Photography: Beginning I

ART-095A-D Technology Laboratory: Special Projects

.5-3 Units: 36-162 hours of laboratory, per term, SC, DG
Advisory: This is an optional lab for students enrolled in ART 100 through ART 298.

Creativity through exploration! Students will interface with various new technologies in the art-making process. This individualized independent-study approach allows students to rehearse and develop as well as create new skills. Open to all students currently taking art classes. This repeatable open lab class will allow students to schedule time to accommodate their other course work. May be repeated three times.

ART-100 Topics in Art

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Art. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ART-103 Open Studio

1-2 Units: 72-144 hours of laboratory, per term, SC, DG
Required materials fee of \$3.00 per unit.

This open studio is an accredited art lab for students concurrently enrolled in other art courses so that they may have more supervised time to practice their art skills. May be repeated three times.

ART-116 Art Appreciation

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC
This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. This course has been additionally approved to be offered in a Distance Education, Telecourse, format.

A survey course tracing the development of Western Art from Paleolithic times to the present with special emphasis on painting. Designed for the non-major, ART 116 offers illustrated lectures, readings and discussion for understanding and appreciating the principles of art as applied to painting, architecture and sculpture. Not repeatable.

ART-118 Multi-Cultural Survey of American Art

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC
This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. This course has been additionally approved to be offered in a Distance Education, Online, format.

A survey of American art focusing on the development and interaction of creativity in the visual arts among African Americans, Asian Americans, European Americans, Hispanic Americans and Native Americans. Not repeatable.

ART-124 Painting: Beginning I

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

This course provides a study and practice of technical and compositional elements in opaque acrylic painting. Students need no previous experience in art. Not repeatable. (CAN ART 10)

ART-125 Painting: Beginning II

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 124

This course provides a continuing study of compositional elements and techniques in opaque acrylic paint. Not repeatable.

ART-130 Figure Drawing: Beginning I

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This is an entry level course in drawing from direct observation of the human figure. Emphasis is placed upon learning about the proportions and functioning of the various components of the human body. Not repeatable.

ART-131 Figure Drawing: Beginning II

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 130

Required materials fee of \$3.00 per unit.

This course is a continuation of ART 130. The students are presented material to enrich their ability to render what they see. They are introduced to the most basic component of art: the line, plus the concepts of value and shading (chiaroscuro). Not repeatable.

ART-132 Digital Art: Beginning I

1-4 Units: 18-36 hours of lecture, 18-144 hours of laboratory, per term, SC, DG, CSU, UC

Advisory: Concurrent enrollment in ART 095-A-D or GRAPH 095A-D.

Required materials fee of \$3.00 per unit.

A fine arts course for traditional and novice artists expanding to digital media. Students will learn Adobe Photoshop, MetaCreations, Painter and/or other state-of-the-art digital image-making applications. Study topics to include photographic image making, scanning, digital painting and image manipulation using current digital art software. Students will focus on image creation, not on technology, using the computer as a tool to help shape their vision. Not repeatable.

ART-133 Digital Art: Beginning II

1-4 Units: 18-36 hours of lecture, 18-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 132 - Courses must be taken in numerical order.

Advisory: Concurrent enrollment in ART 095-A-D or GRAPH 095A-D.

Required materials fee of \$3.00 per unit.

This course builds upon the skills the students gained in ART 132. Students will expand upon their knowledge of Adobe Photoshop, Meta Creations, Painter, and/or other state-of-the-art digital image-making applications. Students will further their study of photographic image making, scanning, digital painting and image manipulation using current digital art software. Students will sharpen their focus on image creation, not on technology, using the computer as a tool to help shape their vision. Not repeatable.

ART-135 Hot Metals Beginning Jewelry I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Required materials fee of \$3.00 per unit.

This course is an entry-level class in jewelry making that introduces concepts and skills in jewelry design, jewelry construction and fabrication, presentation, marketing, and sales. Students will learn and utilize various technologies involved in the jewelry making process. This class is designed for students who have little or no experience in jewelry making. Not repeatable.

ART-136 Hot Metals Beginning Jewelry II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ART 135

Required materials fee of \$3.00 per unit.

This course introduces and places a heavy concentration on the basics of low wax burnout and centrifugal casting techniques for jewelry making. Students will learn spruing and gating, investment processes, pattern making - wax ring carving, small scale wax sculpting, finishing techniques and patination. Students will build on the foundations of jewelry design, fabrication and construction as well as additional exploration into more complex Precious Metal Clay techniques. Students will be expected to purchase and use .095 sterling silver for all projects. See Department for details. Materials fee \$3.00 per unit. Not repeatable.

ART-138 Beginning Figurative Sculpture I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This course offers a comprehensive introduction to building the figure in clay. Students will explore a range of approaches to the figure, investigating different clay bodies and building techniques, working from the live model, and utilizing varied sources of cultural and personal images. Not repeatable.

ART-139 Beginning Figurative Sculpture II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG

Prerequisite: ART 138

Required materials fee of \$3.00 per unit.

This course builds upon basic skills introduced in ART 138. Students will build more complex figures in clay in greater detail and/or scale. Students will formalize skills introduced in ART 138 and develop new skills, including an introduction to molds. Students will select clay bodies as a part of choosing their sculptural outcome. Working from the live model, students will continue to examine and discuss social/cultural sources of figurative images. Materials fee \$3.00 per unit. Not repeatable.

ART-140 Sculpture: Beginning I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

Students will study sculpture as a three dimensional communication and will be encouraged to research cultural sculpture relating to their own ethnic history. Students will demonstrate knowledge/skills in subtractive sculpture, mold making, clay modeling, mask making, and bronze casting. Not repeatable. (CAN ART 12)

ART-141 Sculpture: Beginning II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 140

Courses must be taken in numerical order and may not be repeated. Required materials fee of \$3.00 per unit.

This course is for students who have already established basic skills in sculpture. Students will study sculpture as a three dimensional communication, and will be encouraged to research cultural sculpture relating to their own ethnic history. Students will study sculpting the figure, and will also demonstrate knowledge of sectional mold construction. Not repeatable.

ART-143 Decorative Techniques in Ceramics: Beginning I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This is a course for students who have some knowledge of basic ceramics forming techniques and who want to focus on surface decorating. Students will learn about many materials and techniques that can be used to enhance the surface of a ceramic object, and will begin to critically assess their own work. Not repeatable.

ART-144 Decorative Techniques in Ceramics: Beginning II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 143 with a minimum grade of "C".

Courses must be taken in numerical order and may not be repeated.

Required materials fee of \$3.00 per unit.

This is a course for students who know basic ceramics forming and decorating techniques and who want to improve on surface decorating. Students will learn how to mix materials that can be used to enhance the surface of a ceramic object. They will critically assess their own work and that of their classmates. Not repeatable.

ART-145 Ceramics: Beginning I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, and 0-72 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This course is for students who have no prior experience in ceramics. Students will learn about clay and other ceramic materials, and will learn basic hand forming techniques, wheel throwing techniques, decorating techniques and basic ceramic firing procedures as applied to creating functional stoneware objects. Not repeatable. (CAN ART 6)

ART-146 Ceramics: Beginning II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, Per term, SC, DG, CSU, UC

Prerequisite: ART 145

Courses must be taken in numerical order and may not be repeated.

Required materials fee of \$3.00 per unit.

This course is for students who have limited experience in ceramics. Students will further their knowledge of clay and other ceramic materials, and will build on their skills in basic hand forming techniques, wheel throwing techniques, decorating techniques and basic ceramic firing procedures as applied to creating functional stoneware objects. Not repeatable.

ART-152 Sculpture Through Welding: Basic

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Required materials fee of \$3.00 per unit.

This course introduces oxyacetylene welding and cutting techniques to explore sculptural concepts of volume, depth, scale, juxtaposition, and expression in steel. Some electrical processes are introduced in an overview of welding processes. May be repeated three times.

ART-158 Digital Photography: Beginning I

2-4 Units: 18-36 hours of lecture, 54 hours of laboratory, and 0-54 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This course provides basic instruction in the operation and use of digital still cameras. Differences between traditional and digital photographic techniques will be discussed and explored. Coursework will include thematic projects, downloading of images, storage media, archiving strategies, utilizing image enhancing software (Photoshop), and the submission of a CD based portfolio of digital images. Not repeatable.

ART-159 Digital Photography: Beginning II

2-4 Units: 18-36 hours of lecture, 54 hours of laboratory, and 0-54 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: ART 158. Courses must be taken in numerical order.

Required materials fee of \$3.00 per unit.

This course is a continuation of ART 158 and provides the student with additional instruction in the operation and use of digital still cameras. Differences between traditional and digital photographic techniques will be discussed and explored. Coursework will include developing new thematic projects, downloading of images, storage media, archiving strategies, and advancing skills in using image editing software (Photoshop) and the submission of a CD based portfolio of digital images. Not repeatable.

ART-161 Black and White Film Photography: Beginning I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Courses must be taken in numerical order. Required materials fee of \$3.00 per unit.

This course in black and white still photography is a practical introduction to basic black and white photographic techniques, including selection and use of a camera, general darkroom procedures, and the making and presentation of projection prints. Not repeatable. (CAN ART 18)

ART-162 Black and White Film Photography: Beginning II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 161

Courses must be taken in numerical order. Required materials fee of \$3.00 per unit.

This course is a further introduction of black and white photographic techniques and their use in producing creative imagery. Not repeatable.

ART-167 Photographic Projects

1 Unit: 12 hours of lecture, 24 hours of laboratory, per term, SC, DG

Prerequisite: ART 161

Required materials fee of \$3.00 per unit.

This course provides directed individual studies in selected topics in photography. The course includes hands-on, in-depth work in a specific area with the equipment and materials to extend knowledge and skills. May be repeated three times.

ART-174 Drawing and Composition: Beginning I

2-3 Units: 18-36 hours of lecture, and 72 hours of laboratory, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This is an entry-level drawing course using charcoal and other drawing media on an 18 inches x 24 inches or larger format. Projects in: non-objective composition, perspective, and drawing from observation of still life materials, with an emphasis on composition and design. This course is for students who have little or no previous experience in the visual arts. Not repeatable. (CAN ART 8)

ART-175 Drawing and Composition: Beginning II

2-3 Units: 18-36 hours of lecture, and 54-72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 174

Required materials fee of \$3.00 per unit.

This is a course in compositional drawing in charcoal from still-life and other subject matter. It is designed for students with an understanding of composition and design, and continues from ART 174, focusing on drawing from observation of still life materials. The course also provides an introduction to concepts of abstraction, and continued use of charcoal and other drawing media on an 18 inches x 24 inches or larger format. Projects in still life studies, communication of line and line and location, construction of planes, contour/cross-contour, and light and shade. Not repeatable.

ART-184 Pastels and Color Theory

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

This course is designed to introduce students to color theory and the use of chalk pastels. Students will make drawings using black and white, monochromatic, complimentary and primary color palettes. This is a preliminary step to students learning about and developing a successful personal color palette. May be repeated one time.

ART-190 History of Art - Prehistoric through 14th Century

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts.

This course provides a survey of the history of Western Art from Paleolithic cave painting through the end of the Middle Ages, including painting, sculpture, and architecture. The art will be viewed in its historical context and discussed with reference to the religious beliefs and ideologies of the cultures which produced it. Not repeatable. (CAN ART 2)

ART-191 History of Art - 15th Century through Contemporary

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts.

This course is a survey of the history of Western Art from the Renaissance to the present, including painting, sculpture and architecture. The art will be viewed in its historical context and discussed with reference to the religious beliefs and ideologies of the cultures which produced it. Not repeatable.

ART-224 Painting: Intermediate I

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 125

This course provides a study of compositional, technical and content-related elements in opaque acrylic paint. Not repeatable.

ART-225 Painting: Intermediate II

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 224

This course provides a continuing study of compositional, technical and content-related elements in opaque acrylic paint. Since this is a skill based course, basic knowledge can be acquired in one semester. In order to attain excellence, skills must be developed. May be repeated three times.

ART-230 Figure Drawing: Intermediate I

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 131

Required materials fee of \$3.00 per unit.

This course will present the student with more methodology, skills, information and practice when drawing the human figure, and will expand the student's repertoire of instruments and techniques. Not repeatable.

ART-231 Figure Drawing: Intermediate II

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 230

Required materials fee of \$3.00 per unit.

This course teaches the student about the theory and expressive power of color. The student will be exposed to various media and techniques to expand the ability to render the human form beyond black and white. Since this is a skill based course, basic knowledge can be acquired in one semester. In order to attain excellence, skills must be developed. Not repeatable.

ART-232 Digital Art: Intermediate I

1-4 Units: 18-36 hours of lecture, 0-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 133. Courses must be taken in numerical order.

Advisory: Concurrent enrollment in ART 095-A-D or GRAPH 095A-D.

Required materials fee of \$3.00 per unit.

This course is for students who have completed ART 132 and ART 133 or the equivalent. Students will expand upon their knowledge of Adobe Photoshop, MetaCreations, Painter and/or other state-of-the-art digital image-making applications. Students will further their study of photographic image making, scanning, digital painting and image manipulation using current digital art software. Students will use software and technology with less effort, increased speed and with better control. Students will continue to sharpen their focus on image creation, not on technology, using the computer as a tool to help shape their vision. Not repeatable.

ART-233 Digital Art: Intermediate II

1-4 Units: 18-36 hours of lecture, 0-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 232. Courses must be taken in numerical order.

Advisory: Concurrent enrollment in ART 095-A-D or GRAPH 095A-D.

Required materials fee of \$3.00 per unit.

This course is for students who have completed ART 132, 133, and 232 or the equivalent. Students will continue to expand upon their knowledge of Adobe Photoshop, MetaCreations, Painter and/or other state-of-the-art digital image-making applications. Students will use software and technology with less effort, increased speed and with better control. Students are expected to compare and contrast work from this course to projects created in previous semesters. Students will continue to sharpen their focus on image creation, not on technology, using the computer as a tool to help shape their vision. Not repeatable.

ART-235 Hot Metals Intermediate Jewelry I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ART 136

Required materials fee of \$3.00 per unit.

This course places a heavy concentration on intermediate jewelry making techniques including more sophisticated measuring, fabricating, soldering and casting, stone setting, fusing, ring sizing, forging and forming. There will be ongoing exploration into more advanced Precious Metal Clay techniques. Students will be required to access and order their own materials. Required materials fee of \$3.00 per unit. Not repeatable.

ART-236 Hot Metals Intermediate Jewelry II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ART 235

Required materials fee of \$3.00 per unit.

This class will teach students the concepts of mol-making, stone setting and more advanced fabrication while building on previous semesters of jewelry design through additional exploration into more complex wax casting and Precious Metal Clay techniques with emphasis on development of personal aesthetic. Required materials fee of \$3.00 per unit. Not repeatable.

ART-238 Figurative Sculpture, Intermediate I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ART 139

Required materials fee of \$3.00 per unit.

This course is designed for students who have already established beginning skills in figurative sculpture. Students will continue to explore figurative sculpture through traditional and contemporary materials and processes. Although students work from direct observation, emphasis for this course is on the expressive potential of the media and figure itself. Large-scale works are encouraged and alternative materials and surface treatments are explored. Materials fee \$3.00 per unit. Not repeatable.

ART-239 Figurative Sculpture, Intermediate II

2-4 Units: 36 hours of lecture, 0-144 hours of laboratory, per term, SC, DG

Prerequisite: ART 238 or challenge.

Required materials fee of \$3.00 per unit.

This course builds upon skills acquired in ART 238. Students will continue to explore the creation of figurative sculpture using traditional and contemporary materials and processes as they apply to the creation of more complex figures and compositions. Students will continue to develop and refine their personal style and aesthetic. Not repeatable.

ART-240 Sculpture: Intermediate I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 141

Courses must be taken in numerical order and may not be repeated. Required materials fee of \$3.00 per unit.

This course is for students who have already established beginning skills in sculpture. Students will study sculpture as a three dimensional communication and will be encouraged to research cultural sculpture relating to their own ethnic history. Students will study sculpting the figure and will also demonstrate knowledge of sectional mold construction. Not repeatable.

ART-241 Sculpture: Intermediate II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 240

Courses must be taken in numerical order and may not be repeated. Required materials fee of \$3.00 per unit.

This course is for students who have already established intermediate skills in sculpture. Students will study sculpture as a three dimensional communication and will be encouraged to research cultural sculpture relating to their own ethnic history. Students will study sculpting the figure and will also demonstrate knowledge of sectional mold construction. Not repeatable.

ART-245 Intermediate Ceramics: Intermediate I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 146

Courses must be taken in numerical order and may not be repeated. Required materials fee of \$3.00 per unit.

This is a course for students who wish to further their experience in ceramics. Students will learn more about ceramic materials, and will refine their skills in forming, wheel throwing, decorating and firing as applied to creating functional stoneware objects. Not repeatable.

ART-246 Intermediate Ceramics: Intermediate II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 245

Courses must be taken in numerical order. Required materials fee of \$3.00 per unit.

This course is for students who wish to further their experience in ceramics. Students will learn more about ceramic materials, and will refine their skills in forming, wheel throwing, decorating and firing as applied to creating functional stoneware objects. Students will develop a more individual approach to clay. Since this is a skill based course, basic knowledge can be acquired in one semester. In order to attain excellence, skills must be developed. Not repeatable.

ART-250 Advanced Studio Projects: Advanced I

1-4 Units: 0-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Required materials fee of \$3.00 per unit.

This course provides advanced art students with the opportunity to pursue their medium (drawing and composition, figure drawing, form and color, painting, sculpture and ceramics, and photography) on a more intensive and individual basis. May be repeated three times.

ART-251 Advanced Studio Projects: Advanced II

1-4 Units: 0-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Required materials fee of \$3.00 per unit.

This course provides advanced art students with the opportunity to pursue their artistic vision on a more intense and individual basis in the media of: ceramics, photography, painting, drawing and composition, painting or sculpture and ceramics. These particular disciplines require a materials fee. May be repeated two times.

ART-258 Digital Photography: Intermediate I

2-4 Units: 18-36 hours of lecture, 54 hours of laboratory, and 0-54 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: ART 159. Courses must be taken in numerical order.

This course continues the instruction in the operation and use of digital still cameras covered in ART 158 and 159. Students will use the skills gained in the previous courses to produce higher quality images. Coursework will include thematic projects, downloading of images, storage media, archiving strategies, utilizing image enhancing software (Photoshop) and the submission of a CD based portfolio of digital images. Students will also use large format archival printers to produce fine art prints. Not repeatable.

ART-259 Digital Photography: Intermediate II

2-4 Units: 18-36 hours of lecture, 54 hours of laboratory, and 0-54 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: ART 258. Courses must be taken in numerical order.

This course continues the instruction in the operation and use of digital still cameras covered in ART 158, 159, and 258. Students will use the skills gained in the previous courses to produce higher quality images. Coursework will include thematic projects, downloading of images, storage media, archiving strategies, utilizing image enhancing software (Photoshop), and the submission of a CD based portfolio of digital images. Students will also use large format archival printers to produce fine art prints. Not repeatable.

ART-261 Black and White Film Photography: Intermediate I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 162

Courses must be taken in numerical order. Required materials fee of \$3.00 per unit.

This course will include further refining of photographic skills. Development of personal visual statements using the tools of photography. Not repeatable.

ART-262 Black and White Film Photography: Intermediate II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 261

Courses must be taken in numerical order. Required materials fee of \$3.00 per unit.

This course will include further refinement of photographic skills and development of a personal portfolio. Since this is a skill based course, basic knowledge can be acquired in one semester. In order to attain excellence, skills must be developed. Not repeatable.

ART-274 Drawing and Composition: Intermediate I

2-3 Units: 18-36 hours of lecture, 54-72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 175

Required materials fee of \$3.00 per unit.

This is a drawing course which continues from ART 175. The course includes continued use of charcoal and other drawing media with experimentation in scale and large format and introduction to color. Course projects will be in line drawing, value drawing, drawing from observation (still life, landscape, self-portrait, abstraction, non-objective abstraction, and drawing with color (pastel, craypas). Not repeatable.

ART-275 Drawing and Composition: Intermediate II

2-3 Units: 18-36 hours of lecture, 54-72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 274

Required materials fee of \$3.00 per unit.

This is a drawing course which continues from ART 274. Continued use of charcoal and other drawing media with experimentation in large format, mixed media, collage and painterly issues in relation to drawing. Development of color skills. Projects in: Line, value, abstraction, and non-objective abstraction. Since this is a skill based course, basic knowledge can be acquired in one semester. In order to attain excellence, skills must be developed. Not repeatable.

ART-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Art under the direction of an instructor. May be repeated three times.

ART-810N Drawing for the Older Adult Student

Working from live models, still life and outdoor settings, the student will study techniques in perspective, light, shading and color. Special attention will be paid to design and composition in which objects and the human form exist, not by themselves, but in a real or imagined environment. Students will work with various materials including pencils, charcoal and oil pastels. May be repeated indefinitely.

ART-811N Beginning and Intermediate Painting for Older Adults

Working from live models, still life and outdoor settings, the students will study various ways of applying paint to canvas, techniques in mixing colors and the interaction of values and shapes in a composition. Study of paintings by past and contemporary artists will illustrate how they obtained desired results. May be repeated indefinitely.

ART-812N Exploration in 2-D Art for Seniors

This course offers individual instruction in a variety of 2-D art media, including drawing, watercolor and collage. A collage will be the starting point. Students will be encouraged to bring in souvenirs to include in the collage. May be repeated indefinitely.

ART-813N Art Survey and Practice

Each week, the works of three or more artists from different periods will be viewed and studied, the presentation will emphasize contrasts and similarities in their approach and solutions to composition, light/dark, color and other problems. After lecture and slides, students will do quick exercises with pastels or watercolor on paper trying to adopt the point of view and techniques of the artists discussed. The class will go on four field trips to local museums. May be repeated indefinitely.

ART-815N Visual Arts for Disabled and Older Adults

This course will deal with creative exploration and appropriate use of materials as applied to visual arts for adults with special needs. Students will have the opportunity to explore a variety of media: Paint, crayons, papier mache, collage, and print making. May be repeated indefinitely.

ART-816N Art Resources in the Bay Area

This slide-lecture and field trip course will focus on current exhibitions at galleries, museums, and other art resources in the Bay Area. The course is intended to deepen knowledge of an art and to familiarize the student with the rich cultural resources of this area. Slide lectures prior to each visit will provide historical or relevant material for enhanced viewing of the exhibitions. Students will be responsible for their own transportation and admission fees. They should have flexibility in their schedules to adjust to the hours of the sites to be visited. May be repeated indefinitely.

Astronomy (ASTRO)

ASTRO-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, SC, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked. This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work they can earn credit for jobs they hold during the term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

ASTRO-100 Topics in Astronomy

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Astronomy. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ASTRO-120 Elementary Astronomy

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area B1-Physical Science, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course discusses the solar system, stars, interstellar gases, galaxies, and the universe. Not repeatable.

ASTRO-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Astronomy under the direction of an instructor. May be repeated three times.

Automotive Services (AUSER)

Department/Program Description:

Some possible careers:

Auto service technician, mechanic, body repair specialist, painter, customizer, repair service estimator.

Major - Associate in Science Degree - Auto Mechanics Certificate of Achievement - Auto Mechanics 36 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

- 4 units AUSER 120 Introduction to Automotive Systems and Light Engine Repair
- 5 units AUSER 121 Introduction to Automotive Systems and Light Engine Repair Laboratory

2nd semester

- 4 units AUSER 128 Automotive Electrical Systems
- 5 units AUSER 129 Automotive Electrical Systems Laboratory

3rd semester

- 4 units AUSER 130 Automotive Fuel Systems
- 5 units AUSER 131 Automotive Fuel Systems Laboratory

4th semester

- 4 units AUSER 220 Front End and Chassis
- 5 units AUSER 221 Front End and Chassis Laboratory

**Major - Associate in Science Degree -
Auto Collision Repair Technology**

**Certificate of Achievement -
Auto Collision Repair Technology 37 Units**

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

4 units	AUSER 123	Automotive Collision Repair Technology
5 units	AUSER 125	Auto Collision Repair Technology Laboratory

2nd semester

4 units	AUSER 124	Instruction to Automotive Painting and Refinishing Technology
5 units	AUSER 126	Automotive Painting and Refinishing Technology Laboratory
3 units	AUSER 153	Automotive Steering and Suspension Systems and Headlight Aiming

3rd semester

4 units	AUSER 141	Damage Report Writing
5 units	AUSER 225	Advanced Auto Collision Laboratory

4th semester

4 units	AUSER 226	Advanced Auto Painting and Refinishing Laboratory
5 units	AUSER 238	Automotive Heating and Air Conditioning

**Certificate of Achievement - Automotive Collision Repair:
Damage Estimator..... 14 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	AUSER 141	Introduction to Damage Report Writing
4 units	AUSER 099	Occupational Work Experience
3 units	PSYCH 220	General Psychology
4 units	CIS 135	Introduction to Computers (or equivalent)

**Certificate of Achievement - Automotive Collision Repair:
Body & Refinishing 15 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

4 units	AUSER 171	Automotive Collision Repair
4 units	AUSER 271	Automotive Painting and Refinishing
3 units	AUSER 141	Introduction to Damage Report Writing
4 units	CIS 135	Introduction to Computer (or equivalent)

**Certificate of Achievement - Automotive Collision Repair:
Body & Mechanical 13 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	AUSER 152	Brake Systems
3 units	AUSER 153	Automotive Steering and Suspension Systems and Headlamp Aiming
3 units	AUSER 238	Automotive Heating and Air Conditioning I
4 units	AUSER 171	Automotive Collision Repair

**Certificate of Achievement - Automotive Mechanics:
Brake, Steering and Suspension Technician 12.5 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	MATH 101	Basic Skills of Arithmetic (or equivalent)
3.5 units	ENGL 139	Developing Reading and Writing Skills or ENGL 110A (or equivalent)
3 units	AUSER 152	Brake Systems
3 units	AUSER 153	Automotive Steering and Suspension Systems and Headlamp Aiming

**Certificate of Achievement - Automotive Mechanics:
Electrical Technician..... 13.5 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	MATH 101	Basic Skills of Arithmetic (or equivalent)
3.5 units	ENGL 139	Developing Reading and Writing Skills or ENGL 110A (or equivalent)
4 units	AUSER 190	Automotive Electrical Systems
3 units	AUSER 291	Automotive Computer Systems

**Certificate of Achievement - Automotive Mechanics:
Engine Performance Technician..... 16 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	MATH 101	Basic Skills of Arithmetic (or equivalent)
3 units	AUSER 230	Automotive Engine Repair
4 units	AUSER 190	Automotive Electrical Systems
3 units	AUSER 291	Automotive Computer Systems
3 units	AUSER 290	Advanced Tune-Up and Emissions Control

**Certificate of Achievement - Automotive Mechanics
Engine Technician 13.5 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	MATH 101	Basic Skills of Arithmetic (or equivalent)
3.5 units	ENGL 139	Developing Reading and Writing Skills or ENGL 110A (or equivalent)
3 units	AUSER 230	Automotive Engine Repair
4 units	AUSER 190	Automotive Electrical Systems

**Certificate of Achievement - Automotive Mechanics:
Heating & Air Condition Technician..... 13.5 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	MATH 101	Basic Skills of Arithmetic (or equivalent)
3.5 units	ENGL 139	Developing Reading and Writing Skills or ENGL 110A (or equivalent)
4 units	AUSER 190	Automotive Electrical Systems
3 units	AUSER 238	Automotive Heating and Air Conditioning I

Certificate of Achievement - Automotive Mechanics:**Smog Technician..... 15 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

4 units	AUSER 190	Automotive Electrical Systems
5 units	AUSER 200	Basic Clean Air Car Course
3 units	AUSER 201	Advanced Clean Air Car Course
3 units	AUSER 291	Automotive Computer Systems

AUSER-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, SC, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work they can earn credit for jobs they hold during the term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

AUSER-100 Topics in Automotive Services

.5-6 Units: 9-108 hours of lecture and/or 27-324 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Automotive Services. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

AUSER-101 Automotive Fundamentals

5.5 Units: 54 hours of lecture, 135 hours laboratory, per term, LR, DG
This course is an overview of automotive industry fundamentals: Basic automotive repairs and diagnosis, professional practice and industry standard procedures, electrical fundamentals, brakes, suspension and steering operation and service essentials of engine operation and testing, safety procedures, use and interpretation of automotive service information, and hand tool identification and usage. May be repeated three times.

AUSER-102 Brakes, Suspension and Steering

5.5 Units: 54 hours of lecture, 135 hours laboratory, per term, LR, DG
Co-requisite: AUSER 101 (or may be taken previously)

This course covers automotive chassis systems including steering, suspension, brakes, and wheel alignment. This also includes tire service, wheel balancing, driveline and undercar service with emphasis on safety and professional practice. The proper use of applicable shop equipment is stressed. This course will assist students in preparing for the ASE Brakes (A5) and Suspension and Steering (A4) examinations. May be repeated three times.

AUSER-103 Automotive Electrical/Electronic Systems

5.5 Units: 54 hours of lecture, 135 hours laboratory, per term, LR, DG
Co-requisite: AUSER 101 (or may be taken previously)

This course covers the basic fundamentals of automotive electrical and electronic systems, including: starting, charging, ignition, lighting, and accessory circuits. The class stresses proper use of the test equipment required to do engine diagnosis and tune-up. The class also will introduce automotive computer systems. The course will also assist students in preparing for the ASE A-6 Electrical and Electronics examination. May be repeated three times.

AUSER-104 Engine Performance

5.5 Units: 54 hours of lecture, 135 hours laboratory, per term, LR, DG
Co-requisite: AUSER 101 (or may be taken previously)

This course covers principles, operation and service of automotive engines and of fuel injection, ignition, emission, computer control and on-board diagnostic systems. Students develop skills in diagnosis and repair of driveability, fuel economy and emissions faults. The proper use of diagnostic tools and test equipment is stressed. This course will assist students in preparing for the ASE Engine Performance (A8) examination. May be repeated two times.

AUSER-105 Electrical Concepts for Related Technology

3 Units: 54 hours of lecture, per term, LR, ND
Normally offered in the fall.

This course provides related electrical theory to students enrolled in other vocational majors. It will stress practical application and understanding of electrical concepts as they relate to the student's specific field, with minimal mathematics requirements. Not repeatable.

AUSER-120 Introduction to Automotive Systems and Light Engine Repair

4 Units: 72 hours of lecture, per term, LR, DG, CSU
Co-requisite: AUSER 121

This course is an introduction to automotive systems and internal combustion engines. It includes how each system affects the operation, comfort, and safety of the automobile. Training in the use of common hand tools and most common shop equipment will be offered. Detailed instruction of the internal combustion engine; design variations, fuels, performance, evolution, problem diagnosis, and repairs will be included. This course provides lecture and discussion in automotive and mechanical theory. Students must be concurrently enrolled in AUSER 121 lab for actual hands-on training. Safety training and certification is required, and is included at the beginning of this course. Although not a requirement at this time, all job sheet and task assignments will follow ASE and NATEF certification guidelines, as closely as possible. Not repeatable.

AUSER-121 Introduction to Automotive Systems and Light Engine Repair Laboratory

5 Units: 270 hours of laboratory, per term, LR, DG, CSU
Co-requisite: AUSER 120

This course is the lab section, or "hands-on" component, of AUSER 120. May be repeated three times.

AUSER-123 Introduction to Automotive Collision Repair Technology

4 Units: 72 hours of lecture, per term, LR, DG
Co-requisite: AUSER 125

Normally offered in the fall.

This course covers tools used in Collision Repair, principles of automotive construction, repair of plastics, repair of different metals used in automotive production, ICAR steel welding qualification, body filler, removing and replacing cosmetic and structural body parts and corrosion protection steps. This course works towards ASE certification in non-structural repair and uses the ICAR live delivery program to present ten different programs. At the end of each program the student will take a post test and will be eligible for ICAR Training Alliance gold class points. Not repeatable.

AUSER-124 Introduction to Automotive Painting and Refinishing Technology

4 Units: 72 hours of lecture, per term, LR, DG, CSU

Co-requisite: AUSER 126

Normally offered in the spring.

This course emphasizes the importance of safety in the workplace including the SP2 safety tests, the painter's responsibility to the environment in VOC record keeping, related tools and equipment in the refinishing trade, preparation for spray painting, color matching and prepares the student to take the ASE exam in Painting and Refinishing. Students will also take courses using the ICAR Live curriculum and have the opportunity to gain ICAR Industry Training Alliance Gold class points. Not repeatable.

AUSER-125 Introduction to Automotive Collision Repair Technology (Lab)

1-5 Units: 54-270 hours of laboratory, per term, LR, DG, CSU

Co-requisite: AUSER 123

Required materials fee. Normally offered in the fall.

This course is the lab section of "hands-on" component of AUSER 123. Not repeatable.

AUSER-126 Introduction to Automotive Painting and Refinishing Technology Laboratory

1-5 Units: 54-270 hours of laboratory, per term, LR, DG, CSU

Co-requisite: AUSER 124

Normally offered in the spring. Required materials fee of \$40.00

This course allows the student to demonstrate safety in the workplace including SP2 safety tests. The students will practice good environmental safety rules, using tools and equipment designed for preparation and refinishing operations including color match, plastic part refinishing and corrosion protection procedures. The student will also be prepared to take the ASE Painting and Refinishing exam. Not repeatable.

AUSER-128 Automotive Electrical Systems

4 Units: 72 hours of lecture, per term, LR, DG, CSU

Normally offered in the fall.

This course covers the basic fundamentals of automotive electrical and electronic systems, including: starting, charging, ignition, lighting and accessory circuits. The class stresses proper use of the test equipment required to do engine diagnosis and tune-up. The class also will introduce automotive computer systems. The course will also assist students in preparing for the ASE A-6 Electrical and Electronics examination. May be repeated three times.

AUSER-129 Automotive Electrical Systems Laboratory

1-5 Units: 54-270 hours of laboratory, per term, LR, DG, CSU

Co-requisite: AUSER 128

Normally offered in the fall.

This course is the lab section, or "hands-on" component of AUSER 128. May be repeated three times.

AUSER-130 Introduction to Automotive Fuel Systems

4 Units: 72 hours of lecture, per term, LR, DG, CSU

Co-requisite: AUSER 131

Normally offered in the spring.

This course covers the basic fundamentals of automotive fuel systems and emission control design, construction, repair, service, and diagnosis. It includes all of the various systems used by the modern engine and includes safety, service tools, and fundamentals of operation, carburetor systems, fuel systems, electronic fuel injection systems and terminology used in the automotive repair industry. The course will provide insight into the automotive industry. The course will assist in preparation for a career in the automotive industry. The course will also assist students in preparing for the ASE A-8 Engine Performance examination. Not repeatable.

AUSER-131 Automotive Fuel Systems Laboratory

1-5 Units: 54-270 hours of laboratory, per term, LR, DG, CSU

Co-requisite: AUSER 130

Normally offered in the spring. Required materials fee of \$30.00

This course is the lab section, or "hands-on" component, of AUSER 130. May be repeated three times.

AUSER-141 Introduction to Damage Report Writing

3 Units: 54 hours of lecture, per term, LR, DG

This course is designed to develop basic damage appraisal skills and to familiarize the student with techniques, methods, and estimating tools used by professional automobile damage report writers. This course is not only limited to students aspiring to become automobile damage appraisers, it is also quite helpful for technicians in the trade as well. Not repeatable.

AUSER-150 Introduction to Automotive Systems, Maintenance and Repair I

3 Units: 54 hours of lecture, per term, LR, ND

Normally offered in the fall.

This course acquaints the student with various systems on the automobile and discusses safety, hand tools, lubrication, engine fundamentals, ignition system, electrical systems, and terminology used in this field. Not repeatable.

AUSER-152 Brake Systems

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Normally offered in the fall.

This course provides a detailed analysis of the principal and fundamentals of the automotive braking system, and provides technical information in diagnosis, repairs and adjustments of disc, drum brakes, anti-lock and stability control systems. This course will prepare student to pass the ASE A5 test. Not repeatable.

AUSER-153 Automotive Steering and Suspension Systems and Headlamp Aiming

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Normally offered in the spring.

This course covers the basic fundamentals of automotive steering and suspension. Providing technical information on components of the auto body, springs and suspension systems, stabilizers and shock absorbers, wheel alignment and balancing, steering gear, linkages and power systems. Not repeatable.

AUSER-159 Automotive Technology-Alternative Fuels

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, ND
This course provides an introduction to the function and practical application of compressed natural gas as an alternative fuel in light duty vehicles. It also provides an introduction to conversion and maintenance of vehicles using compressed natural gas. Not repeatable.

AUSER-171 Automotive Collision Repair

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

Normally offered in the fall.

This course contains both lecture and lab components that covers tolls used in Collision Repair, principles of automotive construction, repair of plastics, repair of different metals used in automotive production, ICAR steel welding qualification, body filler, removing and replacing cosmetic and structural body parts and corrosion protection steps. This course works towards ASE certification in on-structural repair and used the ICAR Live delivery program to present ten different programs. At the end of each program the student will take a post test and will be eligible for ICAR Training Alliance Gold class points. Not repeatable.

AUSER-190 Automotive Electrical Systems

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

Normally offered in the fall.

This course contains both lecture and lab components that cover the basic fundamentals of automotive electrical and electronic systems, including: starting, charging, ignition, lighting, and accessory circuits. The class stresses proper use of the test equipment required to do engine diagnosis and tune-up and will also introduce automotive computer systems. The course will also assist students in preparing for the ASE A-6 Electrical and Electronics examination. Not repeatable.

AUSER-195 Automotive Fuel Systems

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, ND

This course contains both lecture and lab components that cover the basic fundamentals of automotive fuel systems and emission control design, construction, repair service, and diagnosis. It includes all of the various systems used by the modern engine and includes safety, service tools, and fundamentals of operation, carburetor systems, fuel systems, electronic fuel injection systems and terminology used in the automotive repair industry. The course will provide insight into the automotive industry. The course will assist in preparation for a career in the automotive industry. The course will also assist students in preparing for the ASE A-8 Engine Performance examination. Not repeatable.

AUSER-200 Basic Clean Air Car Course

5 Units: 72 hours of lecture, 72 hours of laboratory, per term, LR, DG

This course covers rules and regulations, automotive theory, review of emission components, basic understanding of vehicle emissions systems including their computers and how to identify and diagnose them effectively as required by the State of California for Smog check licensing. This course will also cover BAR 97 transition, 2nd Generation On Board Diagnostic (OBD II), the 2003 Update Course, and the 2005 Update Course. Students who seek State certification or recertification may repeat this course as necessary.

AUSER-201 Advanced Clean Air Car Course

5 Units: 72 hours of lecture, 72 hours of laboratory, per term, LR, DG

Prerequisite: AUSER 200 or instructor's approval

In order to be eligible to take the State Licensing Exam at completion of the course/program, students must also have one-year trade experience in engine performance/emissions, or nine semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school.

This course covers the operating procedures of the BAR-97 dynamometer smog testing equipment and procedures; including advanced diagnostic and repair procedures for repair vehicles that fail the loaded mode emission test. This course will also cover A6 (automotive electrical), A8 (automotive performance), L1 (advanced engine performance) which are alternative courses to ASE certification and the Technician Update. Students may repeat if necessary for certification.

Industry Advisory: Successful completion of AUSER 200 Basic Clean Air Car Course is required to enroll in this class. In order to be eligible to take the State Licensing Exam at completion of the course/program, students must also have one year trade experience in engine performance/emissions, or nine semester units (13 quarter units) in Automotive Technology, or 180 hours at an accredited automotive school.

AUSER-220 Front End and Chassis

4 Units: 72 hours of lecture, per term, LR, DG, CSU

Co-requisite: AUSER 221

Normally offered in the fall.

This course will cover Automotive Chassis systems including Steering, Suspension, Brakes, and Front-end Alignment. This course also gives the student exposure to Drive Lines, covering Clutch, Differential, Axles, and service of Transmission & 4WD Transfer Case. Although not a requirement at this time, material will follow ASE and NATEF certification guidelines, as closely as possible. Additional subjects will include Safety, Shop Practices, Repair Orders, BAR laws, and ASER Testing & Certification. Not repeatable.

AUSER-221 Front End and Chassis Laboratory

1-5 Units: 54-270 hours of laboratory, per term, LR, DG, CSU

Co-requisite: AUSER 220

Required Materials fee. Normally offered in the fall.

This course is the lab section, or "hands-on" component, of AUSER 220. May be repeated three times.

AUSER-225 Advanced Automotive Collision Laboratory

1-5 Units: 54-270 hours of laboratory, per term, LR, DG, CSU

Prerequisite: AUSER 123, 124, 125, and 126

Normally offered in the fall.

This course provides advanced experience in collision repair practices in all phases and is designed to allow the student to focus on collision repair as a career goal. May be repeated three times.

AUSER-226 Advanced Automotive Painting and Refinishing Laboratory

1-5 Units: 54-270 hours of laboratory, per term, LR, DG

Prerequisite: AUSER 123, 124, 125, 126

Normally offered in the spring. Required materials fee of \$30.00

This course provides advanced experience in all phases of collision repair emphasizing on painting and refinishing while allowing the student to focus on their career goal. May be repeated three times.

AUSER-230 Automotive Engine Repair

3 Units: 54 hours of lecture, per term, LR, ND

This course will cover the basic fundamentals of automotive engine design, construction repair, service and diagnosis. We will cover some of the important systems of the modern engine such as the engine ignition electrical, lubrication and cooling system. We will also go over common terminology and techniques as well as some specialty tools used in the automotive industry. There will be some preparation for the ASE Engine repair examination. Not repeatable.

AUSER-238 Automotive Heating and Air Conditioning

3 Units: 54 hours of lecture, per term, LR, DG

Apprenticeship. Normally offered in the fall.

This course covers the fundamentals of automotive air conditioning design, construction, repair, service and diagnosis; including various systems, safety, service tools and relevant industry terminology. The course will assist with preparing for a career in the automotive industry and for the ASE A7 heating and air conditioning exam as well as the ASE refrigerant recovery and recycling certification. Not repeatable.

AUSER-271 Automotive Painting and Refinishing Technology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG

Normally offered in the spring. Required materials fee of \$10.00

This course emphasizes the importance of safety in the workplace including the SP2 safety tests, the painters responsibility to the environment in VOC record keeping, related tools and equipment in the refinishing trade, preparation for spray painting, color matching and prepares the student to take the ASE exam in Painting and Refinishing. Students will also take courses using the ICAR Live curriculum and have the opportunity to gain ICAR Industry Training Alliance Gold Class points. Not repeatable.

AUSER-290 Advanced Tune-Up and Emissions

4 Units: 54 hours of lecture, 72 hours of laboratory, per term, LR, DG

Normally offered in the spring.

This course provides instruction on the operation, service, and diagnosis of automotive fuel, ignition and emission control systems. Students gain the knowledge and skills required to pass the Bureau of Automotive Repair's Qualification examination for licensed emission control technician. Not repeatable.

AUSER-291 Automotive Computer Systems

3 Units: 54 hours of lecture, per term, LR, DG

Normally offered as a 9-week course.

This course is designed to give advanced automotive students and those working within the trade instruction on the sophisticated computer-controlled ignition, carburetor, fuel injection, and emission control systems used on modern automobiles. Not repeatable.

AUSER-292 Alternative Automotive Electrical Systems (A-6)

1 Unit: 36 hours of lecture, 36 hours of laboratory, per term, SC, ND

This course is designed to assist students in developing skills to repair automotive drivability problems resulting from electrical system failures. This course fulfills the State Bureau of Automotive Repair requirements for the ASE Electrical Systems A-6 Certification for the Basic Smog Mechanics License. Not repeatable.

AUSER-293 Automotive Engine Performance

1 Unit: 12 hours of lecture, 12 hours of laboratory, per term, P/NP, DG

This course is designed to bring to the automotive technician the knowledge and skills required to diagnose and repair modern vehicles experiencing drivability and emissions problems resulting from poor engine performance problems. The course gives students an alternative way of obtaining their ASE A-8 Automotive Engine Performance Certification other than taking the ASE examination offered only on a semi-annual basis. This course fulfills one of the prerequisite requirements for the state's basic smog license. The final examination is conducted on the last day of class by a proctor representing the California Service Station and Automotive Repair Dealers Association. Not repeatable.

AUSER-294 Advanced Engine Performance

1 Unit: 18 hours of lecture, 10 hours of laboratory, per term, SC, DG

Final exam fee of \$30.00 is paid upon registering for the class.

This 28-hour course allows students to become certified as an ASE L1 Engine Performance Specialist. This certification is required by the Bureau of Automotive Repair to obtain a Smog Technician's license within the enhanced areas of California. This course is certified as an alternative method of obtaining this certification other than taking an examination given biannually by ASE. Not repeatable.

AUSER-295 24-Hour Advance Emissions Update

1 Unit: 18 hours of lecture, 6 hours of laboratory, per term, SC, ND

This short-term course will allow students to fulfill the State Bureau of Automotive Repair requirements to become Advanced Emissions Diagnostic Technicians, and become employable as smog technicians in the state's enhanced areas. (EA License Certification). Not repeatable.

AUSER-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Automotive Services under the direction of an instructor. May be repeated three times.

Biological Science (BIOSC)

Department/Program Description:

Some possible careers:

Anatomist, animal breeder, biochemist, biologist, ecologist, microbiologist, cytologist, geneticist, toxicologist, physiologist, health technologist, clinical laboratory research assistant, physician, dentist, veterinarian, occupational health and safety inspector, chiropractor, dietitian, medical librarian, museum technician, oceanographer, podiatrist, soil scientist, taxidermist, medical technologist, biotechnology technician.

Major - Associate in Science Degree -

Biological Science20-21 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

4 units	CHEM 109	Introductory Organic and Biochemistry
or		
4 units	CHEM 119	Introductory Chemistry
or		
5 units	CHEM 120	General College Chemistry I
and		
3 units	PHYS 110	Descriptive Physics

At least 13 units from the following:

3 units	BIOSC 102	Population and Man
4 units	BIOSC 110	Introduction to Biological Science
4 units	BIOSC 119	Nursing Microbiology
4 units	BIOSC 132	Human Anatomy
4 units	BIOSC 134	Human Physiology
4 units	BIOSC 140	Principles of Biology I
4 units	BIOSC 141	Principles of Biology II
4 units	BIOSC 148	General Microbiology
4 units	BIOSC 160	Nutrition

Certificate of Completion -

Biotechnology..... 13 Units

A Certificate of Completion may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

1.5 units	BIOSC 155	Biotechnology I: Foundational Concepts and Laboratory Skills
1.5 units	BIOSC 156	Biotechnology II: Advanced Concepts and Laboratory Skills
1 unit	BIOSC 182	GLP and GMP; Principles and Compliance
1 unit	BIOSC 183	Mammalian Cell Culture
1 unit	BIOSC 184	ELISA Methodology and Assay Development
1 unit	BIOSC 185	Polymerase Chain Reaction, Theory and Applications
1 unit	BIOSC 186	Protein Purification and Analysis
1 unit	BIOSC 187	DNA Manipulation and Cloning
4 units	BIOSC 119	Nursing Microbiology
or		
4 units	BIOSC 148	General Microbiology
or		
4 units	BIOSC 134	Human Physiology

Major - Associate in Science Degree -

Biotechnology.....29.5-30.5 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

4 units	CHEM 109	Introductory Organic and Biochemistry
.5 units	CIS 037	Introduction to Excel (TM)

2nd semester

4 units	BIOSC 134	Human Physiology
or		
4 units	BIOSC 140	Principles of Biology
and		
5 units	CHEM 120	General College Chemistry
3 units	ENGL 001A	Composition and Reading
or		
4 units	ENGL 142B	Writing: Expository

3rd semester

4 units	BIOSC 148	General Microbiology
or		
4 units	BIOSC 119	Nursing Microbiology
and		
1.5 units	BIOSC 155	Media Preparation for Biotechnology
1.5 units	BIOSC 156	Cases in Industry Practice in Biotechnology

4th semester

1 unit	BIOSC 182	GLP and GMP; Principles and Compliance
1 unit	BIOSC 183	Mammalian Cell Culture
1 unit	BIOSC 184	ELISA Methodology and Assay Development
1 unit	BIOSC 185	Polymerase Chain Reaction, Theory and Applications
1 unit	BIOSC 186	Protein Purification and Analysis
1 unit	BIOSC 187	DNA Manipulation and Cloning

BIOSC-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, SC, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experience for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

BIOSC-100 Topics in Biological Sciences

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Biological Sciences. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

BIOSC-102 Population and Man

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course illustrates past, present and possible future population growths, energy flow, organic and inorganic cycles, population controls in animals, anti-scientific attitudes, geography and resources, air pollution, pesticides, fertility patterns, public health, space, human cultures, and national and international responsibilities. Not repeatable.

BIOSC-106 Experimental Analysis in Biology

.5 Unit: 6 hours of lecture, 12 hours of laboratory per term, P/NP, DG

This course is intended to provide preparation for the successful completion of BIOSC 119, 134, 140, 141, 148, and 155. It introduces students to common experimental techniques and situations in biology and offers practice in the collection, analysis, display, and interpretation of data. Students cover and review metric system, ratios and proportions, graphing, serial dilutions, microscope use, pH and basic chemistry, and some general cell biology and biochemistry. Students who believe they are already adequately prepared may challenge the course by examination. Students have one chance to pass this examination. Not repeatable.

BIOSC-110 Introduction to Biological Science

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Areas B2-Life Science, B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Biological Sciences.

This course covers the principles and concepts of general biology through a study of the cell and its molecular nature, genetics, evolution, and a brief survey of the plant and animal kingdoms. Not repeatable. (CAN BIOL 2)

BIOSC-119 Nursing Microbiology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

Prerequisite: BIOSC 106; AND either CHEM 119 or BIOSC 110

This course meets the CSU General Education requirement for Areas B2-Life Science and B3-Laboratory Activity.

This course provides a survey of microorganisms of particular importance to humans, integrating basic concepts of microbiology and cellular biology. Emphasis is on medical microbiology and immunology, and their practical application to medicine and public health. Not repeatable.

BIOSC-132 Human Anatomy

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Areas B2-Life Science, B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Biological Sciences.

This course covers the structure or morphology of the human body, covering basic cytology, histology and all major organs and organ systems. In addition, the two main integrative systems of the body, the nervous and endocrine systems are also covered, with a greater emphasis on neuroanatomy than on endocrinology. The course is taught both systemically and regionally, with developmental anatomy added when applicable. The muscles, bones, nerves and circulation of the limbs and back are approached regionally so as to better integrate all structures for student comprehension and retention. Organs, organ systems and neuroanatomy are taught from a systemic perspective. Course material progresses from a cellular and tissue level to an organ and organ system level. As each region or organ system is completed, its relationship to other organ systems and the whole organism is stressed. Specific functions especially as they are related intimately to structure are also studied. For example, the presentation of the heart and of the Central Nervous System include information on function. Finally, clinical correlations are given throughout the course as this course is primarily taken by pre-health professionals. Not repeatable.

BIOSC-134 Human Physiology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: BIOSC 106; and either BIOSC 110 or CHEM 119

This course meets the CSU General Education requirement for Areas B2-Life Science, B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Biological Sciences.

This course is about the function of the human body that covers all major body systems and the two main integrative systems, the nervous and endocrine systems in detail. Course material progresses from a cellular and molecular level to an organism level, and regulation and integration of functions is emphasized. This is because several mechanisms within the body work in similar fashions and understanding them on a molecular level enables students to comprehend how several functions in different systems occur in the body. For example, study of binding characteristics and receptors can be applied to gated membrane transport channels, receptors for hormones, muscle contraction, action of calcium within cells, activation of second messenger systems and many others. Integration and interrelation of functions and some pathologies also are covered. Minimal anatomy is covered, mainly as it is needed to understand the function of the heart, the lungs and pleural membranes and the digestive system. Several clinical correlations are also given throughout the course. Not repeatable.

BIOSC-140 Principles of Biology I

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: CHEM 120 and BIOSC 106

This course meets the CSU General Education requirement for Areas B2-Life Science, B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Biological Sciences.

General introduction to cells and their function, cellular metabolism and energetics, genetic material and its expression, classical genetics, and animal form, function, and development. Intended for transfer majors in biology. BIOSC 140 is not a pre-requisite for BIOSC 141. Not repeatable.

BIOSC-141 Principles of Biology II

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: BIOSC 106 and MATH 120

This course meets the CSU General Education requirement for Areas B2-Life Science, B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Biological Sciences.

An introduction to evolution and natural selection, population genetics, plant development, form, and function, and ecological principles. Intended for transfer majors in biology. Not repeatable.

BIOSC-148 General Microbiology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: BIOSC 106 and CHEM 120 may be taken concurrently.

This course meets the CSU General Education requirement for Areas B2-Life Science, B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Biological Sciences.

This course explores the structure and function of the prokaryotic cell, with emphasis on biochemical pathways, genetics, recombinant DNA technology, and physical and chemical methods of microbial control. Included is a survey of prokaryotes of ecological, medical, and industrial importance. Not repeatable.

BIOSC-155 Biotechnology I: Foundational Concepts and Laboratory Skills

1.5 Units: 18 hours of lecture, 27 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: BIOSC 106

Challenge: By examination

This course is designed to teach students wanting to enter the field of Biotechnology how to apply chemical, biochemical, and microbiological concepts to actual formulations used in Biotechnology labs. Concepts important for working in a regulated environment, laboratory calculation, and technical practice with precision measuring instruments, analytical instruments, and reagents are covered. Good communication and effective teamwork skills are also emphasized. Not repeatable.

BIOSC-156 Biotechnology II: Advanced Concepts and Laboratory Skills

1.5 Units: 18 hours of lecture, 27 hours of laboratory per term, LR, DG, CSU, UC

Prerequisite: BIOSC 155, or current employment in Biotechnology.

Challenge: Interview with instructor of record.

This course is designed to familiarize students seeking to enter the field of Biotechnology with commonly used assay methods and instrumentation, and to provide training in workplace skills such as instrumentation trouble-shooting, data analysis and keeping a laboratory notebook according to Good Manufacturing Practices regulations. Not repeatable.

BIOSC-160 Nutrition

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course provides a study of the essential nutrients, their function in the body, and how to determine the food needs of the normal individual. Not repeatable.

BIOSC-172 Introduction to Biotechnology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course will teach students about all aspects of the biotechnology field, with content appropriate for a wide range of students and professionals. Topics will include the biology, business, and legal/ethical issues surrounding biotechnology; cells, genes, DNA, proteins, genetic engineering, drug development, biofuels, agriculture, bioremediation, biotechnology company structure, and the regulations affecting the field. Not repeatable.

BIOSC-182 GLP and GMP; Principles and Compliance

1 Unit: 18 hours of lecture, per term, LR, DG, CSU

This course will introduce students to the laws, regulations, and quality practices associated with the biotechnology industry, with emphasis on the development of pharmaceuticals and medical devices. Students will gain hands-on experience navigating and using the Food and Drug Administration (FDA) website. Not repeatable.

BIOSC-183 Mammalian Cell Culture

1 Unit: 15 hours of lecture and 9 hours of laboratory, per term, LR, DG, CSU

Prerequisite: BIOSC 155, or challenge by skill demonstration, including accurate use of micropipetors, dilution mathematics, and cell culture hood.

This course is designed to prepare students for employment as cell culture technicians. Students will learn aseptic techniques, how to work in a cell culture hood, how to compose mammalian cell culture media and the function of each medium component, how to use a hemacytometer and vital staining to count cells and determine viability, how to passage cells, and how to cryopreserve cell cultures. In addition, students will be introduced to concepts of stem cell research, including multi-potent and totipotent cell lines. May be repeated one time.

BIOSC-184 ELISA Methodology and Assay Development

1 Unit: 15 hours of lecture and 9 hours of laboratory, per term, LR, DG, CSU

Prerequisite: BIOSC 155, or challenge by skill demonstrations, including accurate use of micropipetors, dilution mathematics, generation and interpretation of a standard curve.

This course introduces students to Enzyme-Linked ImmunoSorbant Assays (ELISA), a highly versatile method used to identify and quantify proteins, both in the biotechnology industry and in medical diagnosis. Students will gain extensive hands-on experience with instruments, method development and optimization, and data analysis. May be repeated one time.

BIOSC-185 Polymerase Chain Reaction, Theory and Applications

1 Unit: 15 hours of lecture and 9 hours of laboratory, per term, LR, DG, CSU

Prerequisite: BIOSC 119, 140, 148, or 156; or challenge by successful completion of a college level course in Cell or Cell and Molecular Biology.

This course will teach the theory and practice of DNA replication in vitro (the Polymerase Chain Reaction [PCR]), with emphasis on understanding the role of each reaction component. In addition, this course will provide students with hands-on experience in extracting genomic DNA from a variety of sources, choosing primer pairs needed to amplify selected genes, composing experimental and control reactions, programming the DNA thermalcycler, and analyzing the reaction products with agarose gel electrophoresis. Applications of PCR in medical diagnosis, forensic analysis, research, and agriculture will be discussed. May be repeated one time.

BIOSC-186 Protein Purification and Analysis

1 Unit: 15 hours of lecture and 9 hours of laboratory, per term, LR, DG, CSU

Prerequisite: BIOSC 119, 140, 148, or 156; or challenge by successful completion of a college level course in Cell or Cell and Molecular Biology. This course will teach how to isolate a specific protein from a complex cell lysate using affinity chromatography. The isolated protein will be analyzed by qualitative and quantitative protein assays. The size and purity of the isolated protein will be analyzed by SDS-Polyacrylamide Gel Electrophoresis (SDS-PAGE). May be repeated one time.

BIOSC-187 DNA Manipulation and Cloning

1 Unit: 15 hours of lecture and 9 hours of laboratory, per term, LR, DG, CSU

Prerequisite: BIOSC 119, 140, 148, or 156; or challenge by successful completion of a college level course in Cell or Cell and Molecular Biology. This course is designed to teach students how to construct a genomic library of a viral DNA. Students will learn to use the molecular tools of cloning and analysis of recombinant DNAs. May be repeated one time.

BIOSC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Biological Sciences under the direction of an instructor. May be repeated three times.

BIOSC-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

Business (BUS)**Department/Program Description:**

(See also Business Office Technology)

Since most students will likely work in a business-related organization, the business department seeks to 1) help them become aware of, and knowledgeable about, the domestic and global business environments; 2) prepare business majors for transfer to four-year academic programs in business and economics; 3) become aware of possible business-related jobs and careers; and 4) enhance their appreciation of life-long learning as a basis for continued self-development and professional career success in the business arena.

Some possible careers:

Accountant, auditor, cost estimator, financial manager, marketing, retail sales, purchasing agent, underwriter, wholesale/retail buyer, book-keeper, payroll clerk, employment interviewer, management consultant, personnel trainer.

Certificate of Achievement -**Accounting Technician.....18-24.5 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:**1st semester**

3 units	BUS 102	Business Mathematics
or		
3-5 units	MATH 118	Elementary Algebra (or higher)
3 units	BUS 109	Introduction to Business
1.5-4 units	CIS 110	Computer Literacy (or a higher-level CIS class)*
or		
3 units	BUS 181	Applied Accounting
4 units	BUS 186	Principles of Accounting

2nd semester

3 units	BUS 125	Report Writing
1.5 units	BUS 188	Accounting Applications on the Microcomputer
or		
1 unit	BUS 194I	Quickbooks

Plus at least one course from the following:

3 units	BUS 181	Applied Accounting I
3 units	BUS 182	Applied Accounting II
or		
4 units	BUS 186	Principles of Accounting I
4 units	BUS 187	Principles of Accounting II
.5 units	Any Business elective needed to meet the required minimum of 18 units.	

**Major - Associate in Science Degree -
Business Administration**

Certificate of Achievement -

Business Administration..... 29 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

Fall semester

4 units	BUS 186	Principles of Accounting
3 units	BUS 240	Business Statistics
3 units	ECON 220	Introduction to Macroeconomics Principles
4 units	CIS 135	Introduction to Computers and Microcomputers

Spring semester

4 units	BUS 187	Principles of Accounting
3 units	BUS 294	Business Law
3 units	ECON 221	Introduction to Microeconomic Principles

5 units MATH 170 Finite Mathematics
or

5 units MATH 171 Elementary Functions and Coordinate Geometry

**Major - Associate in Science Degree -
Business Management**

Certificate of Achievement -

Business Management..... 19.5-25 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

3 units	BUS 102	Business Mathematics
or		
3-5 units	MATH 118	Elementary Algebra (or higher)
3 units	BUS 109	Introduction to Business
3 units	BUS 181	Applied Accounting
or		
4 units	BUS 186	Principles of Accounting
1.5-4 units	CIS 110	Computer Literacy (or a higher-level CIS class)*

*Students may not use the computer proficiency exam or a course taken in high school to meet this requirement.

2nd semester

3 units	BUS 120	Introduction to Management
3 units	BUS 125	Report Writing
3 units	SPCH 120	Public Speaking
or		
3 units	SPCH 121	Critical Thinking
or		
3 units	SPCH 128	Interpersonal Communication

BUS-095A-D Computer Laboratory: Special Projects

.2 Units: 10.8 hours of laboratory, per term, P/NP, ND

Co-requisite: BUS 181, 182, 186, 187, or 188.

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed to allow students access to software packages which supplement the text books in their business and related courses. It is a laboratory course, and each level may be repeated three times to acquire proficiency in working with computer software. May be repeated three times.

BUS-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, SC, DG, CSU

Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experience for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

BUS-100 Topics in Business

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Business. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

BUS-102 Business Mathematics

3 Units: 54 hours of lecture, per term, SC, ND

This course is an introduction to business mathematics including banking services, personal credit, interest and repayment, discounts, property, sales and income taxes, payroll, depreciation, and retail merchandising. Not repeatable.

BUS-109 Introduction to Business

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course presents a comprehensive overview of essential business functions, with an emphasis on the American business system. Included in the course are various forms of business ownership, the essentials of the management process, production, marketing, finance, securities markets, human resources, international trade, the role of values in business, and the influence of technology as an economic stimulus. Not repeatable.

BUS-120 Introduction to Management

3 Units: 54 hours of lecture, per term LR, DG, CSU

This course introduces the student to the basic functions of the management process including accountability and responsibility to subordinates, peers and superiors, with special emphasis on attitudes, human needs, motivation and leadership. Not repeatable.

BUS-125 Report Writing

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course covers practical aspects of report writing. It also includes instruction in methods of collecting, organizing, and interpreting data, with emphasis upon the elements of writing the final report. Not repeatable.

BUS-152 Practical Marketing

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is an introduction to marketing, and covers how to attract and keep customers. It introduces students to marketing, planning, research, advertising, promotion, public relations, buyer behavior, merchandising and target marketing. This course is useful to anyone who wants to understand how to generate business. Not repeatable.

BUS-181 Applied Accounting I

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course has been additionally approved to be offered in a Distance Education, format.

This course covers the application and use of record keeping and basic accounting practices to the records and reports of small business. The course includes financial statement preparation, payroll accounting, special journals, bank reconciliation and accounting terminology. Not repeatable.

BUS-182 Applied Accounting II

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Prerequisite: BUS 181

This course has been additionally approved to be offered in a Distance Education format.

This course continues BUS 181, providing additional development of basic accounting practices related to prepaid expenses, receivables, merchandise inventory, plant assets, notes payable and long-term debt. This course includes an overview of partnerships, corporate and departmental accounting. Not repeatable.

BUS-186 Principles of Accounting I

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC

This course presents the basic principles and practices of accounting, including the accounting cycle, closing procedures, and statement preparation. Elementary concepts of accounting theory and selected problems in accounting will be covered. This course may be applied toward the educational requirement for the brokers' examination. Not repeatable. (CAN BUS 2, BUS SEQ A)

BUS-187 Principles of Accounting II

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: BUS 186 with a grade of "C" or better.

This course continues BUS 186, with emphasis on the principles of accounting as applied to partnerships, corporations, more advanced financial accounting topics, and managerial accounting. Not repeatable. (CAN BUS 4, BUS SEQ A)

BUS-188 Accounting Applications on Microcomputer

1.5 Units: 9 hours of lecture, 36 hours of laboratory, per term, P/NP, DG

This course provides the student with hands-on experience in integrated accounting on the microcomputer. The application package includes account receivables, account payables, payroll and financial statements. The course uses a Windows-based accounting software, such as QuickBooks. Accounting principles are not taught in this class. Not repeatable.

BUS-191 Small Business Management

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course presents information on how to start, run, or expand a small business, and includes analysis of location, equipment, financing, cost control, credit management, merchandising, and marketing. Not repeatable.

BUS-194A-G Entrepreneurship Training

.2-3 Units each module: 3.6-54 hours of lecture, per term, P/NP, DG

.20 - 3 units each module

BUS 194 is a series of short-term modules that present information on how to start, run, or expand a small business. Module A covers Starting a Business. Each module requires from one to four sessions. This course is useful to anyone who has recently started a small business, or to anyone planning to own or manage a small business. Not repeatable.

Module A Starting a Business**Module B Accounting for a Small Business****Module C Business Plan****Module D Legal Issues for a Small Business****Module E Marketing for the Small Business****Module F Managing a Small Business****Module G Financing a Small Business****BUS-194I QuickBooks Accounting Software**

1 Unit: 18 hours of lecture, per term, P/NP, DG

This short-term course provides an introduction to the QuickBooks Accounting Software. This Windows-based software is designed for small businesses. The course provides hands-on instruction in establishing a company's financial system, cash receipts and disbursement functions, payroll accounting overview, accounts receivable and accounts payable, and financial statement preparation processing. Accounting principles are not taught in the class. Not repeatable.

BUS-240 Business Statistics

3 Units: 54 hours of lecture, per term SC, DG, CSU, UC

Prerequisite: MATH 120

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course presents statistical tools necessary for problem solving in business and in the Social Sciences. Topics will include frequency tables, histograms, measures of central tendency and variation, probability distributions, correlation, simple linear regression, confidence intervals and hypothesis testing. Not repeatable.

BUS-294 Business Law

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC
 This course has been additionally approved to be offered in a Distance Education, Telecourse, format.
 This course presents basic principles of business law leading to solution of legal problems of the business person, covering contracts and agencies. BUS 294 may be applied towards the educational requirement of the real estate broker's examination. Not repeatable. (CAN BUS 8)

BUS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.
 This course is designed for selected students to pursue independent study in Business under the direction of an instructor. May be repeated three times.

BUS-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG
 This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

Business Office Technology (BOT)

(Formerly Office Information Systems - OFFIS)

Some possible careers:

Administrative assistant, general clerical worker, word processing clerk, typist, records clerk, records technician, dispatcher, telephone operator, receptionist, medical transcriber.

Major - Associate in Science Degree - Administrative Assistant Certificate of Achievement - Administrative Assistant..... 31 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

- 1st semester**
- 3 units BOT 118 Basic Communication Skills for Business
- 2 units BOT 210A Keyboard Skills Through Word Processing
- 3.5 units CIS 201 Microsoft Excel/Information Processing
- 2nd semester**
- 3 units BOT 222 Microsoft Word/Information Processing
- 4 units CIS 135 Introduction to Computers and Microcomputers
- 3.5 units CIS 200 Microsoft Access/Information Processing
- 3rd semester**
- 3 units BOT 181 Applied Accounting
- 3 units BOT elective
- 4th semester**
- 3 units BOT 243 General Office Procedures
- 3 units BOT 248 Business Correspondence

Major - Associate in Science Degree - General Office Certificate of Achievement - General Office 20 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

- 1st semester**
- 3 units BOT 118 Basic Communication Skills for Business
- 2 units BOT 210A Keyboard Skills Through Word Processing
- 3.5 units CIS 201 Microsoft Excel/Information Processing
- 2 units BOT elective
- 2nd semester**
- 3 units BOT 222 Microsoft Word/Information Processing
- 3 units BOT 243 General Office Procedures
- 3.5 units CIS 200 Microsoft Access/Information Processing

BOT-095A-D Computer Laboratory

.2-3 Units: 10.8-162 hours of laboratory, per term, SC, ND
 Advisory: Concurrent enrollment in BUS 181, 182, 186 or 187

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed to allow students access to Business Office Technology equipment during hours other than regularly scheduled class hours. Students may utilize equipment for skill building, typing assignments, or make-up work. This class is designed for an extra practice lab, not as an instructional class. May be repeated three times.

BOT-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU
 Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

BOT-100 Topics in Business Office Technology

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Business Office Technology. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

BOT-118 Basic Communication Skills for Business

3 Units: 54 hours of lecture, per term, SC, DG

This course is designed to help students develop the skills necessary to communicate effectively in a professional business environment. The focus will be on communicating properly, clearly and concisely, both orally and in writing. Students will learn to prepare basic business documents, including letters, memos, and short reports; to use basic technology to communicate, including email; and to present short oral presentations. The course will also contain an introduction to employment communication, including resumes, application letters, and interview skills. Not repeatable.

BOT-209 Keyboarding for Computer Users

.5 Unit: 9 hours of lecture, 18 hours of laboratory, per term, SC, DG

This course offers basic keyboarding (typing) instruction on the computer keyboard. The emphasis is on learning how to key with speed and accuracy using the touch system. Not repeatable.

BOT-210A Keyboard Skills Through Word Processing

2 Units: 36 hours of lecture, 18 hours of laboratory, per term, SC, DG, CSU

Satisfies computer literacy requirements for graduation.

This course is designed for the student to learn to key (type) using the touch system on a computer keyboard. Instruction includes basic operating systems commands, basic word processing commands, and correct formats for correspondence and reports. Not repeatable.

BOT-221A Word/Information Processing: Beginning Applications (Microsoft Applications TM)

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU

Prerequisite: BOT 210A with a minimum grade of "C".

This hands-on course is designed to introduce PC operations and the creation of documents using a popular word processing software package. Emphasis is on power keyboarding and basic functions of formatting, editing, and printing documents as well as using special features for document enhancement. May be repeated three times.

BOT-222 Microsoft Word/Information Processing

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU

Prerequisite: BOT 210A with a minimum grade of "C"; or complete typing exam with a minimum of 40 wpm

Co-requisite: BOT-095A-D

This course will introduce students to intermediate and advanced features of MS Word such as styles, outlines, mail merge, and macros. Basic skills in Microsoft Windows and the Internet will also be introduced. Students will receive hands-on experience working on actual projects--the best way to prepare them for the on-the-job challenges they'll face. This course offers complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification (MOS) Exams. May be repeated three times.

BOT-243 General Office Procedures

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides experience and training in the many and varied duties essential to success as a general office employee. Such duties include telephone and receptionist duties; handling the mail; use of banking services; maintenance of supplies; files management; and planning business travel, meetings, and conferences. Not repeatable.

BOT-248 Business Correspondence

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course presents the principles of effective business communication, with extensive practice in planning, writing, and revising for conciseness, readability, emphasis and tone. Students explore methods of collecting, organizing, and interpreting information for both oral and written reports. A variety of written and oral assignments are presented with emphasis on a final written report. This course meets the English composition requirement for graduation. Not repeatable.

BOT-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Business Office Technology under the direction of an instructor. May be repeated three times.

Chemistry (CHEM)

Department/Program Description:

Some possible careers:

Research chemist, pharmacist, laboratory technician, technical writer, marketing representative, technical sales and service representative, toxicologist, perfumer, assayer, food chemist, physician, dentist, veterinarian, air pollution analyst, chemical processing plant worker/supervisor, crime lab analyst, medical librarian, patent agent/attorney.

Major - Associate in Science Degree -

Chemistry 28 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

5 units	CHEM 120	General College Chemistry I
4 units	PHYS 120	General College Physics I
or		
4 units	PHYS 120H	General College Physics I (Honors)
or		
4 units	PHYS 130	General Physics I

2nd semester

5 units	CHEM 121	General College Chemistry II
4 units	PHYS 121	General College Physics II
or		
4 units	PHYS 121H	General College Physics II (Honors)
or		
4 units	PHYS 230	General Physics II

3rd semester

5 units	CHEM 226	Organic Chemistry - Part 1
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4th semester

5 units	CHEM 227	Organic Chemistry - Part 2
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CHEM-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

CHEM-100 Topics in Chemistry

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Chemistry. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

CHEM-119 Introductory Chemistry

4 Units: 72 hours of lecture, 36 hours of laboratory, per term, SC, DG, CSU, UC

Advisory: MATH 118 or a year of high school algebra.

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course introduces the elementary principles of chemistry from a conceptual approach, focusing on the concepts of chemistry with little emphasis on the calculations. This course serves as a first course in chemistry. Not repeatable.

CHEM-120 General College Chemistry I

5 Units: 90 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: MATH 120 or equivalent (Intermediate Algebra)

Advisory: High school science preparation including a course in chemistry with a laboratory (equivalent to CHEM 119). The ability to read and write at the ENGL 142B level. A diagnostic exam may be given to assist the student in determining whether or not she has adequate preparation for the course.

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course is the first semester of general college chemistry, equivalent to CHEM 001A at the University of California, Berkeley. It covers chemical concepts including elements, atoms, molecules, chemical reactions, chemical calculations, gases and gas laws, thermochemistry, quantum theory, chemical bonding, pure phases and solutions, and an introduction to acids, bases, and chemical equilibrium. Not repeatable.

CHEM-121 General College Chemistry II

5 Units: 90 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: CHEM 120 or equivalent

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course has been additionally approved to be offered in a Distance Education format.

This course is a continuation of the first semester of general college chemistry, CHEM 120. It covers chemical equilibrium, chemical kinetics and thermodynamics, acid and base equilibrium, solubility equilibria, electrochemistry, and special topics in nuclear chemistry, transition metal chemistry, organic and biochemistry. CHEM 120 and 121 are equivalent to CHEM 1A and 1B at the University of California, Berkeley. Not repeatable. (CAN CHEM 4, CHEM SEQ A)

CHEM-226 Organic Chemistry I

5 Units: 90 hours of lecture, 72 hours of laboratory, per term SC, DG, CSU, UC

Prerequisite: CHEM 120 or equivalent

Advisory: ENGL 142B and CHEM 121 or equivalent.

Offered in the fall semester.

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Physical Sciences.

This first half of a one-year course (CHEM 226-227) covers structure and bonding, stereochemistry, common synthetic reactions and reaction mechanisms; alkanes, alkenes, alkynes; benzene and other aromatic compounds; and various common functional groups such as halides, alcohols, ethers, and selected carbonyl compounds. The organic laboratory includes characterization techniques, separations and syntheses, spectroscopy, and laboratory experiments involving reactions described in the lecture. Not repeatable.

CHEM-227 Organic Chemistry II

5 Units: 90 hours of lecture, 72 hours of laboratory, per term SC, DG, CSU, UC

Prerequisite: CHEM 226 or equivalent

Advisory: Recommend English reading and composition skills at the ENGL 142B level.

Normally offered in the spring.

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area 5: Physical and Biological Sciences under Physical Sciences.

This second half of a one-year course (CHEM 226-227) continues and expands concepts of structure and bonding and reactivity introduced in the first semester. Areas covered include aromatic compounds, selected concerted reactions, aldehydes and ketones, carboxylic acid derivatives, amines, phenols, organosulfur compounds, and organophosphates. Next come lipids, terpenoid compounds, carbohydrates, amino acids and proteins, and nucleic acids. Laboratory exercises include a variety of syntheses, reaction studies, and structural identifications using spectroscopic methods. Not repeatable.

CHEM-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Chemistry under the direction of an instructor. May be repeated three times.

Chinese (CHIN)**CHIN-100 Topics in Mandarin**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Mandarin. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

CHIN-110 Conversational Mandarin I

3 Units: 54 hours of lecture, per term, SC, DG

This is a beginning course in communication with extensive oral practice in Mandarin. Emphasis will be placed on practical vocabulary, pronunciation, idiomatic usage and basic grammar. It is designed for students who wish to acquire basic skills of spoken Mandarin rather than reading and writing Chinese characters. It is not designed for native speakers of Mandarin. It does not satisfy the academic requirements of the CHIN 120 series. Not repeatable.

CHIN-111 Conversational Mandarin II

3 Units: 54 hours of lecture, per term, SC, DG

Advisory: CHIN 110

This course is the second part of a beginning course with extensive oral practice in Mandarin. Emphasis will be placed on practical vocabulary, pronunciation, and idiomatic usage. It is designed for students who wish to acquire basic skills of spoken Mandarin rather than reading and writing Chinese characters. However, principles of character writing and some characters will be introduced. It is not designed for native speakers of Mandarin. It does not satisfy the academic requirements of the CHIN 120 series. Not repeatable.

CHIN-120 First-Semester Mandarin

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 6: Language Other Than English.

This is a first-semester course in Mandarin. The goals are to communicate in Mandarin through the development of skills in speaking, understanding, reading and writing, and to develop an appreciation of Chinese culture. Not repeatable.

CHIN-121 Second-Semester Mandarin

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Advisory: CHIN 120

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), the IGETC for Area 3: Humanities and Area 6: Language Other Than English.

This is a second-semester Mandarin course. The goals are to communicate in Mandarin through the development of skills in speaking, understanding, reading and writing and to develop an appreciation of the Chinese culture. Not repeatable.

CHIN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.
 This course is designed for selected students to pursue independent study in Chinese under the direction of an instructor. May be repeated three times.

Computer and Communications Technology (CCT)

Department/Program Description:

Some possible careers:
 Network communication technician, network communication installer, fiber optic/copper structure installer, electronic engineer technician, maintenance supervisor, network computer repair technician, telephone, computer, or network communication equipment or manufacturing plan technician.

Major - Associate in Science Degree - Network Technology Certificate of Achievement - Network Technology 19 Units
 An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

Fall semester

- 4 units CCT 170 Basic Electronics
- or
- 4 units CCT 171 Security Systems for Home & Small Business
- 4 units CCT 272 Fiber Optic/Copper Network Structure
- 3 units CCT 274 Network Communication Technology
- or
- 3 units CCT 172 Wireless Networks for Home & Small Business

Spring semester

- 4 units CCT 271 Digital Applications and Devices
- 4 units CCT 273 Computer Repair Technology

Certificate of Accomplishment - Fiber Optic/Copper Network Structure 4 Units
 A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:
 4 units CCT 272 Fiber Optic/Copper Network Structure

Certificate of Accomplishment - Computer Repair Technology 4 Units
 A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:
 4 units CCT 273 Computer Repair Technology

Certificate of Accomplishment - Network Communication Technology 3 Units
 A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:
 3 units CCT 274 Network Communication Technology

Certificate of Accomplishment - Security Systems for Home & Small Business 4 Units
 A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:
 4 units CCT 171 Security Systems for Home & Small Business

Certificate of Accomplishment - Wireless Networks for Home & Small Business 3 Units
 A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:
 3 units CCT 172 Wireless Networks for Home & Small Business

Certificate of Accomplishment - Alternate Energy Systems 2 Units
 A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:
 2 units CCT 120 Alternate Energy Systems

CCT-099 Occupational Work Experience

.5-4 Units: 9-72 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.
 For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.
 This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

CCT-100 Topics in Computer and Communications Technology

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU
 This course covers topics in Computer and Communications Technology. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

CCT-120 Introduction to Alternate Energy Systems

2 Units: 36 hours of lecture, 18 hours of laboratory, per term, SC, DG
 This course will cover present day energy systems, and then cover an in-depth analysis of the design and installation of alternate energy systems. Alternate energy systems to be covered in detail are solar water heating systems, solar electrical systems, wind electrical systems, wind mechanical systems, small hydro-electrical systems, and unique conservation methods. Also presented are topics on geothermal energy, fuel cells, and biomass systems. Additional topics include applications of alternate energy in transportation, industrial, commercial, and residential systems. May be repeated one time.

CCT-130 Photovoltaic Systems Design and Installation

2 Units: 36 hours of lecture, 18 hours of laboratory, per term, SC, DG
 This course will show students how to do solar site evaluations, electrical load calculations, solar system size calculations, and installation techniques. This course will help students design and install their own solar system and obtain skills for employment. May be repeated one time.

CCT-150 Topics in Alternative Energy Technologies

.5-4 Units: 0-18 hours of lecture and/or 0-108 hours of laboratory, per term, P/NP, DG
 This is a supplemental course in alternate energy technology that provides a study of current concepts, practices and related subdivisions. Specific topics will be announced in the schedule of classes. May be repeated three times.

CCT-170 Basic Electronics

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG
 This course covers calculation and measurements of A.C. and D.C. series, parallel and complex circuits. Fundamental laws, use of basic test equipment and electrical safety will be discussed and utilized with lab projects and experiments. Not repeatable.

CCT-171 Security Systems for Home and Small Business

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG
 This course provides instruction and application of security systems that may be self contained or monitored for small business or home security. Through instruction and practical application, the student will understand the basic elements of installing wired and wireless burglar and intrusion alarm systems, panic buttons, internal and external night/day security cameras, tape and digital recording systems. Included are electronic security control panels, remote control devices, security lighting (including parking lots), battery back-up systems, infrared detection, microwave detection, reed switches, proximity sensors and ultrasonic detection. Not repeatable.

CCT-172 Wireless Networks for Home and Small Business

3 Units: 54 hours of lecture, per term, LR, DG
 This course provides instruction in practical application of wireless networks. Included are computer, Internet, security, video, remote, and mobile transmission. Techniques of designing, selection, placement and troubleshooting of wireless networks for home and small business will be discussed. Not repeatable.

CCT-271 Digital Applications and Devices

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG
 This course will study aspects of digital devices and their applications. Logic gates, counters and registers, as well as digital display devices will be discussed. The use of tools and selected digital test equipment will be introduced into lab assignments. Not repeatable.

CCT-272 Fiber Optic/Copper Network Structure

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG
 This course provides a study in data transmission utilizing various technologies. Presented from a technician's point of view, aspects of fiber optic theory and application will be discussed, as well as copper wiring, color codes and terminations. Not repeatable.

CCT-273 Computer Repair Technology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG
 This course provides a study in the construction and design of personal computers. Included will be diagnosing and methods of troubleshooting all areas of microcomputer hardware. Differentiation between hardware and software failures and compatibility will be discussed. Not repeatable.

CCT-274 Network Communication Technology

3 Units: 54 hours of lecture, per term, LR, DG
 This course provides a study in practical application of communication techniques for local area networks. Basic data communications including modems, DSL, cable modems, modulation methods and switching concepts will be discussed. Token Ring Network, Fast Ethernet technology and Firewall technology will be included, along with repeaters, routers, bridges, gateways, Frame Relay and Fiber Distributed Data Interface (FDDI). Not repeatable.

CCT-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Computer and Communications Technology under the direction of an instructor. May be repeated three times.

Computer Information Systems (CIS)

Department/Program Description:

Some possible careers:

Computer operator, data entry operator, secretary, computer programmer, microcomputer operator, word processor, computer resource technician, systems analyst, database administrator, database design analyst.

Major - Associate in Science Degree - Computer Programming Certificate of Achievement - Computer Programming.... 28 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

5 units BOT 209 Keyboarding for Computer Users
4 units CIS 135 Introduction to Computers

2nd semester

3.5 units CIS 133 Logic and Programming Basics
3.5 units CIS 152 Networking Essentials
1.5 units CIS 190B Windows Fundamentals

3rd semester

3.5 units CIS 134 Introduction to Visual Basic Programming
1.75 units CIS 166A Basic Web Page Development
1.75 units CIS 166B Advanced Web Page Development

4th semester

3.5 units CIS 162 Computer Programming C++
3.5 units CIS 201 Microsoft Excel/Information Processing
or
3.5 units CIS 200 Microsoft Access/Information Processing

Major - Associate in Science Degree -

Computer Operations

Certificate of Achievement -

Computer Operations..... 23-24.5 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

.5 units BOT 209 Keyboarding for Computer Users
or 2 units BOT 210A Keyboard Skills Through Word Processing
4 units CIS 135 Introduction to Computers
3.5 units CIS 125 Computer Logic Concepts

2nd semester

3 units BOT 222 Microsoft Word/Information Processing
1.5 units CIS 190B Windows Fundamentals

3rd semester

3.5 units CIS 201 Microsoft Excel/Information Processing
3.5 units CIS 166 Web Page Development - HTML & XML
or
1.75 units CIS 166A Basic Web Page Development
and
1.75 units CIS 166B Advanced Web Page Development
or
3.5 units CIS 202 Microsoft Office Integration

4th semester

3.5 units CIS 200 Microsoft Access/Information Processing

CIS-036A Introduction to Microsoft Word TM

.5 Unit: 9 hours of lecture, 9 hours of laboratory, per term, P/NP, ND

Co-requisite: CIS 095A-D

This course will introduce Microsoft Word with emphasis on creating, editing, saving, retrieving, and printing Word documents. Not repeatable.

CIS-037 Introduction to ExcelTM

.5 Unit: 9 hours of lecture, 9 hours of laboratory, per term, P/NP, DG

Co-requisite: CIS 095A-D

This course will introduce Microsoft Excel with emphasis on creating, editing, formatting, printing, and retrieving Excel workbooks. Not repeatable.

CIS-038 Introduction to Microsoft Access

.5 Unit: 9 hours of lecture, 9 hours of laboratory, per term, CR/NC, DG

Co-requisite: CIS 095A-D

This course will introduce Microsoft Access with emphasis on creating, editing, formatting, printing, and retrieving Access databases. Not repeatable.

CIS-095A-D Computer Laboratory

.2 Units: 10.8 hours of laboratory by arrangement, per term, P/NP, ND

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed to allow students access to CIS computer systems other than their regularly scheduled class hours. Students may utilize the computer systems for skill building or completing assignments. This class is designed for extra lab usage, not as any instructional class. May be repeated 9 times.

CIS-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU

Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

CIS-100 Topics in Computer Information Systems

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

Co-requisite: CIS 095A-D

This course covers topics in Computer Information Systems. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

CIS-110 Fundamental Computer Literacy

2 Units: 27 hours of lecture, 27 hours of laboratory, per term, SC, DG

Co-requisite: CIS 095A-D

Normally offered as a 9-week course.

This course is a non-technical introduction to computers. It covers basic computer technology, examines social issues surrounding computers, and introduces the student to hands-on general Windows commands and word processing. Not repeatable.

CIS-112 PACE - Fundamental Computer Literacy

2 Units: 27 hours of lecture, 27 hours of laboratory, per term,
SC, DG, CSU

Co-requisite: CIS 095A-D

Typing skills recommended.

This course is a non-technical introduction to computers. It covers basic computer technology, examines the social issues surrounding computers, and introduces the student to hands-on use of word processing, BASIC programming, operating systems and the Internet. Students are expected to be able to operate a computer through the keyboard and mouse prior to beginning this class. Not repeatable.

CIS-125 Computer Logic Concepts

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

The course enables students to understand their own logical thought processes and to apply them to a set of structured problems for computer application. Techniques used are symbol manipulation, pattern analysis, set manipulation, decision tables, verbal reasoning, logic problems, ANSI flowcharting, structured flowcharting, Warner/Orr diagrams, and Pseudocode. Not repeatable.

CIS-135 Introduction to Computers

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC

Co-requisite: CIS 095A-D

This course will familiarize the business person, first-time computer user, and transfer student with the skills needed to successfully operate a personal computer using commercially available software. Computer history, hardware, software and social issues are discussed, and students will be able to demonstrate computer literacy upon successful completion of this course. Students are introduced to general Windows operations, the Internet, Microsoft Word, Microsoft Excel, Microsoft Access and BASIC programming. Not repeatable.

CIS-166A Basic Web Page Development

1.75 Units: 27 hours of lecture, 18 hours of laboratory, per term, SC, DG

Co-requisite: CIS 095A-D

Introduction to Web page development using HTML. Basic "real-world" application of Web pages including text, graphics, links, frames, tables, and forms using a simple text editor. Not repeatable.

CIS-166B Advanced Web Page Development

1.75 Units: 27 hours of lecture, 18 hours of laboratory, per term, SC, DG

Prerequisite: CIS 166A or Challenge the CIS 166A exam with 70% or better or provide a sample Web page with links, graphics, image maps, tables, frames, and forms and explain the HTML code that supports it.

Co-requisite: CIS 095A-D

This course is a continuation of CIS 166A: Basic Web Page Development. Advanced "real-world" application of Web pages including cascading style sheets (CSS), JavaScript, DHTML, XML, and multimedia using a simple text editor. Not repeatable.

CIS-190B Windows Fundamentals

1.5 Units: 27 hours of lecture, 18 hours of laboratory, per term, SC, DG

Co-requisite: CIS 095A-D

This course will introduce concepts of the Windows operating system, and is designed to meet the needs of both novice and experienced users. Students will learn how to use to desktop function of Windows, and how to customize the options for individual needs. Upon completion of the course, the student will be able to document the tasks and processes of their current Windows environment. Not repeatable.

CIS-200 Microsoft Access/Information Processing

3.5 Units: 54 hours of lecture, 36 hours of laboratory, per term,
SC, DG, CSU

Prerequisite: CIS-135 or CIS-038 with a minimum grade of "C"

Co-requisite: CIS-095A-D

This course will introduce students to intermediate and advanced features of Microsoft Access such as building links, relationships, indexes, designing advanced queries and macros. The history of records management and the Alphabetic Indexing Rules 1-10 will also be introduced. Students will receive hands-on experience working on actual projects--the best way to prepare them for the on-the-job challenges they'll face. This course offers complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification (MOS) Exams. Not repeatable.

CIS-201 Microsoft Excel/Information Processing

3.5 Units: 54 hours of lecture, 36 hours of laboratory, per term,
SC, DG, CSU

Prerequisite: CIS-135 or CIS 037 with a minimum grade of "C"

Co-requisite: CIS-095A-D

This course will introduce students to intermediate and advanced features of Microsoft Excel such as lists, filters, pivot tables, and macros. Ten-key skills using the computer numeric keypad and the principles of mathematics used on the job will also be introduced. Students will receive hands-on experience working on actual projects--the best way to prepare them for the on-the-job challenges they'll face. This course offers complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification (MOS) Exams. Not repeatable.

CIS-202 Microsoft Office Integration

3.5 Units: 54 hours of lecture, 36 hours of laboratory, per term,
SC, DG, CSU

Prerequisite: CIS-135 with a minimum grade of "C"

Co-requisite: CIS-095A-D

This course is an intermediate-level course in Microsoft Office Integration and is designed to offer proficiency in using those features that are shared across the Office suite such as desktop publishing, working with charts and graphics, creating a PowerPoint presentation, as well as how to use these programs in combination with each other. This course emphasizes a case-based approach for students to learn the essentials needed to master Microsoft Office allowing them to apply what they learn to actual business situations. Not repeatable.

CIS-203 Microsoft Outlook

1.5 Units: 27 hours of lecture, 18 hours of laboratory, per term,
SC, DG, CSU

Co-requisite: CIS-095A-D

This course offers a case-based, problem-solving approach to Microsoft Outlook, including the productivity and project management tools. Students learn how to send and receive e-mail and integrate Outlook with other Microsoft Office applications. Not repeatable.

CIS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Computer Information Systems under the direction of an instructor. May be repeated three times.

Computer Science (COMP)

Department/Program Description:

Some possible careers:

Computer programmer, software engineer, systems analyst, chief information officer, engineer, computer operator, computer service technician, operations analyst, computer security specialist, technical support specialist, hardware analyst, quality assurance analyst, microcomputer support specialist, semiconductor design analyst or technician, network technician, robotics technician, digital design analyst, CAD/CAM analyst.

Major - Associate in Science Degree - Computer Science 32 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

3 units MATH 185 discrete Mathematics

2nd semester

4 units COMP 251 Fundamentals of Computer Science C++
5 units MATH 190 Analytic Geometry and Calculus

3rd semester

4 units COMP 252 Data Structures and Algorithms
4 units MATH 191 Analytic Geometry and Calculus
4 units MATH 200 Introduction to Linear Algebra

4th semester

4 units COMP 257 JAVA With Object-Oriented Programming
or
4 units COMP 260 Introduction to Programming-LISP
4 units COMP 280 Computer Structure and Organization

COMP-095A-D Computer Aided Instruction

.2 Units: 10.8 hours of laboratory, per term, P/NP, ND

This course has been additionally approved to be offered in a Distance Education, Online, format.

Computer laboratory assignments are designed to supplement and reinforce skills acquired in the particular course which lists this course as a corequisite. May be repeated three times.

COMP-100 Topics in Computer Science

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Computer Science. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

COMP-101 Robotics

.2-3 Units: 10.8-162 hours of laboratory, per term, SC, DG, CSU

This course is a laboratory course designed to explore autonomous and non-autonomous robotic behavior from design through implementation. Students will work on the basic components of a robot and learn how to assist in the design, prototyping, and testing of a robot. The course will conclude in a contest with other similar robots. May be repeated three times.

COMP-102 Intermediate Robotics

.2-3 Units: 10.8-162 hours of laboratory, per term, LR, DG, CSU

This is a laboratory course designed to explore autonomous and non-autonomous robotic behavior. Particular focus will be paid to improving existing robotic characteristics and researching applicable robotic topics to further extend robotic capabilities. The course will conclude with the robot competing in a robotic contest, which will be used to test these concepts and capabilities. May be repeated three times.

COMP-105 Robotics Seminar

.1-5 Units: 1.8-54 hours of lecture, 5.4-108 hours of laboratory, per term, SC, DG, CSU

This course is a series of one or more lectures, workshops, or laboratory sessions focused on a particular aspect of robotics. Possible topics will be "Robotics Boot Camp," "A First Look at Pneumatics," "Gear Ratios: The Trade-off Between Torque and Speed," and "Graphical Robotics Programming and the Corresponding C Language Constructs Under the Hood." May be repeated three times.

COMP-110 Introduction to Computational Science

2 Units: 27 hours of lecture, 27 hours of laboratory, per term, LR, DG, CSU

This course provides an overview of scientific computing. Its goal is to help students become comfortable using computers to do science and to provide them the computational framework they can use throughout their scientific career. Students will be introduced to topics such as data types and methods, visualization techniques, and numerical integration. Not repeatable.

COMP-170 Computer Programming for Engineering Science-MATLAB

4 Units: 72 hours of lecture, per term, SC, DG, CSU, UC

Prerequisite: MATH 190

This course is designed for engineering and science majors. The principal objectives are: (1) learn how to efficiently structure, code, debug, process, and document a matlab program; (2) properly apply matlab techniques to the solution of mathematical and engineering problems. Course content includes input/output, calculations, control structures, data structures, and implementing functions (including recursive functions). Not repeatable.

COMP-251 Fundamentals of Computer Science C++

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Advisory: CIS 125 or 162.

This course is an introduction to Computer Science using the C++ language with object-oriented design. Topics include algorithms, data structures, topdown design, stepwise refinement, procedural abstraction, machine representation of data and programs, recursion, program correctness/efficiency, information hiding, abstract data types using pointers (linked lists, etc). Not repeatable.

COMP-252 Data Structures and Algorithms

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: COMP 251

This course is designed to present programming concepts and methodology for large high-level language programming tasks using data abstraction, structures, and associated algorithms. Topics include lists, stacks, queues, trees, hash tables, sorting, searching, and recursion. There will be at least one programming assignment of 500-750 lines. Not repeatable.

COMP-257 JAVA with Object-Oriented Programming

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC

Advisory: CIS 162 or equivalent.

This course emphasizes programming techniques using the JAVA programming language. The syntax of JAVA and advanced topics such as objects, classes, methods, and special applications will be covered. Not repeatable.

COMP-260 Introduction to Programming - LISP

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC

This course provides an introduction to computer science using the LISP programming language and techniques of functional programming. Topics include methodologies for program design, development, style, testing, and documentation; algorithms, control structures, sub-programs, and elementary data structures. This course covers functions and list structures; operations on lists, recursion, iteration, programming style; and Lambda expressions. The course includes laboratory problems using a LISP complex. Not repeatable.

COMP-280 Computer Structure and Organization

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Advisory: MATH 171 or 185

This course provides an introduction to the organization and structure of the computer's major hardware and software components, elemental computer circuits and systems, and machine and assembler language programming. Students will write on assembly language interrupt handler. Not repeatable.

COMP-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Computer Science under the direction of an instructor. May be repeated three times.

Cooperative Education (COOP)**COOP-160 General Work Experience Education**

1-3 Units: 90-270 hours of work experience, per term, LR, DG, CSU
For more information call Mark Yamamoto (510) 235-7800, ext. 4337.

This course will allow students to earn college units for their general work experience during the semester. Students' work experience need not be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the student will learn new skill and/or knowledge about her/his job and improve work performance. Work experience can be paid or non-paid. (Summer session requires proportionately fewer hours of work experiences). Student can repeat this course up to a maximum of 6 units earned. May be repeated two times.

COOP-170 Occupational Work Experience Education

1-4 Units: 90-360 hours of work experience, per term, LR, DG, CSU
For more information call Mark Yamamoto (510) 235-7800, ext. 4337.

This course will allow students to earn college units for their work experience during the semester. Student's work experience must be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the student will learn new skill and/or knowledge about her/his job and improve work performance. Work experience can be paid or non-paid. (Summer session requires proportionately fewer hours of work experience). Student can repeat this course up to a maximum of 16 units earned. May be repeated four times.

Cosmetology (COSME)**Some possible careers:**

Hairstylist, manicurist, makeup analyst, wig stylist, and aesthetician.

Certificate of Achievement - Cosmetology 32 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

0.5-16 units	COSME 010 Introduction to Theory, Principles and Practices
0.5-16 units	COSME 011 Theory, Principles and Practices

COSME-010 Introduction to Theory, Principles and Practices

.5-16 Units: 27-864 hours of laboratory by arrangement, per term, P/NP, ND

This course of study will be stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards: theory, reception desk work, hairdressing (wet and thermal), shampoo, hair cutting, permanent wave, chemical straightening, hair coloring, bleaching, scalp and hair treatment, facials, make-up, eyebrow arching, manicuring and miscellaneous studies. Presentation is lecture-workshop-laboratory model. One unit of credit will be granted for each 50 hours successfully completed. The course is repeatable to a maximum of 32 units and the 1600 required hours for state certification and 1600 hours total lab. May be repeated three times.

COSME-011 Theory, Principles and Practices

.5-16 Units: 27-864 hours of laboratory by arrangement, per term, LR, ND

This course is a continuation of Cosmetology 10. This course of study will be stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards: theory, reception desk work, hairdressing (wet and thermal), shampoo, hair cutting, permanent wave, chemical straightening, hair coloring, bleaching, scalp and hair treatment, facials, make-up, eyebrow arching, manicuring and miscellaneous studies. Presentation method is lecture, workshop, laboratory, model. One unit of credit will be granted for each 50 hours successfully completed. The course is repeatable to a maximum of 32 units in combination with Cosmetology 10 resulting in the 1600 hours required for State Certification. May be repeated three times.

COSME-040 Licensed Cosmetology Instructor Training

.5-12 Units: 27-648 hours of laboratory by arrangement, per term, P/NP, ND

Prerequisite: Valid California License in Cosmetology and one year of experience in the field, or equivalent.

Advisory: Prior approval from Cosmetology School.

This course of study will be stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards. Course work includes 60 hours of preparation training, 40 hours of conducting theory classes; 200 hours conducting practical classes in all required subjects and 400 hours supervision of student practices. One unit of credit is earned for each 50 hours successfully completed. Student will clock in and will be granted only those units satisfactorily completed. This course prepares the student to take the test to qualify as a Licensed Cosmetology Instructor. Not repeatable.

COSME-070 Manicuring and Pedicuring

.5-8 Units: 27-432 hours of laboratory by arrangement, per term, P/NP, ND

This course consists of technical instruction and practical operations covering all practices of a manicurist and pedicurist, pursuant to Section 7350 of the Cosmetology Act. Technical instructions include practical operations, including the actual performance by the student. One unit of credit granted for each 50 hours successfully completed. May be repeated for a total of 8 units.

COSME-080 Esthetician Training

.5-12 Units: 27-648 hours of laboratory by arrangement, per term, P/NP, ND

This course of study will be stipulated in the California Cosmetology Act as defined by the Department of Professional and Vocational Standards and will include giving facials, applying make-up, giving skin care, removing hair by tweezing, depilatory or waxing, upper body massage, applying eyelashes, theory, reception desk work, modeling and miscellaneous studies. Presentation methods include lecture, workshop, laboratory, and model. One unit of credit will be granted for each 50 hours successfully completed for a total of 600 hours. May be repeated three times.

Counseling (COUNS)**COUNS-100 Topics in Counseling**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Counseling. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

COUNS-108 Orientation to College

.3 Unit: 6 hours of lecture, per term, P/NP, DG

This course provides an introduction to Contra Costa College and is designed to provide students with information and a concrete plan for succeeding in college. Topics covered include identifying educational and career goals, strategic use of campus student support services, academic assessment, and counseling. Not repeatable.

COUNS-110 Planning for Success

.5 Unit: 9 hours of lecture, per term, SC, DG

This course is a short-term course designed to promote student success through understanding the importance of planning and establishing goals. This course will provide students with information to assist in their education and career planning as well as acquaint students with pertinent facts about Contra Costa College. This course will also help students understand the admission requirements and the transfer process for the systems of higher education. Not repeatable.

COUNS-120 Managing College Success and Life Transitions

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirements for Area E-Lifelong Understanding and Self-Development.

This course is designed to assist students in obtaining the knowledge and skills necessary to successfully achieve their educational goals and effectively manage life challenges and transitions. The course explores the key areas of effective college study techniques, motivation, decision-making, goal-setting, interpersonal communication, critical thinking, and time management skills; personal budgeting, maintaining a healthy lifestyle, and effective management of social and personal issues/responsibilities confronting students. In addition, students learn to develop strategies to make meaningful choices affecting educational, career and personal lifestyle changes. Not repeatable.

COUNS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Counseling under the direction of an instructor. May be repeated three times.

Culinary Arts Management (CULIN)

Some possible careers:

Chef or cook in a restaurant, school, hotel, or cruise ship, pastry chef, baker, sous chef, chef de froid, caterer, restaurant owner.

Major - Associate in Science Degree - Classical/Modern Food Preparation and Restaurant Training

Certificate of Achievement - Classical/Modern

Food Preparation and Restaurant Training 35.5 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the major/certificate:

9 units	CULIN 120	Introduction to Fundamentals in Food Service
9 units	CULIN 231	Cake Finishing and Restaurant Desserts
8 units	CULIN 241A	Introduction to Classical and Modern Food Preparation
8 units	CULIN 241B	Advanced Classical and Modern Food Preparation
1.5 units	CULIN 105	Food Safety Managers Certification Training

Major - Associate in Science Degree - Training in Pastry and Baking Skills

Certificate of Achievement -

Training in Pastry and Baking Skills 48 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the major/certificate:

9 units	CULIN 120	Introduction to Fundamentals in Food Service
9 units	CULIN 130	Introduction to Commercial Baking
9 units	CULIN 131	Introduction to Pastry Product Preparation
9 units	CULIN 230	Commercial Baking
9 units	CULIN 231	Cake Finishing and Restaurant Desserts
3 units	CULIN 127	Becoming ServSafe Certified

Certificate of Accomplishment:

Restaurant Management..... 17 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

9 units	CULIN 120	Introduction to Fundamentals in Food Service
3 units	CULIN 127	Becoming ServSafe Certified
1 unit	CULIN 095A-D	Culinary Arts Laboratory
3 units	CULIN 251	Restaurant Management
1 unit	CULIN 099	Occupational Work Experience/Cooperative

Certificate of Accomplishment: Basic Food Service 15.5 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

1.5 units	CULIN 105	Food Safety Training
3 units	CULIN 127	Becoming ServSafe Certified
3 units	CULIN 279	Math for Food Service
3 units	CULIN 280	Applied Math for Food Service

Each of the following courses will be taken for two semesters:

1 unit	CULIN 095A-D	Culinary Arts Laboratory
1.5 units	CULIN 275	Fundamentals of Cooking

CULIN-095A-D Culinary Arts Laboratory

1 Unit: 54 hours of laboratory by arrangement, per term, P/NP, ND
This course will provide the learning environment (kitchen laboratory) in which the students may continue their studies beyond the time provided for their normally scheduled classes (i.e. catering events). May be repeated three times.

CULIN-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

CULIN-100 Topics in Culinary Arts

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Culinary Arts. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

CULIN-105 Food Safety Training

1.5 Units: 27 hours of lecture, per term, P/NP, DG, CSU

This course has been additionally approved to be offered in a Distance Education, Online, format.

The course is the study of safe food handling and sanitation for food service workers. The course will help prepare students to take a nationally recognized safe food handling certification exam offered in CULIN 127. Not repeatable.

CULIN-120 Introduction to Fundamentals in Food Service

9 Units: 54 hours of lecture, 360 hours of laboratory, per term, LR, DG, CSU

Co-requisite: CULIN 127 and CULIN 095A-D

Students must provide medical documentation of negative tuberculosis test.

This course introduces food service fundamentals which include but are not limited to basic cooking, menu planning, cost controls, catering, dining room service, specialty coffee service and banquets. Students will have a gourmet restaurant as their lab when the concepts are put to use. May be repeated three times.

CULIN-127 Becoming ServSafe Certified

3 Units: 54 hours of lecture, per term, LR, DG

This course is designed for students going into the food industry. This course is a review of what is taught in CULIN 105 better preparing students to take the ServSafe Certification Exam. Passing the Certification Test will increase employability and the certification will last for five years. This course is repeatable only for recertification purposes.

CULIN-130 Introduction to Commercial Baking

9 Units: 54 hours of lecture, 360 hours of laboratory, per term, LR, DG, CSU

Co-requisite: CULIN 095A-D

Advisory: CULIN 120 recommended.

This introductory course is intended to teach students basic principles and fundamentals of the baking process. The course will include, but is not limited to, the study and production of yeast dough products, breads, cookies, pies, tarts, custards and sauces. May be repeated three times.

CULIN-131 Introduction to Pastry Product Preparation

9 Units: 54 hours of lecture, 360 hours of laboratory per term, LR, DG, CSU

Co-requisite: CULIN 095A-D

Advisory: CULIN 120 recommended.

This course builds on the fundamental skills and techniques introduced in Culinary 130. The course will emphasize increased speed and efficiency in completing assignments for quality production. Pastry and cake preparation will be studied and practiced. May be repeated three times.

CULIN-200 California Cuisine

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, P/NP, DG

This course will teach the fundamental principles of preparing California Cuisine. The course will focus on cooking techniques, styles and ingredients. There will be a focus on locally grown produce with an emphasis on organic produce. May be repeated three times.

CULIN-205 International Cooking for ESL Students

3 Units: 54 hours of lecture, per term, P/NP, DG

This course provides ESL students with the language and hands-on culinary skills needed to follow recipes and cooking instructions. Students gain skills that are helpful in finding employment and advancing in the field of culinary arts. (CULIN 205 is cross-listed/equivalent to ESL 205.) Not repeatable.

CULIN-230 Commercial Baking

9 Units: 54 hours of lecture, 360 hours of laboratory, per term, LR, DG

Prerequisite: CULIN 120

Co-requisite: CULIN 095A-D

This course provides both novice and advanced students experience in baking and pastries with an emphasis on pastries, which are international in origin. Students begin to work with chocolate, toppings, icings, soft doughs, and fillings. May be repeated three times.

CULIN-231 Cake Finishing and Restaurant Desserts

9 Units: 54 hours of lecture, 360 hours of laboratory, per term, LR, DG

Prerequisite: CULIN 120

Co-requisite: CULIN 095A-D

This course will provide laboratory experiences in baking and pastry preparation suitable for entry to advanced level placement in a food service establishment, such as a restaurant or hotel. Emphasis is on cake finishing, chocolate, and piping techniques in the European style of presentation. May be repeated three times.

CULIN-241A Introduction to Classical and Modern Food Preparation

8 Units: 432 hours of laboratory, per term, LR, DG, CSU

Prerequisite: CULIN 120

Co-requisite: CULIN 095A-D

This course allows the student to expand the cooking theories and techniques learned in CULIN 120 and put them to practical application. Food is prepared for lunch service which is served from 11:30 a.m. - 1:30 p.m. May be repeated three times.

CULIN-241B Advanced Classical and Modern Food Preparation

8 Units: 432 hours of laboratory, per term, LR, DG, CSU

Prerequisite: CULIN 241A

Co-requisite: CULIN 095A-D

In this course the student goes beyond CULIN 241A in the area of meat butchery, garde manger, and management skills. These skills are further developed and utilized. Students must then use the skills learned in CULIN 120, 231 and 241A to effectively operate the college's Three Seasons restaurant. May be repeated three times.

CULIN-250 International Cuisine

1.5 Unit: 18 hours of lecture, 36 hours of laboratory, per term, P/NP, DG

This course will focus on cuisine and cultures from various countries. This course exposes the student to multicultural appetizers, entrees, cheeses, and desserts. Students participate in preparation of the evening menu. Each student is able to prepare a dish from a different country and consume it. May be repeated three times.

CULIN-251 Restaurant Management

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course addresses important management topics such as cost control, menu development, profit and loss, determining food and beverage standards, and supervision. Students are required to evaluate operating restaurants and write a career letter and resume. Not repeatable.

CULIN-260 Introduction to European-Style Desserts and Cake Decorating

2 Units: 18 hours lecture, 54 hours of laboratory per term, P/NP, DG

Basic European-style cake decorating techniques for cake and individual desserts will be demonstrated and then practiced in the lab. Each class meeting will present several different techniques. Students choose which techniques they wish to practice on any particular class meeting, but each student will have practiced all techniques presented by the completion of the class. Each student will keep his/her creations. May be repeated three times.

CULIN-275 Fundamentals of Cooking

1.5 Units: 18 hours of lecture, 36 hours of laboratory, per term, P/NP, ND
 This course will focus on learning and practicing basic to advanced culinary skills and techniques. Students will be introduced to culinary vocabulary, ingredients, equipment, and principles of cooking. Assignments will be given to assist students in improving existing skills while learning new ones. Assignments will include reading and understanding of written recipes, preparation of cold and hot food; and presentation of dishes to be shared in a family style setting. May be repeated three times.

CULIN-279 Math for Food Service

3 Units: 54 hours of lecture, per term, P/NP, ND
 This course will cover the basic math principles involved in food service and the preparation of food. This will include measurements and conversions; measurement formats and systems; recipe conversions; and unit and recipe costing. Not repeatable.

CULIN-280 Applied Math for Food Service

3 Units: 54 hours of lecture, per term, P/NP, ND
 This course is a review of what is taught in CULIN 279 better preparing students on how basic math principles apply in good service and the preparation of food. May be repeated three times. Not repeatable.

CULIN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Culinary Arts under the direction of an instructor. May be repeated three times.

Dental Assisting (DENTL)**Department/Program Description:**

Dental Assisting Program
 Dental Assisting is a one-summer session and two-term program leading to a certificate of achievement. It qualifies students for the National and State Board Examinations in certified and registered dental assisting. Clinical experience is given under the supervision of Contra Costa College dental assisting faculty in cooperating dental practices and School of Dentistry dental clinics. Students must earn a grade of "C" or better in all courses to continue in and to graduate from the program. Information regarding the program may be obtained from the Dental Assisting Department (AA-206).

The Dental Assisting Department strongly recommends that students complete the following courses prior to entry into the program:

1. ENGL 142B, or ESL, Level 4
2. MATH 118

3. BOT 210A or BOT 221 or CIS 110 or CIS 135

Students who wish to earn an A.S. degree in Dental Assisting may do so by completing additional general educational requirements.

Some possible careers:

Dental assistant, dental office manager, dental supplies sales representative, dental insurance claims processor, dental laboratory technician, dental X-ray technician, dental receptionist, dental hygienist, dentist.

Major - Associate in Science Degree - Dental Assisting Certificate of Achievement - Dental Assisting 45-50 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

Summer semester

0.5 units	DENTL 110	Orientation to Dental Assisting
1.5 units	DENTL 111A	Dental Science and Anatomy
1.5 units	DENTL 120A	Preoperative Procedures

Fall semester

3 units	DENTL 111B	Dental Science
2 units	DENTL 120B	Dental Operative Procedures
1.5 units	DENTL 121A	Dental Materials
2 units	DENTL 122A	Dental Radiography
1.5 units	DENTL 123A	Dental Laboratory Procedures - A
1 unit	DENTL 124A	Dental Office Management - A
2.5 units	DENTL 130	Clinical Practice - Part 1

Spring semester

2.5 units	DENTL 120C	Dental Operative Procedures
2 units	DENTL 122B	Dental Roentgenology
2 units	DENTL 123B	Dental Laboratory Procedures - B
1 unit	DENTL 124B	Dental Office Management - B
5 units	DENTL 131	Clinical Practice - Part 2

In addition to Dental Assisting courses, the following courses are required for completion of the program.

These courses must be completed with a grade of "C" or better. It would be advantageous for the student to complete as many of these courses as possible prior to entry into the program. (see next page for list)

Group 1: 0-3 units

3 units	HED 133*	Emergency Response and CPR
or		
0.2 units	EMED 109*	CPR for the Health Care Provider
or		
		current CPR Certificate as a Health Care Provider

Group 2: 3 units

3 units	PSYCH 118	Psychology of Individual and Group Behavior
or		
3 units	PSYCH 130	Psychology of Personality and Growth
or		
3 units	PSYCH 220	General Psychology

Group 3: 11 units

4 units	BIOSC 132	Human Anatomy
or both		
4 units	BIOSC 134	Human Physiology
and		
3 units	SPCH 110	Communication Skills
or		
3 units	SPCH 120	Public Speaking
or		
3 units	SPCH 128	Interpersonal Communication

Group 4: 3 units

3 units	HED 120	Education for Healthful Living
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*Note: Current CPR certificate as a health care provider required.

DENTL-095A-C Developing Competency in Dental Clinical Skill

.2-3 Units: 10.8-162 hours of laboratory, per term, P/NP, ND

This course is designed for dental students who wish to acquire additional practical experience under supervision. Each course may be repeated one time.

DENTL-099 Occupational Work Experience

1-4 Units: 90-360 hours of work experience, per term, SC, DG, CSU

Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course will allow students to earn college units for their work experience during the semester. Student's work experience must be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the student will learn new skill and/or knowledge about her/his job and improve work performance. Work experience can be paid or non-paid. (Summer session requires proportionately fewer hours of work experience). Student can repeat this course up to a maximum of 16 units earned. May be repeated four times.

DENTL-100 Topics in Dental Assisting

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Dental Assisting. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

DENTL-110 Orientation to Dental Assisting

.5 Unit: 9 hours of lecture, per term, LR, DG, CSU

Prerequisite: High school graduation or equivalent; acceptance into the Dental Assisting program.

Co-requisite: DENTL 111A and 120A

Advisory: Concurrent enrollment in DENTL 095.

Normally offered as a 6-week course. Offered in summer session.

This course introduces the dental profession, the areas of practice, educational requirements, history, ethics and jurisprudence, regulatory agencies, infection control, philosophy, occupational qualifications, and basic dental equipment. Not repeatable.

DENTL-111A Dental Science and Anatomy

1.5 Units: 24 hours of lecture, per term, LR, DG, CSU

Prerequisite: High school graduation or equivalent; acceptance into the Dental Assisting program.

Co-requisite: DENTL 110 and 120A

Advisory: Concurrent enrollment in DENTL 095.

Normally offered as a 6-week course. Offered in summer session.

This course presents the anatomy of the head, neck and face, a study of dentition, the form and function of individual teeth and supporting structures, body planes body systems directional terms, terminology of the profession, and information from related sciences. Not repeatable.

DENTL-111B Dental Science

2 Units: 36 hours of lecture, per term, LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, and 120A (summer session).

Co-requisite: DENTL 120B, 121, 122A, 123A, 124A, and 130.

Advisory: Concurrent enrollment in DENTL 095.

Offered in fall session.

This course presents oral histology and pathology, microbiology, sterilization techniques, pharmacology, office emergencies, nutrition, and preventive dentistry. Not repeatable.

DENTL-120A Preoperative Procedures - A

1.5 Units: 12 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

Prerequisite: High school graduation or equivalent; acceptance into the Dental Assisting program.

Co-requisite: DENTL 110 and 111A

Advisory: Concurrent enrollment in DENTL 095.

Normally offered as a 6-week course in summer session.

This course covers charting, cavity classification, identification of instruments, tray set-ups, preparation for operative procedures, reception, and care of the patient in the dental office. Also included are R.D.A. functions in accordance with the regulations of the Dental Board of California. May be repeated one time.

DENTL-120B Dental Operative Procedures - B

3 Units: 18 hours of lecture, 108 hours of laboratory, per term, LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, and 120A.

Co-requisite: DENTL 111B, 121, 122A, 123A, 124A, and 130.

Advisory: Concurrent enrollment in DENTL 095.

Offered in fall session.

This course covers principles of chairside assisting, four-handed and six-handed techniques, instrument recognition, tray set-ups, instrument exchange, rinsing and evacuating techniques for restorative, oral maxillofacial surgery, preventive dentistry, periodontics, endodontics, prosthodontics, and orthodontic procedures, including expanded functions and R.D.A. functions in accordance with the Dental Board of California, and operation and maintenance of equipment. May be repeated one time.

DENTL-120C Dental Operative Procedures - C

2.5 Units: 18 hours of lecture, 72 hours of laboratory, per term, LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, 120A (summer session); 111B, 120B, 121, 122A, 123A, 124A, and 130 (fall session).

Co-requisite: DENTL 122B, 123B, 124B, and 131.

Advisory: Concurrent enrollment in DENTL 095.

Offered in spring session.

This course continues DENTL 120A and 120B and covers restorative dentistry, prosthetics, endodontics, dental health education, and includes R.D.A. functions in accordance with the regulations of the Dental Board of California. May be repeated one time.

DENTL-121 Dental Materials

1.5 Units: 18 hours of lecture, 36 hours of laboratory, per term,
LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, and 120A (summer session).

Co-requisite: DENTL 111B, 120B, 122A, 123A, 124A, and 130.

Advisory: Concurrent enrollment in DENTL 095.

Offered in fall session.

This course presents general chemical and physical properties of dental materials used in operative and restorative dentistry, includes handling, manipulations, storage, and disposal of material, discusses methods and techniques to prepare materials for use, and infection control and hazardous waste management. May be repeated one time.

DENTL-122A Dental Radiography

2 Units: 18 hours of lecture, 54 hours of laboratory, per term,
LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, and 120A (summer session).

Co-requisite: DENTL 111B, 120B, 121, 123A, 124A, and 130.

Advisory: Concurrent enrollment in DENTL 095.

Offered in fall session.

This course includes radiation physics and biology, radiation protection and safety, explains the operation of X-ray equipment, and provides practice in film exposure, processing, mounting, and interpreting radiographs, infection control and management of wastes. May be repeated one time.

DENTL-122B Dental Roentgenology

2 Units: 18 hours of lecture, 54 hours of laboratory, per term,
LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, 120A (summer session); 111B, 120B, 121, 122A, 123A, 124A, and 130 (fall session).

Co-requisite: DENTL 120C, 123B, 124B, and 131.

Advisory: Concurrent enrollment in DENTL 095.

Offered in spring session.

This course provides continued practice in film exposure, group and individual criticism of exposed films, processing and mounting films, and information on legal restrictions and patients' records. May be repeated one time.

DENTL-123A Dental Laboratory Procedures - A

1.5 Units: 18 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, and 120A (summer session).

Co-requisite: DENTL 111B, 120B, 121, 122A, 124A, and 130.

Advisory: Concurrent enrollment in DENTL 095.

Offered in fall session.

This course covers the use and care of dental laboratory equipment and storage of laboratory supplies, the study and manipulation of dental materials used in the laboratory, and construction of custom-made acrylic temporary crowns and bridges. May be repeated one time.

DENTL-123B Dental Laboratory Procedures - B

2 Units: 36 hours of lecture, 36 hours of laboratory by arrangement, per term, LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, 120A (summer session); 111B, 120B, 121, 122A, 123A, 124A, and 130 (fall session).

Co-requisite: DENTL 120C, 122B, 124B, and 131.

Advisory: Concurrent enrollment in DENTL 095.

Offered in spring session.

This course continues DENTL 123A and includes construction of the custom impression tray, and laboratory case prescription to the dental laboratory. Not repeatable.

DENTL-124A Dental Office Management - A

1 Unit: 18 hours of lecture, 18 hours of laboratory, per term,
LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, and 120A (summer session).

Co-requisite: DENTL 111B, 120B, 121, 122A, 123A, and 130.

Advisory: Concurrent enrollment in DENTL 095.

Offered in fall session.

This course presents dental office secretarial procedures; interaction with and motivation of patients; telephone management; appointment control, recall, patient records; ethics and jurisprudence; supplies and inventory; and introduction to insurance and financial management. Not repeatable.

DENTL-124B Dental Office Management - B

1 Unit: 18 hours of lecture, 18 hours of laboratory, per term,
LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, 120A (summer session); 111B, 120B, 121, 122A, 123A, 124A, and 130 (fall session).

Co-requisite: DENTL 120C, 122B, 123B, and 131.

Advisory: Concurrent enrollment in DENTL 095.

Offered in spring session.

This course continues dental office secretarial procedures: insurance management, bookkeeping records, written communications, filing procedures, resumes and interviews. Not repeatable.

DENTL-130 Clinical Practice I

2.5 Units: 144 hours of laboratory, per term,
LR, DG, CSU

Prerequisite: Completion with a "C" or better of DENTL 110, 111A, and 120A (summer session).

Co-requisite: DENTL 111B, 120B, 121, 122A, 123A, and 124A.

Advisory: Concurrent enrollment in DENTL 095.

Offered in fall session.

This course provides supervised clinical experience in assisting the dental student at dental schools: University of California San Francisco School of Dentistry. Weekly seminar and laboratory periods devoted to the evaluation of the clinical experience will supplement the clinical instruction. May be repeated one time.

DENTL-131 Clinical Practice II

5 Units: 288 hours of laboratory, per term, LR, DG, CSU
 Prerequisite: Completion with a "C" or better of DENTL 110, 111A, 120A (summer session); 111B, 120B, 121, 122A, 123A, 124A, and 130 (fall session).

Co-requisite: DENTL 120C, 122B, 123B, and 124B.
 Advisory: Concurrent enrollment in DENTL 095.

Offered in spring session.

This course provides continued experience in dental clinic settings and private dental offices. Students will rotate through various areas of clinics and dental offices, working as part of a dental team under the supervision of the dentists and the instructor. Students will be expected to develop a professional attitude in all phases of dental assisting, and skill in the use of equipment. May be repeated one time.

DENTL-160 Orientation to the Career of Dental Assisting

1 Unit: 18 hours of lecture, per term, LR, DG, CSU
 This is an introductory course for any student interested in the field of dental assisting. It explores the fields of dentistry and the role of the dental assistant. Not repeatable.

DENTL-170 Dental Terminology

1 Unit: 18 hours of lecture, per term, LR, ND, CSU
 This course offers the study of terminology including but not limited to: prefixes, suffixes, root words, plurals, combining forms, definitions, spelling and pronunciation of terms related to the body structure, pathological conditions, operative and laboratory procedures. An emphasis will be placed on building professional vocabulary required for the employment in the dental field. Not repeatable.

DENTL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Dental Assisting under the direction of an instructor. May be repeated three times.

Dramatic Arts (DRAMA)**DRAMA-099 Occupational Work Experience**

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU
 Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

DRAMA-100 Topics in Drama

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Drama. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

DRAMA-101 Theatre Appreciation

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. This course has been additionally approved to be offered in a Distance Education, Online and Telecourse, format.

This is an introductory course in which the student will explore all aspects of the theatrical experience: the components of the theatre, the various creative artists and technicians who make it happen, design and technical production elements, including the 'nuts and bolts' aspects of scenery, costumes, lighting and sound, the tradition and historical background from which theatre springs, and the genre or movement of which a particular play is a part. Not repeatable.

DRAMA-106 Technical Theatre Production/Stagecraft

2.5 Units: 288 hours of laboratory, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre).

This course introduces the theories and practices of backstage and front-of-house techniques used in theatrical productions, including basic carpentry, electricity, sound systems, and specialization. May be repeated three times.

DRAMA-110 African American Theatre

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. This course will be devoted to historical study of the growth and development of African American theatre in the United States, largely based on the contributions of individual African-American playwrights, their subject matter, and group responses to the challenge of developing and maintaining a theatre for the African American community. Not repeatable.

DRAMA-120 Theory of Acting I

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area CI-Arts (Art, Dance, Music, Theatre).

This course presents the basic principles of acting and covers freeing the actor, concentration, imagination, creation of character, awareness of self, the body, the mind and soul. This course should spawn a deep understanding, a revitalized interest and a new enlightenment for the dramatic experience. May be repeated three times. (CAN DRAM 8)

DRAMA-121 Theory of Acting II

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, P/NP, DG, CSU, UC

This course meets the CSU General Education requirement for Area CI-Arts (Art, Dance, Music, Theatre).

This intense course presents the advanced principles of acting and covers freeing the actor, concentration, imagination, creation of character, awareness of self, the body, the mind and soul. This course should spawn a deep understanding, a revitalized interest and a new enlightenment for the dramatic experience. The focus of the class is the development of a theater piece (selected one acts, a two act or original project). This development culminates in two public performances. Classics from the Greek period, Shakespeare, or modern realist classics will be utilized. May be repeated three times.

DRAMA-200 Summer Honors Theatre

2.5 Units: 144 hours of laboratory, per term, P/NP, ND

This course is an intensive production workshop for performing artists. The focus of the workshop is the development of an original theater piece with music and dance. The workshop culminates in two weekends of public performances. May be repeated three times.

DRAMA-210 Summer With Shakespeare

4 Units: 216 hours of laboratory, per term, P/NP, DG

This course introduces students to the art and craft of theatre, as specifically related to Shakespeare. It encourages self-exploration, promotes cooperation and intercultural communication and encourages student's self esteem. May be repeated three times.

DRAMA-220 Theatre Practice

1-4 Units: 54-216 hours of laboratory, per term, SC, DG, CSU, UC

This course utilizes acting, movement, voice, dance, and directing techniques in active participation in a major theatrical production. May be repeated three times.

DRAMA-225 Musical Theatre

1-4 Units: 54-216 hours of laboratory, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area CI-Arts (Art, Dance, Music, Theatre) - maximum of 3 units allowed.

This course utilizes acting and directing techniques in active participation in a major musical theatre production. May be repeated three times.

DRAMA-230 Creating Theatre: From Process to Performance

.5-4 Units: 9-36 hours of lecture, 54-216 hours of laboratory, per term, SC, DG, CSU

This course meets the CSU General Education requirement for Area CI-Arts (Art, Dance, Music, Theatre).

This course is an intensive production workshop designed for performing artists. The focus of the workshop is the development of an original theatrical or musical adaptation of a literary work. The workshop culminates in two weekends of public performances. May be repeated three times.

DRAMA-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Drama under the direction of an instructor. May be repeated three times.

DRAMA-810N Theatre Practice (Non-Credit)

In collaboration with the California Shakespeare Festival, students will take part in a training process under the guidance of professional directors and their educational experiences will coincide with the rehearsal and production schedules. Students will study makeup, costuming, lighting, scenery construction, arts management and administration skills, including budget and accounting control, public relations and audience development. Students' experiences will be based on previous theater experience and personal vocational goals. May be repeated indefinitely.

DRAMA-820N Improvisation to Performance

This course introduces students to the art and discipline of acting from an improvisational base. On an equally important level, it also encourages a healthy awareness of self-exploration, coming to terms with one's values and increasing one's sense of self-esteem. Students will participate in a variety of activities designed to foster creativity, spontaneity, and self-growth. The course will culminate in a showcase of scenes and/or monologues developed from personal material. This material might include a combination of material from dreams, oral histories, material derived through observation of others, and storytelling. May be repeated indefinitely.

Early Childhood Education (ECHD)

Major - Associate in Science Degree -

Early Childhood Education

Certificate of Achievement -

Early Childhood Education 33 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

3 units	ECHD 121	Development of the Young child (DS1)
3 units	ECHD 123	Creative Activities (DS3)
3 units	ECHD 220	Child, Family and Community (DS2)

2nd semester

3 units	ECHD 120	Introduction to Early Childhood Educaiton
3 units	ECHD 124	Basic Subjects (DS3)
3 units	ECHD 109	Observation, Assessment, & Child Guidance

3rd semester

3 units	ECHD 144	Affirming Cultural Diversity
3 units	ECHD 161	Violence and Its Impact on Children
2 units	ECHD 226	Music Pedagogy for Young Children

4th semester

5 units	ECHD 290	Student Teaching (DS3)
2 units	ECHD 133	Health, Nutrition and Safety (DS7)

Major - Associate in Science Degree -

Montessori Education

Certificate of Achievement -

Montessori Education..... 28 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the major/certificate:

3 units	ECHD 121	Development of Young child (DS1)
3 units	ECHD 125	Introduction to the Montessori Method and Curriculum: Philosophy and Practical Life
3 units	ECHD 126	Montessori Method and Curriculum: Sensorial, Art and Gross Motor
3 units	ECHD 127	Montessori Method: Language and Physical Science
3 units	ECHD 128	Montessori Method: Arithmetic, Biological and Social Sciences
1-4 units	ECHD 139	Montessori Method: Student Teaching/ Practicum B
3 units	ECHD 144	Affirming Cultural Diversity
3 units	ECHD 220	The Child, Family and Community (DS2)
3 units	ECHD 222	Supervision and Management (DS6)
or		
3 units	ECHD 223	Administration and Management of Early Childhood Programs (DS6)

Certificate of Achievement -

Violence Intervention and Counseling 15 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	ECHD 121	Development of the Young child (DS1)
3 units	ECHD 144	Affirming Cultural Diversity
3 units	ECHD 161	Violence and its Impact on Children
3 units	ECHD 162	Violence Intervention and Counseling
3 units	ECHD 220	The Child, Family and Community (DS2)

Certificate of Achievement -

Associate Teacher - Preschool..... 12 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	ECHD 120	Introduction to Early Childhood Educaiton
3 units	ECHD 121	The Development of the Young Child (DS1)
3 units	ECHD 220	The Child, Family and Community (DS2)
3 units	ECHD 123	Creative Activities (DS3)
or		
3 units	ECHD 124	Basic Subjects (DS3)

Certificate of Achievement -

Associate Teacher School Age Children..... 12 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	ECHD 120	Introduction to Early Childhood Educaiton
3 units	ECHD 145	Development of the School Age Child
3 units	ECHD 146	School Age Curriculum
3 units	ECHD 220	The Child, Family and Community (DS2)

Certificate of Achievement:

Montessori Education: Introductory Level12 units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

Fall semester

3 units	ECHD 121	Development of the Young Child (DS1)
3 units	ECHD 125	Introduction to Montessori Method and Curriculum: Philosophy and Practical Life

Spring semester

3 units	ECHD 220	The Child, Family and Community (DS2)
3 units	ECHD 126	Montessori Method and Curriculum: Senosorial, Music and Gross Motor

ECHD-095A-E Foster Parent Skills Laboratory

.037-3 Units: 2-12 hours of laboratory, per term, P/NP, ND

These classes examine issues relating to adoption, foster parenting, and kinship/guardian care of children. May be repeated three times.

ECHD-099 Occupational Work Experience

1-4 Units: 90-372 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course will allow students to earn college units for their work experience during the semester. Student's work experience must be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the student will learn new skill and/or knowledge about her/his job and improve work performance. Work experience can be paid or non-paid. (Summer session requires proportionately fewer hours of work experience). Student can repeat this course up to a maximum of 16 units earned. May be repeated four times.

ECHD-100 Topics in Early Childhood Education

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Early Childhood Education. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ECHD-101A-E Workshops in Early Childhood Education

.17-1 Unit: 3-18 hours of lecture, per term, P/NP, ND

The course content and unit value will vary depending upon the length and content of the workshop, conference or special community activity. Topics will cover relevant and current issues in the field of early childhood education. May be repeated three times for each topic focus.

ECHD-109 Observation, Assessment, and Child Guidance

3 Units: 54 hours of lecture, per term, SC, DG

This course covers the appropriate use of assessment and observation strategies to document motor, cognitive and social-emotional development in order to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored as well as how to interpret observational data to inform teaching responses, strategies and planning. Emphasis is placed on using observation to inform, prevent and solve problems in behavior management through the identification and application of appropriate child guidance strategies. Not repeatable.

ECHD-120 Introduction to Early Childhood Education

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirements for Area D7-Interdisciplinary Social or Behavioral Science.

This course will help students understand the history and philosophy of early childhood education, evaluate the various kinds of preschool programs, child care services, and possibilities for employment; provide information on state certification; and give students practical experience in a preschool setting. This course will include a study of early childhood education curriculum, environment, equipment, routines, and teaching techniques. Not repeatable.

ECHD-121 The Development of the Young Child (DS1)

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course presents the development of the young child from birth through age 8 with specific attention to physical, social, emotional language and cognitive growth. Observation and study of children will be included. Not repeatable.

ECHD-123 Creative Activities (DS3)

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is designed to introduce the student to a variety of ways for enhancing the growth and development of artistic expression in young children. The content and emphasis is multicultural, affording the participant an opportunity to see how various cultures express their identity artistically. The creative process is examined with special emphasis on the developmental processes of preschoolers. Methods of planning an early childhood art program are covered. The emphasis in this course is practical. Participants are required to practice skills and techniques in class. Not repeatable.

ECHD-124 Basic Subjects (DS3)

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course explores the principles of teaching basic subjects in early childhood education programs, and includes training to present language, pre-reading, dramatic arts, mathematics, and science activities to young children. Not repeatable.

ECHD-125 Introduction to Montessori Method and Curriculum: Philosophy and Practical Life

3 Units: 54 hours of lecture, per term, SC, DG

This course is designed to enable teachers and teachers who work with the preschool child to understand Montessori philosophy and method of education, to develop curriculum ideas and activities based on Montessori practices, and to present them in a nursery school environment. The curriculum focus will be on Practical Life and Art. Not repeatable.

ECHD-126 Montessori Method and Curriculum: Sensorial, Music and Gross Motor

3 Units: 54 hours of lecture, per term, SC, DG

This course is designed to enable students to expand their knowledge of and practice in the Montessori Method. It will cover the Montessori philosophy and approach to perceptual-motor development in young children. The curriculum focus will be on sensorial, music and gross motor activities. Not repeatable.

ECHD-127 Montessori Method and Curriculum: Language, Geography, and Social Science

3 Units: 54 hours of lecture, per term, SC, DG

This course is designed to enable students to expand their knowledge of and practice in the Montessori Method. It will focus on the Montessori language program, covering a wide range of developmentally appropriate activities leading up to and including writing and reading. It will also cover the curriculum areas of geography and social sciences, including activities designed to promote problem solving, cultural awareness, and peace education. Not repeatable.

ECHD-128 Montessori Method and Curriculum: Mathematics, Biological and Physical Sciences

3 Units: 54 hours of lecture, per term, SC, DG

This course is designed to enable students to expand their knowledge of and practice in the Montessori Method. It will focus on the Montessori Math program, covering all activities ranging from one to one correspondence to the four basic operations. It will also cover the curriculum and activities designed to teach botany, zoology and the physical sciences. A main theme throughout the course is that of promoting a scientific attitude towards the solution of problems. Not repeatable.

ECHD-129 Montessori Method: Student Teaching/ Practicum A

1-4 Units: 18-72 hours of lecture, and/or 54-216 hours of laboratory, per term, LR, DG

Prerequisite: ECHD 121 and 125

This course is the first in a two part series that provides students with an opportunity to combine Montessori theory and practice. Students are required to work with children in a Montessori classroom under the supervision of a Montessori head teacher. They are evaluated by both their head teacher and the Practicum faculty. In addition, students meet every two weeks for a seminar class covering the topics of observation, record-keeping, assessment, problem solving and positive discipline. Students will be required to complete a child study involving observation, assessment, planning, implementation and evaluation. Not repeatable.

ECHD-133 Health, Nutrition and Safety (DS7)

2 Units: 36 hours of lecture, per term, SC, DG, CSU

This course will cover the three main components of health information, nutrition education and safety standards for children, families and staff members in a child care facility. The course will identify and discuss health and safety needs/issues and the planning and establishment of a nutrition education/information component within the child care program. This course meets the California Department of Social Services Community Care Licensing requirement, DS7. It also fulfills the requirement of the certificate and AS degree in Early Childhood Education. Not repeatable.

ECHD-139 Montessori Method: Student Teaching Practicum B

1-4 Units: 18-72 hours of lecture, and/or 54-216 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ECHD 129

This course is the last half of a two part series that provides students with an opportunity to combine Montessori theory and practice. Students are required to work with children in a Montessori classroom under the supervision of a Montessori head teacher. They are evaluated by both their head teacher and the Practicum faculty. In addition, students meet every two weeks for a seminar class covering the topics of parent involvement, parent-teacher conferences and classroom management. Students will be required to complete a synthesis project, which involves utilizing knowledge gained in the prerequisite courses to create a comprehensive study unit. Not repeatable.

ECHD-140A-E Parent Education

1-3 Units: 18 hours of lecture, and/or 0-108 hours of laboratory, per term, P/NP, DG, CSU

This course will consist of class discussions and lectures in the area of parent education. Class time will provide opportunities to gain an understanding of the behavior of young children. Topics of discussion will include, but not be limited to, growth and development issues, positive discipline techniques and effective communication skills to use with children. Students are encouraged to suggest topics of discussion to the instructor. May be repeated two times.

ECHD-142 The Special Child

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is designed to give students a general overview of the needs of the special child. Emphasis will be given to understanding the special needs child within the context of the family. Not repeatable.

ECHD-144 Affirming Cultural Diversity

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirement for Area D3-Ethnic Studies.

This course will take an in-depth look at how our actions and words shape the attitudes of children as they learn about people and the world. Students will define, clarify and discuss topics associated with biases that permeate our daily lives. Topics of study will include racism, sexism, ageism and handicapism. Students will study methods to use with young children that will empower them to think critically about the unfairness of biases they see and hear. Not repeatable.

ECHD-145 Development of the School Age Child

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course will include information that covers middle and late development within a cultural context for children between the ages of 5-14 years. The course content will include the study of physical, cognitive and social/emotional development in both the middle and adolescent years. Not repeatable.

ECHD-146 School Age Curriculum

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Advisory: ECHD 145

This course will include information that will assist with planning and implementing school age curriculum for children between the ages of 5-14 years. Course content will include such areas as program organization, human relations, environment and anti-bias education. Not repeatable.

ECHD-150 Infant Care and Development (DS4)

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course will provide an overview of infant development from the newborn to two years of age. Designed for parents as well as for those who work in childcare centers, it provides an introduction to the behavior and development of the infant, with special emphasis on the growing body of research that has transformed this field of study. This course will introduce students to concepts of child growth from a developmental perspective, using literature from the fields of developmental psychology and child development. Techniques for developing quality care will be discussed. Not repeatable.

ECHD-152 Toddler Care and Development

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides an overview of the development of the older infant (toddler) from the ages of 16 to 36 months of age. Using literature from the fields of developmental psychology and child development, it introduces students to principles of growth and development of toddlers. It will cover group care of toddlers, and the special role of the caregiver in helping the toddler develop the social, emotional, cognitive and physical competency appropriate to this stage of development. Designed for parents as well as for those who work in child care centers. Not repeatable.

ECHD-153 Signing Exact English I

3 Units: 54 hours of lecture, per term, SC, DG

This course provides a basic vocabulary of 500 SEE (Signing Exact English) signs and instruction in finger spelling for parents, teachers and family members of the deaf/hearing impaired. These skills are useful to any student who may have an interest in the areas of special education, interpreting, and community service careers. Not repeatable.

ECHD-154 Signing Exact English II

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Prerequisite: ECHD 153

Challenge: Final Exam for ECHD 153 will be administered by instructor.

This course continues instruction of fingerspelling and S.E.E. sign skills begun in ECHD 153. The cumulative vocabulary will build to approximately 1000 words. Fingerspelling practice will continue to develop and increase in speed. These skills are useful to parents, family and caregivers of hearing impaired/deaf, or others with communicative barriers. Students interested in Special Education, interpreting, community service careers, as well as those curious about sign language may also take this class. Not repeatable.

ECHD-161 Violence and Its Impact on Children and Families: An Early Childhood Education Counseling Perspective

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course is designed to explore violence in America and its impact on adults and children who experience it. The focus of the course is to give a student a perspective on violence and to understand causes of it. The course will also deal with violence intervention and counseling strategies that will be useful techniques to use with young children. Not repeatable.

ECHD-162 Violence Intervention and Counseling

3 Units: 36 hours of lecture, 54 hours of laboratory by arrangement, per term, LR, DG, CSU

Prerequisite: ECHD 161

This course is designed to provide an overview of different approaches to violence intervention and counseling techniques that are appropriate for use with young children. The course context will consist of counseling theory and practice that is designed for working with children and families who have experienced stress and chronic violence in their lives. Teachers are expected to demonstrate skill development in an approved early childhood field based placement setting. Not repeatable.

ECHD-220 The Child, Family and Community (DS2)

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirements for Area D7-Interdisciplinary Social or Behavioral Science.

This course will study the effects the family and community have on a child's development. It will examine the powerful impacts on the child's environment such as home, early childhood environments and community agencies/resources. Students will learn to examine ways of building stronger partnership roles among parents and other adults who work with the young child. Not repeatable.

ECHD-222 Supervision and Management (DS6)

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course will assist the students in developing the knowledge and skills required to effectively manage and supervise an early childhood education program. The focus will be on the study and the development of interpersonal and communication skills, management skills, and supervision. Students will learn not only to develop positive relationships with others but also to facilitate the development of positive interpersonal relationships with and among peers, subordinates, and others. Not repeatable.

ECHD-223 Administration and Management of Early Childhood Programs (DS6)

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course includes learning about the principles, purpose, and function management and administration of child care centers. The content deals with funding and developing a program, personnel policies and issues, fulfilling licensing requirements, developing and implementing a budget and understanding the community and its regulatory agencies. This course satisfies a state certification requirement for the director's license. Not repeatable.

ECHD-226 Music Pedagogy for Young Children

2 Units: 36 hours of lecture, per term, SC, DG, CSU

This course is designed to enable teachers and others who work with young children to learn music principles and teaching techniques, participate in songs, nursery rhymes and music games, develop basic musicianship, and compile a collection of music materials. Not repeatable.

ECHD-290 Student Teaching (DS3)

5 Units: 36 hours of lecture, 162 hours of laboratory, per term, LR, ND

Prerequisite: ECHD 109, 120, 121, 123, 124, 144, 161, and 220.

Co-requisite: ECHD 226 and ECHD 133 may be taken concurrently.

This course has two sections. The field experience portion requires students to have practical experience with young children in a school environment. Students practice teach nine hours a week under the supervision of a head teacher and will be evaluated by the Practicum faculty. The second section of the course consists of a seminar to coordinate the assigned activities students perform at their sites. Not repeatable.

ECHD-291 Adult Supervision in Early Childhood Classrooms

2 Units: 36 hours of lecture, per term, SC, ND

Advisory: Before becoming a Mentor Teacher you must have completed a course of study in Early Childhood Education that included a supervised student teaching component.

This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood education/child development classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Not repeatable.

ECHD-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Early Childhood Education under the direction of an instructor. May be repeated three times.

ECHD-875N Supervised Tutoring

This course provides individualized tutoring designed to assist students to increase their success in college. Students enrolled in this course receive reading, writing, and study skills support from trained tutors in one or more early childhood education courses per semester. Students must be enrolled in a college credit course and be referred by an instructor or counselor. May be repeated indefinitely.

Earth Sciences (ESCI)

Major - Associate in Science Degree -

Earth Science 22.5 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

4 units	CHEM 119	Survey of General Chemistry
3 units	GEOG 125	Physical Oceanography

2nd semester

3 units	PHYS 110	Descriptive Physics
1.5 units	PHYS 110L	Descriptive Physics Laboratory

3rd semester

3 units	GEOG 120	Physical Geography
1 unit	GEOG 120L	Physical Geography Laboratory

4th semester

3 units	GEOL 120	Physical Geology
1 unit	GEOL 120L	Physical Geology Laboratory
3 units	ANTHR 125	Introduction to Archaeology

Economics (ECON)

Department/Program Description:

Some possible careers:

Economist, economic analyst, market research analyst, financial economist, labor economist, tax economist, bank officer, government administrative officer, advertising manager, claim examiner/agent, consumer services consultant, credit analyst, trade journal editor, financial aid counselor, hospital insurance representative, insurance agent, lobbyist, lawyer, financial institution manager, purchasing agent.

Major - Associate in Arts Degree - Economics 21 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

3 units	ECON 220	Introduction to Macroeconomic Principles
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2nd semester

3 units	ECON 221	Introduction to Microeconomic Principles
5 units	MATH 190	Analytic Geometry and Calculus I

3rd semester

4 units	MATH 191	Analytic Geometry and Calculus II
3 units	POLSC 125	Government of the United States

4th semester

3 units	BUS 240	Business Statistics
or		
4 units	MATH 164	Introduction to Probability and Statistics

ECON-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU

Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

ECON-100 Topics in Economics

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Economics. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ECON-220 Introduction to Macroeconomic Principles

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D2-Economics, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4B-Economics.

This course is about the study of how societies provide the material requisites for well-being. Macroeconomics studies the health of the economy as a whole and its ability or potential to provide for the well-being of individuals. The health of the economy is affected by both long run trends of economic growth and development and short run business cycle fluctuations. This course introduces some of the causes and consequences of these trends and fluctuations as well as the key economic indicators used to measure them. In the United States, as in most countries, both the federal government (Congress and the President) and the central bank (Federal Reserve) can and do make decisions which affect macroeconomic activity and the health of our economy. The federal government can change taxes and spending, referred to as fiscal policy, while the central bank can change the money supply and interest rates, referred to as monetary policy. Both fiscal and monetary policies are thoroughly examined in the course. In addition, all governments make decisions regarding foreign trade. The arguments for and against free trade and the methods for restricting foreign trade are also analyzed. All topics in the course are discussed in terms of the fundamental macroeconomic theories and models with references to current and historic examples. Not repeatable.

ECON-221 Introduction to Microeconomics Principles

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

Advisory: ECON-221 may be taken before ECON-220

This course meets the CSU General Education requirement for Area D2-Economics, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4B-Economics.

This course is about the study of who societies provide and distribute the material requisites for well-being. In microeconomics, the focus is on individual markets-the economic interactions between buyers and sellers of a particular product. Markets are studied in order to understand the factors that influence price and to determine if the material requisites are efficiently and equitably provided. The supply and demand model is used to study market interactions and will be thoroughly covered in this class. This includes investigating a variety of factors that can influence the decisions of buyers and sellers; identifying special characteristics of the market or the product; and determining whether or not producing or using the product causes others to suffer or benefit. In cases in which the market fails to be efficient or equitable, governments frequently intervene. Actions the government can take and the arguments for and against government intervention are also covered. All topics in the course are discussed in terms of the fundamental microeconomic theories and models with references to current and historic examples. Not repeatable.

ECON-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Economics under the direction of an instructor. May be repeated three times.

ECON-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated four times.

Education (EDUC)**EDUC-100 Topics in Education**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Education. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

EDUC-110 C.B.E.S.T. Preparation

1.5 Units: 18 hours of lecture, 27 hours of laboratory, per term, P/NP, DG, CSU

This course prepares teachers and substitutes to pass the California Basic Educational Skills Test, which is a prerequisite to teaching, substitute teaching, and entry into a teacher credential program. The course focuses on content and test-taking strategies, through both lecture and one-to-one lab instruction at the student's convenience. May be repeated three times.

EDUC-125 Urban Education

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirement for Area D3-Ethnic Studies. This course has been additionally approved to be offered in a Distance Education, Online, format.

This course provides a foundation for understanding the current participation of students in urban systems of education in the U.S., and involves issues of race, ethnicity, class, gender and language. Policies, practices, ideologies, experiences, and outcomes from the perspective of both the dominant and minority groups are included. Not repeatable.

EDUC-127 Classroom Management and Discipline

1 Unit: 18 hours of lecture, per term, P/NP, DG, CSU

This course teaches proven classroom management and discipline strategies to establish and maintain a positive learning environment in a diverse school. Strategies include Fred Jones' "Tools for Teaching", and Jane Nelson's "Positive Discipline". This class is for in-service and pre-service teachers, instructional assistants, after-school program group leaders and volunteers. Not repeatable.

EDUC-130 Teaching As a Profession

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course invites the student to explore teaching as a profession. Effective teaching experiences and expectations of a teacher, foundations of teaching, critical issues in education, student diversity and job options are emphasized. Students are required to complete 48 hours of field observation and field work. This course is designed for students considering teaching as a profession, and for parents of children in the American school system who want to be informed of current issues and practices in education. Not repeatable.

EDUC-131 Introduction to Teaching Reading K-6

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU

This course introduces students to the theory and practice of reading development and intervention in grades Kindergarten to 6. Students will be exposed to the developmental stages of language and literacy. Students will acquire a working vocabulary of pertinent terms and strategies appropriate to enhance the literacy of elementary-school students. Supervised fieldwork in designated schools is a key component of this course. Although intended primarily for future elementary teachers, this course is open to all. Not repeatable.

EDUC-137 Introduction to Teaching Mathematics K-8

4 Units: 54 hours of lecture, 54 hours of laboratory by arrangement, per term, SC, DG, CSU

This course prepares students to teach mathematics and provide mathematics intervention to individuals and small groups in grades K-8. Focus is on how to develop mathematical reasoning through teaching math concepts, computation, applications and problem-solving. Use of hands-on materials is emphasized. California Mathematics Academic Standards are addressed. Not repeatable.

EDUC-139 Education Field Practicum and Coaching

3 Units: 162 hours of laboratory, per term, P/NP, DG, CSU

This course provides a practicum and individualized on-site coaching support for educational staff in K-12 schools, including teachers, instructional assistants, after-school program group leaders, future teachers and volunteers. Student selects improvement objectives for instruction or group management. To apply for paid internships, see www.contra-costa.edu/teacherpath. May be repeated three times.

EDUC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Education under the direction of an instructor. May be repeated three times.

Emergency Medical Sciences (EMED)**EMED-100 Topics in Emergency Medical Sciences**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Emergency Medical Sciences. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

EMED-110 Emergency Medical Technician I

6 Units: 72 hours of lecture, 72 hours of laboratory, 36 hours of laboratory by arrangement, per term, LR, DG

Prerequisite: Healthcare Provider CPR Certification

This course provides the student with the knowledge and skills to become certified as an Emergency Medical Technician I in the State of California and meets state regulations for EMT-I training. Students will spend time in an emergency department and an ambulance. May be repeated two times.

EMED-120 EMT Refresher

1 Unit: 15 hours of lecture, 15 hours of laboratory, per term, P/NP, ND

This course is designed to review, refresh and update the EMT with the knowledge and skills to renew certification as an Emergency Medical Technician in the state of California and/or National Registry of EMTs. The course emphasizes an assessment-based approach to prehospital medicine. Knowledge of current CPR standards is essential for the course; CPR certification cards will not be issued at the end of the course. May be repeated an unlimited number of times for certification purposes.

EMED-130 EMS Anatomy and Physiology

4 Units: 72 hours of lecture, per term, LR, DG

This course provides a basic study of the structure and function of the human body with an emphasis on its application to EMS. Topics include a basic study of the body systems, as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology. The curriculum for Anatomy and Physiology course shall be the objectives from Appendix E of the 1998 Release of the United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Paramedic: National Standard Curriculum. Not repeatable.

EMED-174 Continuing Education for the FF/EMT

.4 Unit: 6 hours of lecture, 12 hours of laboratory, per term, SC, DG

This course provides instruction in prehospital care that takes the perspective of a Firefighter/Emergency Medical Technician. Topics to be addressed are county treatment guidelines, policies and procedures, spinal immobilization, documentation, trauma systems, splinting and childbirth. All topics covered will address the Firefighter's responsibilities on scene, assisting other providers, and transition of care. It relies on their training and experiences as a firefighter and emergency medical technician to address nuances and issues unique to their responsibilities as First Responders. The content of this course meets the State of California regulations in regard to continuing education for Emergency Medical Technicians. May be repeated two times.

EMED-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Emergency Medical Sciences under the direction of an instructor. May be repeated three times.

EMED-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated four times.

Engineering (ENGIN)**Some possible careers:**

Scientist, mathematician, architect, engineer/engineering assistant (for chemical, petroleum, mechanical, aerospace, civil, electrical, environmental, industrial, structural, marine or nuclear engineering), biomedical engineer, biomedical equipment technician, solar energy systems designer, quality control manager, product safety engineer, surveyor.

Major - Associate in Science Degree -**Engineering (Transfer Major)..... 39-40 Units**

Students must complete all courses for the major with a grade of "C" or better, and maintain a minimum grade point average of 2.0.

Required courses, with suggested sequence:**1st semester**

2 units	ENGIN 112	Introduction to Engineering
5 units	MATH 190	Analytic Geometry and Calculus I

2nd semester

4 units	PHYS 130	General Physics I
3 units	MATH 191	Analytic Geometry and Calculus II

3rd semester

2 units	ENGIN 231	Engineering Drawing
5 units	CHEM 120	General College Chemistry

4th semester

4 units	ENGIN 240	Properties of Engineering Materials
4 units	PHYS 230	General Physics

Plus a minimum of 10 units from the following:

3 units	ENGIN 140	Plane Surveying
4 units	ENGIN 230	Introduction to Circuit Analysis
3 units	ENGIN 232	Descriptive Geometry
4 units	ENGIN 255	Statics
3 units	ENGIN 256	Engineering Dynamics
4 units	MATH 164	Introduction to Probability and Statistics
3 units	MATH 200	Introduction to Linear Algebra
4 units	MATH 290	Analytic Geometry and Calculus
3 units	MATH 292	Introduction to Differential Equations
4 units	COMP 170	Programming for Engineering Science-MATLAB
3 units	COMP 280	Computer Structure and Organization

See advisor to select appropriate science courses from the following:

6 units	CHEM 121	General College Chemistry
5 units	CHEM 220	Quantitative Analysis
5 units	CHEM 226	Organic Chemistry - Part 1
5 units	CHEM 227	Organic Chemistry - Part 2
4 units	PHYS 231	General Physics

ENGIN-100 Topics in Engineering

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Engineering. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ENGIN-112 Introduction to Engineering

2 Units: 36 hours of lecture, per term, LR, DG, CSU, UC
Advisory: Completion of ENGL 142B, 143B, ESL 192, or 195.

The engineering profession is introduced in this course by explaining definitions, responsibilities, branches, functions, decision-making, the technical team, growth and composition. It presents engineering as a career; the qualifications and education needed, and the supply and demand. Not repeatable.

ENGIN-230 Introduction to Circuit Analysis

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Co-requisite: MATH 290 and PHYS 230

This course provides primary emphasis on developing models and techniques for analyzing the natural and forced response of passive linear networks. Models and circuit applications for diodes, transistors, and operational amplifiers are introduced. Laboratory experiments with each of the fundamental circuit types and related test equipment are conducted. Not repeatable. (CAN ENGR 6)

ENGIN-240 Properties of Engineering Materials

4 Units: 72 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: PHYS 130 and CHEM 120

This course is designed to study the mechanical properties related to the internal structures, and selection of materials. Methods of changing mechanical properties of metals, polymers, ceramics, concrete, wood and composite materials. Electrical properties of semiconducting materials. Importance of properties in design. Not repeatable. (CAN ENGR 4)

ENGIN-255 Statics

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC
Prerequisite: PHYS 130

This course presents a study of force systems and their effect on objects in equilibrium, with emphasis on engineering problems covering structure, machine design, and friction. Graphic and mathematical solutions to problems will be explored. Not repeatable. (CAN ENGR 8)

ENGIN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Engineering under the direction of an instructor. May be repeated three times.

ENGIN-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated four times.

English (ENGL)**Some possible careers:**

Administrative officer, biographer, advertising copy writer, book/drama/film critic, literary agent, teacher, technical writer, journalist, public relations specialist, librarian, management trainee, manuscript reader/editor, research assistant, writer, script reader, lawyer, paralegal aide.

Major - Associate in Arts Degree - English18-28 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	ENGL 001A	Composition and Reading
3 units	ENGL 001B	Composition and Reading: Literature
or		
3 units	ENGL 002B	Advanced Composition, Literature and Critical Thinking

Plus a minimum of 12 semester units from the following:

3 units	ENGL 001C	Critical Thinking and Advanced Composition
3 units	ENGL 163	Film Appreciation
3 units	ENGL 200A	Topics in Literature
3 units	ENGL 200B	Major Authors in Literature
3 units	ENGL 210B	British Literature: 19th Century to Present
3 units	ENGL 220B	American Literature: 19th Century to Present
3 units	ENGL 230B	World Literature: Renaissance to the Present
3 units	ENGL 250A	Introduction to Shakespeare - A
3 units	ENGL 250B	Introduction to Shakespeare - B
3 units	ENGL 260A	African American Literature: 17th Century to 19th Century
3 units	ENGL 260B	African American Literature: 19th Century to Present
3 units	ENGL 274	Women in Literature
3 units	ENGL 293	Creative Writing
or		
3 units	ENGL 293H	Creative Writing (Honors)

Plus 10 units of a foreign language, if the student has not completed 3 years of high school foreign language.

ENGL-001A Composition and Reading

3 Units: 54 hours composition per term, LR, DG, CSU, UC
Prerequisite: ENGL 142B or ESL 195 with a minimum grade of "C", or passing Compass score.

This course meets the CSU General Education Requirement for Area A2-Written Communication, and the IGETC for Area 1: English Communication-Group A. This course has been additionally approved to be offered in a Distance Education, Telecourse, format. This course involves intensive training in writing, reading, research, and critical thinking. It is designed to help students write effectively in other college courses and later in their professional lives. It requires students to read and understand extended and often difficult texts from diverse perspectives, and to write substantial essays of at least 750 words about issues raised in those texts. ENGL 001A helps students develop their command of rhetorical strategies that will enable them to present their ideas cogently and persuasively. Not repeatable.

ENGL-001B Composition and Reading: Literature

3 Units: 54 hours composition per term, LR, DG, CSU, UC
Prerequisite: ENGL 001A with a minimum grade of "C".

This course meets the CSU General Education Requirement for Area A2-Written Communication and Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities. This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed to introduce students to the major literary genres-fiction, poetry, and drama and to equip them to analyze literature critically. The emphasis is on training students to explore texts by culturally diverse authors so that they will be able to understand and enjoy literature independently for enrichment throughout their lives. Students will exercise the writing skills gained in ENGL 001A and/or other composition courses to compose several interpretive papers on major works. Not repeatable.

ENGL-001C Critical Thinking and Advanced Composition

3 Units: 54 hours composition per term, LR, DG, CSU, UC
Prerequisite: ENGL 001A with a minimum grade of "C".

This course meets the CSU General Education Requirement for Area A3-Critical Thinking, and the IGETC for Area 1: Critical Thinking-Group B.

This course is designed to develop critical thinking, reading and writing skills beyond the level of ENGL 001A. Students will develop advanced essay writing skills with emphasis on argumentation and analysis. Varied cultural perspectives and the specialized critical concerns needed to understand, analyze, and evaluate these perspectives will be stressed. Not repeatable.

ENGL-100 Topics in English

.5-4 Units: 9-72 hours of composition, 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in English. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

ENGL-110B Developing College Level Reading Proficiency - B

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU

This is an advanced reading course designed to develop critical thinking, reading and writing skills essential for college level work. The emphasis is on effectively comprehending and communicating ideas, analyzing and evaluating information, and drawing logical inferences and conclusions encountered in academic reading across the content areas. In addition, students will develop a college vocabulary and advanced study skill strategies that will contribute toward developing life-long learning habits. Not repeatable.

ENGL-142B Writing: Expository - B

4 Units: 54 hours composition, 54 hours of laboratory by arrangement, per term, SC, DG, CSU

Advisory: ENGL 110A and 142A, or ENGL 139.

This course includes reading classic and contemporary essays of varied cultural perspectives, examining writers' techniques, writing compositions that apply expository techniques, reviewing grammar, and learning argumentation. It is designed to prepare students for entrance into ENGL 001A. Not repeatable.

ENGL-143A Writing: Technical - A

3 Units: 36 hours composition, 54 hours of laboratory by arrangement, per term, P/NP, ND

This course develops basic skills in reading, writing, and critical thinking, with emphasis on writing for the business environment. Checkpoint tests are required to determine credit and competency for ENGL 142B or 143B. Not repeatable.

ENGL-143B Writing: Technical - B

4 Units: 54 hours composition, 54 hours of laboratory by arrangement, per term, SC, DG, CSU

This competency-based course emphasizes writing for the business environment, and includes instruction in writing letters, memoranda, resumes, proposals, reports, and other job-related documents. A review of grammar and techniques of argumentation will be included. An exit test is required to determine competency. Not repeatable.

ENGL-163 Film Appreciation

3 Units: 54 hours of lecture per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas C1-Arts (Art, Dance, Music, Theatre), C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Arts.

Students view, read about, discuss and write about films as a form of literature. Topics include history, language, themes and genres of major motion pictures. Not repeatable.

ENGL-166 Technical Communication

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course is designed to provide students with technical reading and communication skills. Students will learn terminology, decoding and comprehension skills through readings in a variety of technical and vocational subject-specific texts. Writing skills will focus on how to produce clear professional communication. Not repeatable.

ENGL-200A Topics in Literature

3 Units: 54 hours of lecture per term, SC, DG, CSU

This course is designed to provide an opportunity to focus on an in-depth study of a specific literary topic, theme, genre, or period. The readings selected will be primary works representative of the specific topic/theme/genre/period, as well as at least one secondary work focusing upon the literature. Students read, discuss, analyze, interpret, and write about the primary and secondary works. May be repeated three times for different topics, topics change each semester.

ENGL-200B Major Authors In Literature

3 Units: 54 hours of lecture per term, SC, DG, CSU

This course is designed to provide an opportunity to focus on an in-depth study of a major author or authors linked by some commonality. The readings selected will be primary works representative of the author(s)' works, as well as at least one secondary work focusing upon the relevance of the author(s) to a larger context. Students read, discuss, analyze, interpret, and write about the primary and secondary works. May be repeated three times for different topics, topics change each semester.

ENGL-210B British Literature: 19th Century to Present

3 Units: 54 hours of lecture per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course is designed as an introduction to major developments in British literature, and the historical and social forces that produced it, from the Age of Romantics through the 21st century. Students read, discuss, analyze, interpret, and write about significant works of diverse authors in the major literary genres-among them, fiction, poetry, drama, essay, autobiography, and literary criticism. Not repeatable.

ENGL-220B American Literature: 19th Century to Present

3 Units: 54 hours composition per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course is designed to expose students to the role of cultural and ethnic diversity in the literature of the United States. Students read, discuss, analyze, interpret, and write about significant works in the major literary genres - among them, fiction, poetry, drama, essay, autobiography, and literary criticism - of American literature from the late 19th century to the present. Not repeatable.

ENGL-230B World Literature: Renaissance to the Present

3 Units: 54 hours of lecture per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course is designed to expose students to significant literature of the world from the Renaissance to the present. Students will learn about the historical and cultural contexts of the works, and discover how the works exemplify and/or resist the values of their times. Not repeatable.

ENGL-250A Introduction to Shakespeare - A

3 Units: 54 hours of lecture per term, SC, DG, CSU, UC
 Advisory: ENGL 001A and 001B/002B

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This is a two-semester course in which six representative plays and the sonnets are read and discussed each semester. Students will present, in teams, two papers orally. Emphasis is on class discussion of the substance of the plays and their relevance to all cultures in all eras. Film, video, and trips are included. Not repeatable.

ENGL-250B Introduction to Shakespeare - B

3 Units: 54 hours of lecture per term, SC, DG, CSU, UC
 Advisory: ENGL 001A and 001B/002B

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This is a two-semester course in which six representative plays and sonnets are read and discussed each semester. Emphasis is on class discussion of the substance of the plays and their relevance to all cultures in all areas. Films, videos, and theater trips are included. Not repeatable.

ENGL-256A The Literature of Africa to the 19th Century

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language).

This course is designed to expose students to African literature from early times to the 19th century. Students read, discuss, analyze, interpret and write about significant works in major literary genre - among them, the epic, folklore, fiction, poetry, narrative, autobiography, and literary criticism. Not repeatable.

ENGL-256B The Literature of Africa: 19th Century to Present

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language).

This course is designed to expose students to modern African literature from the 19th century to the present. Students read, discuss, analyze, interpret, and write about significant works in the major literary genres - among them, fiction, poetry, drama, autobiography and literary criticism. Not repeatable.

ENGL-274 Women in Literature

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course is designed as an in-depth study of literature by and/or about women. The emphasis is on exploring texts and thinking critically on the writings by culturally diverse authors. This course focuses on novels, short stories, poems, plays, and/or essays written by and/or about women, and explores the particular cultural, historical, political, and social issues which have influenced women in literature and society. Styles and themes employed in the literature will also be examined and analyzed. Students will read, discuss, and write about influential examples of women in literature. Not repeatable.

ENGL-293 Creative Writing

3 Units: 54 hours of composition, per term, SC, DG, CSU

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language).

ENGL 293 provides experience in creative writing by examining professionals' writing, and by discussing students' works in class with emphasis on understanding more effective writing techniques. Not repeatable.

ENGL-293H Creative Writing (Honors)

3 Units: 54 hours of composition, per term, SC, DG, CSU, UC

Prerequisite: Eligibility for ENGL 001A; completion of ENGL 142B or ESL 195 with a grade "C" or better

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language).

Essentially the same as ENGL 293, this course requires additional writing to meet special transfer requirements for the University of California at Berkeley. Not repeatable.

ENGL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in English under the direction of an instructor. May be repeated three times.

ENGL-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated four times.

ENGL-800N Writing Seminar I

The Writing Seminar I is primarily for students who must develop and improve their basic skills in English usage, punctuation, spelling and vocabulary. These skills will be integrated in written compositions. Study skills such as notetaking, outlining, writing stages, and the use of reference materials will be covered. May be repeated indefinitely.

ENGL-810N Writing Seminar II

The Writing Seminar II course will teach students to compare and contrast written materials, analyze style and content, and to comprehend in-depth and with sophistication the nuances as well as the larger meanings of a variety of works. Students will write to develop their own voice and style, and will be expected to develop basic academic research skills, independent learning through research techniques and vocabulary study for college entrance exams will be included. May be repeated indefinitely.

ENGL-841N Tutor Techniques Used in Teaching Reading for Adult Learners

Reading, writing and listening skills are taught in an integrated curriculum to provide a more holistic learning approach for adults. Tutors are given an overview of techniques to: 1) use a language experience approach to elicit materials; 2) apply phonics (consonant), word patterns (vowel), and sight word and context club techniques; 3) help the students to set short- and long-range goals; 4) plan lessons to achieve student goals; 5) help students develop comprehension skills; and 6) create original materials in addition to those provided by the program. May be repeated indefinitely.

ENGL-850N Advanced English: SAT Preparation

This course on communication with others covers both communication needs that people have in common, and special skills required for special situations. It will cover positive self concept, assertiveness, listening well, solving conflicts, customer service, special areas of cross cultural communication, and male/female communication. May be repeated indefinitely.

English as a Second Language (ESL)**Department/Program Description:**

The following courses are for students whose native language is not English. The courses prepare students for A.A. degree programs, vocational programs, and university transfer courses.

Enrollment in English as a Second Language Courses:

To enroll in ESL courses, it is necessary for all new students, including those transferring from other colleges, to complete the college application and to take the ESL Placement Test in Room SSC-104.

ESL-045 Conversation and Grammar Basic

2 Units: 36 hours of lecture per term, P/NP, ND

Advisory: Appropriate score on ESL Placement Test.

This course provides practice in conversation with an emphasis on grammatical accuracy for beginning level ESL students. Not repeatable.

ESL-050 Beginning ESL

2 Units: 108 hours of laboratory per term, P/NP, ND

This beginning course provides instruction in English for everyday life. Students work on developing basic grammar, listening, speaking, reading and writing skills. May be repeated three times.

ESL-051 Reading and Vocabulary For Beginners

3 Units: 54 hours of lecture per term, P/NP, ND

This course provides instruction in reading for beginning ESL students. Students will increase their vocabulary and talk about what they read. This course supplements material covered in ESL 50. Not repeatable.

ESL-100 Topics in English as a Second Language

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory per term, SC, ND

This course covers topics in English as a Second Language. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. Not repeatable.

ESL-107 Drop-in ESL Tutoring

.1-3 Units: 5.4-162 hours of laboratory by arrangement per term, P/NP, ND

This tutoring lab provides individual and small group tutoring for ESL students under the supervision of ESL instructors. May be repeated three times.

ESL-113 Conversation and Grammar A

2 Units: 36 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 50 or appropriate score on ESL Placement Test.

This course provides practice in conversation with an emphasis on grammatical accuracy for high-beginning level ESL students. Not repeatable.

ESL-116 Conversation and Grammar B

2 Units: 36 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 163 or appropriate score on ESL Placement Test.

This course provides practice in conversation with an emphasis on grammatical accuracy for intermediate level ESL students. Not repeatable.

ESL-119 Conversation and Grammar C

2 Units: 36 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 166 or appropriate score on ESL Placement Test.

This course provides practice in conversation with an emphasis on grammatical accuracy for high-intermediate level ESL students. Not repeatable.

ESL-122 Conversation and Grammar D

2 Units: 36 hours of lecture per term, SC, DG

Advisory: Successful completion of ESL 169 or appropriate score on ESL Placement Test.

This course provides practice in conversation with an emphasis on grammatical accuracy for advanced level ESL students. Not repeatable.

ESL-123 Listening/Speaking I

4 Units: 72 hours of lecture per term, SC, ND

Advisory: Appropriate score on ESL Placement Test.

This course provides instruction in listening and speaking for high-beginning level ESL students. Special attention is given to pronunciation and aural comprehension. Not repeatable.

ESL-126 Listening/Speaking II

4 Units: 72 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 123 or appropriate score on ESL Placement Test.

This course provides instruction in listening and speaking for intermediate level ESL students. Special attention is given to pronunciation and aural comprehension. Not repeatable.

ESL-129 Listening/Speaking III

4 Units: 72 hours of lecture per term, SC, DG

Advisory: Successful completion of ESL 126 or appropriate score on ESL Placement Test.

This course provides instruction in listening and speaking for high-intermediate level ESL students. Special attention is given to pronunciation, aural comprehension, and idiomatic expressions. Not repeatable.

ESL-132 Oral Communication for Advanced ESL Students

4 Units: 72 hours of lecture per term, SC, DG, CSU

Advisory: Successful completion of ESL 129 or appropriate score on ESL Placement Test.

This course meets the CSU General Education Requirement for Area A1-Oral Communication.

This course provides advanced level ESL students with opportunities to improve their oral communication skills. Students participate in small and large group discussions and give oral presentations. Not repeatable.

ESL-135A Pronunciation A

2 Units: 36 hours of lecture per term, P/NP, ND

Advisory: Successful completion of ESL 123 or appropriate score on ESL Placement Test.

This course provides instruction in pronunciation, emphasizing individual sounds and words, for intermediate and advanced-level ESL students. Students learn to recognize their pronunciation problems, to listen to themselves, and to self-correct. Not repeatable.

ESL-135B Pronunciation B

2 Units: 36 hours of lecture per term, P/NP, ND

Advisory: Successful completion of ESL 123 or appropriate score on ESL Placement Test.

This course provides instruction in sentence-level pronunciation patterns for intermediate and advanced-level ESL students. Students learn to recognize their pronunciation problems, to listen to themselves, and to self-correct. Not repeatable.

ESL-136 Idioms in English

2 Units: 36 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 123 and 163 or appropriate score on ESL Placement Test.

This course provides intermediate and advanced level ESL students with instruction in idiomatic English. As students study the meanings of common idioms, they also learn the associated grammar and pronunciation. Not repeatable.

ESL-138 Technology for ESL Students

2 Units: 36 hours of lecture per term, P/NP, ND

This introductory course provides non-native English speakers with the opportunity to improve their language skills as they use technology. Not repeatable.

ESL-139A Basic Vocabulary A

3 Units: 54 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 50 or appropriate score on ESL Placement Test.

This course provides high-beginning and intermediate level ESL students with instruction that will help them build their vocabulary in academic, work, and social situations. Not repeatable.

ESL-139B Basic Vocabulary B

3 Units: 54 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 50 or appropriate score on ESL Placement Test.

This course provides high-beginning and intermediate level ESL students with vocabulary associated with topics such as people, school, the workplace, leisure, and social issues. As students learn the meanings of words, phrases and expressions, they also study the associated grammar and pronunciation. Not repeatable.

ESL-140A Vocabulary A

3 Units: 54 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 166 or appropriate score on ESL Placement Test.

This course provides high-intermediate and advanced level ESL students with instruction that will help them build their vocabulary in academic, work, and social situations. Students will, for example, learn the language associated with making requests and expressing opinions, and they will acquire vocabulary related to topics such as family and health. Not repeatable.

ESL-140B Vocabulary B

3 Units: 54 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 166 or appropriate score on ESL Placement Test.

This course provides high-intermediate and advanced level ESL students with instruction that will help them expand their knowledge of vocabulary associated with numerous topics such as business, communication, education, law, and the environment. As students study the meanings of words and phrases in context, they also learn the related grammar and pronunciation. Not repeatable.

ESL-143 Reading I

4 Units: 72 hours of lecture per term, SC, ND

Advisory: Appropriate score on ESL Placement Test.

This course provides instruction in reading skills development for high-beginning level ESL students. Comprehension, vocabulary, and writing are stressed. Not repeatable.

ESL-146 Reading II

4 Units: 72 hours of lecture per term, SC, ND

Advisory: Successful completion of ESL 143 or appropriate score on ESL Placement Test.

This course provides instruction in reading skills development for intermediate level ESL students. Comprehension, vocabulary, and writing are stressed. Not repeatable.

ESL-149 Reading III

4 Units: 72 hours of lecture per term, SC, DG

Advisory: Successful completion of ESL 146 or appropriate score on ESL Placement Test.

This course provides instruction in reading skills development for high-intermediate level ESL students. Comprehension, vocabulary, and writing are stressed. Not repeatable.

ESL-152 Reading IV

4 Units: 72 hours of lecture per term, SC, DG, CSU
 Advisory: Successful completion of ESL 149 or appropriate score on ESL Placement Test.
 This course provides instruction in reading skills development for advanced level ESL students. Comprehension, vocabulary, and writing are stressed. Not repeatable.

ESL-163 Grammar/Writing I

4 Units: 72 hours of lecture per term, SC, ND
 Advisory: Appropriate score on ESL Placement Test.
 This course provides instruction in grammar and writing for high-beginning level ESL students. Not repeatable.

ESL-166 Grammar/Writing II

4 Units: 72 hours of lecture per term, SC, ND
 Advisory: Successful completion of ESL 163 or appropriate score on ESL Placement Test.
 This course provides instruction in grammar and writing for intermediate level ESL students. Not repeatable.

ESL-169 Grammar/Writing III

4 Units: 72 hours of lecture per term, SC, DG
 Advisory: Successful completion of ESL 166 or appropriate score on ESL Placement Test.
 This course provides instruction in grammar and writing for high-intermediate level ESL students. Not repeatable.

ESL-172 Grammar/Writing IV

4 Units: 72 hours of lecture per term, SC, DG, CSU
 Advisory: Successful completion of ESL 169 or appropriate score on ESL Placement Test.
 This course provides instruction in grammar and writing for advanced level ESL students. Not repeatable.

ESL-175 Editing and Grammar for Writers

2-3 Units: 36-54 hours of lecture per term, SC, DG, CSU
 Advisory: Successful completion of ESL 172 or appropriate score on ESL Placement Test.
 This course is designed to help high-advanced level ESL students become aware of common language problems in writing and learn effective strategies for reducing errors in their sentences. This course will provide students with proofreading and editing practice, along with review and clarification of troublesome areas of English grammar. Not repeatable.

ESL-178 Grammar/Writing V

4 Units: 72 hours of lecture per term, SC, DG, CSU
 Advisory: Successful completion of ESL 172 or appropriate score on ESL Placement Test.
 This course has been additionally approved to be offered in a Distance Education, format.
 This course provides instruction in grammar and writing for high-advanced level ESL students. Not repeatable.

ESL-183 Writing I

5 Units: 90 hours of lecture per term, SC, ND
 Advisory: Appropriate score on ESL Placement Test.
 This course provides instruction in paragraph writing for high-beginning level ESL students. Not repeatable.

ESL-186 Writing II

5 Units: 90 hours of lecture per term, SC, ND
 Advisory: Successful completion of ESL 183 or appropriate score on ESL Placement Test.
 This course provides instruction in paragraph writing for intermediate level ESL students. Not repeatable.

ESL-189 Writing III

5 Units: 90 hours of lecture per term, SC, DG
 Advisory: Successful completion of ESL 186 or appropriate score on ESL Placement Test.
 This course provides instruction in paragraph writing and short compositions for high-intermediate level ESL students. Not repeatable.

ESL-192 Introduction to Essay Writing for ESL Students

5 Units: 90 hours of composition per term, SC, DG, CSU, UC
 Advisory: Successful completion of ESL 189 or appropriate score on ESL Placement Test.
 This course provides instruction in essay writing for advanced level ESL students. Not repeatable.

ESL-195 Reading and Composition for High Advanced ESL Students

5 Units: 90 hours of composition per term, SC, DG, CSU, UC
 Prerequisite: Successful completion of ESL 152, 172 and 192 or appropriate score on ESL Placement Test.
 This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language).
 This course is a composition and reading course for high-advanced level ESL students. This course includes college-level critical/analytic reading, expository writing that incorporates references to college level readings, and a documented argumentation paper. Not repeatable.

ESL-200 ESL for Early Childhood Education 220

4 Units: 72 hours of lecture per term, SC, ND
 This class is designed as second language support for ESL students taking ECHD 220. The class teaches reading and vocabulary-building strategies, writing strategies, oral communication skills, and study skills to help students successfully manage the ECHD 220 course load, understand the textbook, complete the writing assignments, and pass the tests. Not repeatable.

ESL-201 ESL for Early Childhood Education 120

4 Units: 72 hours of lecture per term, SC, ND
 This class is designed as second language support for ESL students taking ECHD 120. The class teaches reading and vocabulary-building strategies, writing strategies, and study skills to help students successfully manage the ECHD 120 course load, understand the textbook, complete the writing assignments, and pass the tests. Not repeatable.

ESL-202 ESL for Early Childhood Education 121

4 Units: 72 hours of lecture per term, SC, ND

This class is designed as second language support for ESL students taking ECHD 121. The class teaches reading and vocabulary-building strategies, writing strategies, and study skills to help students successfully manage the ECHD 121 course load, understand the textbook, complete the writing assignments, and pass the tests. Not repeatable.

ESL-205 International Cooking for ESL Students

3 Units: 54 hours of lecture, per term, P/NP, ND

This course provides ESL students with the language and hands-on culinary skills needed to follow recipes and cooking instructions. Students gain skills that are helpful in finding employment and advancing in the field of culinary arts. (ESL 205 is cross-listed/equivalent to CULIN 205.) Not repeatable.

ESL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in English as a Second Language under the direction of an instructor. May be repeated three times.

ESL-810N Beginning ESL - Non-Credit

This beginning-level ESL course provides instruction in English for everyday life. Students work on developing basic grammar, listening, speaking, reading and writing skills. May be repeated indefinitely.

French (FRNCH)**FRNCH-100 Topics in French**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in French. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

FRNCH-120 First-Semester French

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 6: Language Other Than English.

This is a first-semester French course. The goals are to communicate in French through the development of skills in speaking, understanding, reading and writing, and to develop an appreciation of the French culture. Not repeatable.

FRNCH-121 Second-Semester French

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC
Advisory: FRNCH 120

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), the IGETC for Area 3: Humanities and Area 6: Language Other Than English.

This is a second-semester French course. The goals are to communicate in French through the development of skills in speaking, understanding, reading and writing, and to develop an appreciation of the French culture. Not repeatable.

FRNCH-220 Third-Semester French

4 Units: 72 hours of lecture, per term, SC, DG, CSU, UC
Advisory: FRNCH 121

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 6: Language Other Than English.

This is a third-semester language course conducted in French to help the student develop communication skills. The course includes interpretation and analysis of the French culture and an introduction to the study of French literature. Not repeatable.

FRNCH-221 Fourth-Semester French

4 Units: 72 hours of lecture, per term, SC, DG, CSU, UC
Advisory: FRNCH 220

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 6: Language Other Than English.

This is a fourth-semester language course conducted in French to help the student develop communication skills. The course includes interpretation and analysis of the French culture and an introduction to the study of French literature. Not repeatable.

FRNCH-230 French Conversation

1 Unit: 18 hours of lecture, 18 hours of laboratory, per term, SC, DG
Prerequisite: FRNCH 121 or two years of high school French.

This course is intended to develop listening/comprehension and oral skills as well as familiarize students with French culture. In this class students will converse in French. They will read French magazines and develop oral and reading fluency. Not repeatable.

FRNCH-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in French under the direction of an instructor. May be repeated three times.

FRNCH-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated four times.

Geography (GEOG)

Some possible careers:

Geophysical prospecting surveyor, cartographic drafter, land surveyor, cartographer, photogrammetric engineer, field map editor, meteorologist, urban planner.

Major - Associate in Arts Degree - Geography19 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	GEOG 120	Physical Geography
1 unit	GEOG 120L	Physical Geography Laboratory
3 units	GEOG 130	Cultural Geography
3 units	GEOG 150	California Geography
3 units	ANTHR 130	Cultural Anthropology

Plus a minimum of 6 semester units from the following:

3 units	ANTHR 125	Introduction to Archaeology
3 units	ECON 220	Introduction to Macroeconomic Principles
or		
3 units	ECON 221	Introduction to Microeconomic Principles
3 units	HIST 120	History of the United States (Colonial ~ 1865)
3 units	HIST 121	History of the United States (1865 ~ Present)
3 units	HIST 140	History of Western Civilization to the Renaissance
3 units	POLSC 125	Government of the United States
3 units	SOCIO 220	Introduction to Sociology
3 units	GEOG 160	World Regional Geography

GEOG-100 Topics in Geography

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Geography. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

GEOG-120 Physical Geography

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area B1-Physical Science, D5-Geography, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences (must be taken with GEOG 120L to fulfill lab course requirement). This course has been additionally approved to be offered in a Distance Education, Telecourse, format.

This course considers the physical environment of the earth, including the earth in space and map projections; the evolution, distribution, and current ecological factors of the earth's landform features and water bodies; world climate and weather patterns, soils and vegetation; and the significance of all these on man. Not repeatable. (CAN GEOG 2, CAN GEOG 6)

GEOG-120L Physical Geography Laboratory

1 Unit: 18 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Co-requisite: Concurrent enrollment in or prior completion of GEOG 120 with grade of "C" or better.

This course meets the CSU General Education requirement for Areas B3-Laboratory Activity, D5-Geography, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences (must be taken with GEOG 120 to fulfill lab course requirement).

This course is a complement to GEOG 120. It will explore in the laboratory environment what GEOG 120 covers in the lecture format. Not repeatable. (CAN GEOG 6)

GEOG-125 Physical Oceanography

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area B1-Physical Science, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course of study emphasizes the basic principles, processes, and properties of the oceans. An understanding of the how, why, and in what ways the oceans are changing is presented. Emphasis is placed also on the interdependency between the physical, chemical, biological, and engineering information related to the marine environment. Not repeatable.

GEOG-126 Introduction to Geographic Information Systems

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, LR, DG

This course is an introduction to Geographic Information Systems (GIS) as a tool for spatial analysis. The course will cover GIS concepts, techniques and methodologies. Lab activities will be used to reinforce lecture concepts. The course will prepare students for advanced university level courses in spatial analysis or for entry level positions in GIS related fields. Not repeatable.

GEOG-130 Cultural Geography

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D5-Geography, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4E-Geography.

In presenting the interrelationships of man with his environment, the course examines the major regions of the world and the component nations from the perspectives of location, natural environment, population, resources, economy, potentialities, and problems. Not repeatable. (CAN GEOG 4)

GEOG-150 California Geography

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D5-Geography, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4E-Geography.

This course provides a study of the natural and cultural environment of California, with special emphasis on the effects of climate, topography, resources, and locations upon the social, political and economic development of the state. These studies are detailed historically, with special emphasis on the contributions and effects of Native American, Spanish, Mexican, and the United States cultures. California is also viewed as part of the western United States and the Pacific Rim. Not repeatable.

GEOG-160 World Regional Geography

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D5-Geography, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4E-Geography. This course has been additionally approved to be offered in a Distance Education, Telecourse, format.

This course provides a study of the world's regions and realms using the framework of cultural geography. This geographic view of the world will be divided between the 12 major geographic realms and the many regions contained within them. Human cultures will be studied spatially, developing an understanding of the interconnectedness of the world. Not repeatable.

GEOG-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Geography under the direction of an instructor. May be repeated three times.

GEOG-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, LR, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

Geology (GEOL)**GEOL-100 Topics in Geology**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Geology. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

GEOL-120 Physical Geology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area B1-Physical Science, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences (must be taken with GEOL 120L to fulfill lab course requirement).

This course presents a study of processes and materials of the earth. Minerals, rocks, erosion, volcanos, earthquakes, mountain building, and environmental studies are included. Not repeatable. (CAN GEOL 6)

GEOL-120L Physical Geology Laboratory

1 Unit: 18 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: GEOL 120, may be taken concurrently.

This course meets the CSU General Education requirement for Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences (must be taken with GEOL 120L to fulfill lab course requirement).

This course provides the laboratory component to the study of physical geology. Geological processes studied in the academic classroom will be applied in the laboratory. Not repeatable.

GEOL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Geology under the direction of an instructor. May be repeated three times.

GEOL-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, LR, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

Graphic Communication (GRAPH)

Some possible careers:

Graphic designer, illustrator, commercial artist, game design, advertising production, movie special effects, animator, media coordinator, multi-media production, web designer.

Certificate of Accomplishment:

Digital Art & Design 16-16.5 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	ART 132	Digital Art: Beginning I
2.5 units	ART 158	Digital Photography: Beginning I
3 units	GRAPH 120	Introduction to Graphic Design
2.5 units	GRAPH 140	Photo Imaging & Enhancing
2.5 units	GRAPH 160	Illustrating for Graphic Design

Plus a minimum of 2.5-3 semester units from the following:

3 units	ART 133	Digital Art: Beginning II
2.5 units	ART 159	Digital Photography: Beginning II
2.5 units	GRAPH 150	Page Layout & Design

GRAPH-095A-D Graphics Computer Laboratory

.1-3 Units: 5.4-162 hours laboratory by arrangement, per term, P/NP, ND

This lab course is designed to allow students access to software packages which supplement their coursework material in graphic communication, journalism or any related courses that are approved for use with this lab. May be repeated three times.

GRAPH-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

GRAPH-100 Topics in Graphic Communication

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Graphic Communication. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

GRAPH-110 Macintosh™ Basics

1.5 Units: 18 hours of lecture, 36 hours of laboratory, per term, SC, DG, CSU

Co-requisite: GRAPH 095A-D

Challenge waiver upon request.

This course familiarizes the beginning student with the information necessary to understand how to use a Macintosh™ computer. Students will review computer types, capacities, components, memory, systems, utilities, fonts, menus, input and output devices, and e-mail. The course will include basic application theories of page elements and printing, as well as basic Internet practices. May be repeated one time.

GRAPH-120 Introduction to Graphic Design

3 Units: 54 hours of lecture, 18 hours of laboratory by arrangement, per term, SC, DG, CSU

This course presents some basic techniques and skills utilized in the field of graphic design. Course work will include learning to visualize ideas through the use of form, typography, illustration and a variety of reproduction techniques. Typical design problems will be explored, and course projects will include the understanding of basic layout and composing techniques. Topics include use of typography, photography, design methods, proportional scale and idea generation in the design process. Not repeatable.

GRAPH-121 Advanced Graphic Communication

2 Units: 18 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU

Prerequisite: GRAPH 120

A continuation of GRAPH 120, this course will use the principles and concepts of GRAPH 120 as the basis for a detailed study of typography, layout and design for the print media. This course is intended to provide training and a working knowledge of the mechanics of commercial art. May be repeated three times.

GRAPH-140 Photo Imaging and Enhancing

3 Units: 36 hours of lecture, 36 hours of laboratory, per term, SC, DG, CSU

Advisory: GRAPH 110 or basic computer skills, GRAPH 120

This course is an introduction to the uses and techniques specific to scanning and photo imaging software programs used as design tools on the Apple Macintosh (TM) computer. Students will study the application of tools and techniques in programs such as Adobe Photoshop (R) and others. May be repeated three times.

GRAPH-150 Page Layout and Design

3 Units: 36 hours of lecture, 36 hours of laboratory, per term, SC, DG, CSU

Advisory: GRAPH 110 or basic computer skills and GRAPH 120.

This course is an introduction to applications and techniques specific to page design and layout programs used as design tools on the Apple Macintosh (TM) and PCs. Students will study the application of tools, techniques and the capabilities of programs such as Adobe InDesign (R) and QuarkXPress (R). May be repeated three times.

GRAPH-160 Illustrating for Graphic Design

2.5 Units: 18 hours of lecture, 36 hours of laboratory, and 18 hours of laboratory by arrangement, per term, SC, DG, CSU

Advisory: GRAPH 110 or basic computer skills, and GRAPH 120.

This course is an introduction to uses and techniques specific to illustration programs used as design tools on the Apple Macintosh™ and other computers. Students will study application of tools, techniques and capabilities of programs such as Adobe Illustrator™, and others. May be repeated three times.

GRAPH-180 Introduction to Web Page Design

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG

Co-requisite: GRAPH 095A

Advisory: GRAPH 110, 120, and 140.

An introductory course in World Wide Web design. Students will use graphic techniques and HTML programming to create a website. Basic Internet protocol will be investigated. May be repeated three times.

GRAPH-270 Special Projects

.5-3 Units: 9-36 hours of lecture, 36-72 hours of laboratory, per term, SC, DG

This course is an intensive study and application of graphic skills in graphic design projects e.g. the study and application of software programs for the Apple Macintosh computer, the production of student graphic publication, or individual advanced projects. May be repeated three times.

GRAPH-280 Advanced Webpage Design

1-3 units: 18-36 hours of lecture, 18-72 hours of laboratory, per term, SC, DG, CSU

This is a course in advanced webpage design. Coursework will build upon the information and skills covered in GRAPH 180. Website concepts will be emphasized over individual pages. Web engines such as Adobe GoLive and/or Dreamweaver will be introduced, as well as Flash and/or LiveMotion. May be repeated three times.

GRAPH-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Graphic Communications under the direction of an instructor. May be repeated three times.

Health and Human Services (HHS)

Department/Program Description:

Human Services Program:

The Health and Human Services Department offers a Human Services Program that prepares the student with the knowledge, skills and attitudes necessary for the Human Services profession. The Human Services profession is dedicated to providing services to individuals and families in need of assistance and to enhance the quality of life for those served. Applicable Health and Human Services courses meet the educational requirements and standards set forth by the state of California. They prepare students to qualify and test for alcohol and drug counselor certification by the California Association of Alcohol and Drug Counselors (CAADAC). All coursework must be completed with a grade of "C" or better. Students who wish to earn an A.A. degree in Human Services may do so by completing additional general education requirements.

The Health and Human Services Department strongly recommends that students complete the following courses prior to entry into this program:

- ENGL 001A Composition and Reading or ESL, Level 4 and one of the following:
- BOT 210A Keyboard Skills Through Word Processing
- BOT 221A Word/Information Processing: Beginning Applications (Microsoft Applications™)
- CIS 110 Fundamental Computer Literacy

Some possible careers:

Human Service Worker, Case Manager, Community Support Worker, Crisis Intervention Worker, Mental Health Worker, Life Skills Counselor, Residential Manager, Drug & Alcohol Abuse Counselor, Community Worker, Halfway House Counselor, Group Home Worker, Group Counselor, Eligibility Worker, Probation Aide, Peer Counselor, Outreach Worker, Employment Specialist, and Psychosocial Rehabilitation Workers.

Major - Associate in Arts Degree - Human Services Certificate of Achievement - Human Services 24 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

- 3 units HHS 115 Personal Development for Life and Work
- 3 units HHS 219 Introduction to Human Services
- 3 units HHS 223 Introduction to Case Management
- 3 units HHS 225 Ethics for Human Services Professionals

2nd semester

- 3 units HHS 220 Group Process for Helping Professions
- 3 units HHS 222 Multicultural Issues in Human Services
- 3 units HHS 226 Introduction to Substance Abuse Counseling
- 3 units SOCIO 221 Social Problems

Certificate of Achievement - Human Services: Dual Diagnosis Specialization 41 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:**1st semester**

3 units	HHS 115	Personal Development for Life and Work
3 units	HHS 219	Introduction to Human Services
3 units	HHS 225	Ethics for Human Services Professionals
3 units	PSYCH 220	General Psychology

2nd semester

3 units	HHS 220	Group Process for Helping Professions
3 units	HHS 221	Pharmacology/Medical Aspects of AOD
3 units	HHS 222	Multicultural Issues in Human Services
3 units	HHS 226	Introduction to Substance Abuse Counseling

3rd semester

3 units	HHS 223	Introduction to Case Management
3 units	HHS 224	Substance Abuse Treatment and Prevention
3 units	HHS 227	Introduction to Dual Diagnosis
3 units	PSYCH 132	Introduction to Abnormal Psychology

4th semester

3 units	HHS 230	Dual Diagnosis Clinical Experience (225 hours)
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Certificate of Achievement - Substance Abuse Case Management 12 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	HHS 222	Multicultural Issues in Substance Abuse
3 units	HHS 223	Introduction to Case Management
3 units	HHS 224	Substance Abuse Treatment and Prevention
3 units	HHS 226	Introduction to Substance Abuse Counseling

Certificate of Achievement - Dual Diagnosis Screening 15 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	HHS 220	Group Processes for Helping Professions
3 units	HHS 226	Introduction to Substance Abuse Counseling
3 unit	HHS 227	Introduction to Dual Diagnosis
3 units	PSYCH 132	Introduction to Abnormal Psychology
3 units	PSYCH 220	General Psychology

Certificate of Achievement - Human Services: Psychosocial Rehabilitation 12 Units

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	HHS 223	Introduction to Case Management
3 units	HHS 226	Introduction to Counseling Skills
3 units	HHS 228	Introduction to Psychosocial Rehabilitation
3 units	HHS 229	Psychosocial Rehabilitation and Recovery

Certificate of Accomplishment - Human Services: Peer Support Services..... 9 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses:

3 units	HHS 121	Spirit I-Intensive Rehabilitation And Recovery Training for Mental Health Providers
3 units	HHS 122	Spirit II-Intensive Rehabilitation And Recovery Training for Mental Health Providers
3 units	HHS 123	Field Work in Rehabilitation and Recovery

HHS-100 Topics in Health and Human Services

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Health and Human Services. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

HHS-114 Introduction to Health Professions

1 Unit: 18 hours of lecture, per term, P/NP, DG

This course offers the student an opportunity to survey health professions, and is designed to provide a foundation for making career decisions within the health care industry. Not repeatable.

HHS-115 Personal Development for Life and Work

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course offers students a framework for personal development that can lead to maximum success in life and work. It focuses on concepts and skills that can be utilized for physical, emotional and psychosocial development, health, and self-care which significantly affect the workplace experience and which can help prevent burnout. Topics include but are not limited to: time management, stress management, life-school-work balance, effective communication, critical thinking, conflict resolution, self-exploration, emotional intelligence, and interpersonal skills. May be repeated one time for personal development.

HHS-121 SPIRIT I - Intensive Rehabilitation and Recovery Training for Mental Health Providers

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This is an intensive rehabilitation and recovery training for students intending to work in the field of mental health. The course focuses on moving beyond the medical model of mental illness to a model that focuses on wellness and recovery. It emphasizes the development of personal recovery skills as well as work skills used by effective mental health providers. SPIRIT I is the first of three courses that lead to a Certificate of Accomplishment in Peer Support. Not repeatable.

HHS-122 SPIRIT II - Intensive Rehabilitation and Recovery Training for Mental Health Providers

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Prerequisite: HHS 121 or equivalent

This is an intensive rehabilitation and recovery training for students intending to work in the field of mental health. The course focuses on moving beyond the medical model of mental illness to a model that focuses on wellness and recovery. It emphasizes the development of personal recovery skills as well as work skills used by effective mental health providers. SPIRIT II is the first of three courses that lead to a Certificate of Accomplishment in Peer Support. Not repeatable.

HHS-123 SPIRIT III - Field Work in Rehabilitation and Recovery

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Prerequisite: HHS 122 or equivalent

This is an intensive rehabilitation and recovery training for students intending to work in the field of mental health. The course focuses on moving beyond the medical model of mental illness to a model that focuses on wellness and recovery. It emphasizes the development of personal recovery skills as well as work skills used by effective mental health providers. SPIRIT III is the first of three courses that lead to a Certificate of Accomplishment in Peer Support. Not repeatable.

HHS-212 Cultural Aspects of Health Care

3 Units: 54 hours of lecture, per term, LR, DG

This course studies the following topics: cultural attitudes toward nutrition; physical and mental health as they influence health care; cultural theories of disease and treatment; special health problems of cultural groups. The course improves communication between the health professional, the patient, and the community. Not repeatable.

HHS-219 Introduction to Human Services

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course is an introduction to the field of Human Services. The course will examine the contemporary and historical nature of human service, and the agencies which provide the delivery of social and human services to the populations in need. Not repeatable.

HHS-220 Group Processes for Helping Professions

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is an introduction to the theory and dynamics of group interaction including psycho-educational support and therapeutic context. The various stages and processes of group development are studied using both a conceptual and experimental approach. The course is intended to assist persons who will function as leaders in a variety of small group situations. Not repeatable.

HHS-221 Pharmacology and Medical Aspects of Alcohol and Drug Studies

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides an in-depth look at the physiological effects and medical consequences of alcohol and other drugs. The course also includes how drugs are metabolized, their effects on body systems and behavior, the addictive process, and current research. Medical consequences, including Fetal Alcohol Syndrome and teratogenic effects of other drugs, effects on sexuality, gender differences, and nutritional aspects also will be addressed. Not repeatable.

HHS-222 Multicultural Issues in Human Services

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course will examine cultural and historical foundations of alcohol and drug related issues and problems. It will include a diversity of issues such as race, gender, ethnicity, age and cultural identity as they relate to substance abuse. Not repeatable.

HHS-223 Introduction to Case Management

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course will provide an introduction to case management concepts, assessment, and related financial concerns. Students will learn about linkage with community agencies, service monitoring, legal and ethical considerations of case management, consultation and referral strategies. Not repeatable.

HHS-224 Substance Abuse Treatment and Prevention

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course will provide a holistic perspective to substance abuse prevention and treatment. Topics include alcoholism and drug abuse in the context of historical, socioeconomic and cultural trends and the effects on individual, family and societal dynamics. Theoretical models, existing community prevention and treatment services and alternative holistic approaches to prevention and treatment will be provided. Not repeatable.

HHS-225 Ethics for Human Services Professionals

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is a survey of the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Not repeatable.

HHS-226 Introduction to Counseling Skills

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course will provide the student with an overview of basic counseling theories and practices used in addiction counseling. We will examine several addiction counseling approaches to provide the student with the skills needed to work with individuals in various treatment settings. Not repeatable.

HHS-227 Introduction to Dual Diagnosis

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course will provide an introduction to the treatment needs of individuals who have a psychiatric disorder in combination with an alcohol and other drug (AOD) use disorder. Not repeatable.

HHS-228 Introduction to Psychosocial Rehabilitation

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is an overview of the field of psychosocial rehabilitation for students intending to work in the field of mental health; and, currently mental health and social service employees wishing to upgrade their understanding of current rehabilitation and recovery practices. The course focuses on the core program components; methods and strategies used to assist people in their recovery from a mental illness. Introduction to Psychosocial Rehabilitation is one of four courses that lead to a Certificate of Accomplishment Psychosocial Rehabilitation. Not repeatable.

HHS-229 Psychosocial Rehabilitation and Recovery

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is a recovery-focused overview of the experience of mental illness for students intending to work in the field of mental health. It also provides an opportunity for current mental health and social service employees wishing to upgrade their understanding of mental illness from a recovery perspective. The recovery approach establishes the expectation for the full recovery and reintegration of all persons with mental illness into meaningful roles in the community. The course reviews the major mental health diagnostic criteria from a rehabilitation and recovery frame of reference, identifying key symptoms and challenges as well as hopeful directions in treatment. Psychosocial Rehabilitation and Recovery is one of four courses that lead to a Certificate of Accomplishment Psychosocial Rehabilitation. Not repeatable.

HHS-230 Dual Diagnosis Clinical Experience

5 Units: 45 hours laboratory and 225 hours of laboratory by arrangement, per term, SC, DG, CSU

Prerequisite: HHS 227

This course will provide practical experience under supervision in a dual diagnosis mental health clinic or in a drug treatment center. The student will gain experience in the intake process, diagnosis, counseling and treatment planning as part of a team providing services to dual diagnosed clients. May be repeated three times.

HHS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Health and Human Services under the direction of an instructor. May be repeated three times.

Health Education (HED)**HED-099 Occupational Work Experience**

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

HED-100 Topics in Health Education

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Health Education. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

HED-115 Applied Nutrition

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed as an introduction to nutrition. The focus of this course is the application of basic nutrition concepts to personal life skills. The interface of culture, socioeconomic conditions and personal behaviors with nutritional health will be examined. Practical application of the course content includes, but is not limited to, personal nutrition assessments and diet planning. Not repeatable.

HED-120 Education for Healthful Living

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirements for Area E-Lifelong Understanding and Self-Development. This course has been additionally approved to be offered in a Distance Education, Online and Telecourse, format.

This course introduces the student to a new broad understanding of health, not as the absence of disease, but as an experience of well-being or wellness. Major concepts and issues pertaining to health will be presented and analyzed. Each student will be expected to explore his/her present lifestyle, and through the use of various classroom techniques, participants will be encouraged to establish behavior leading to improving the following: interpersonal relations, physical fitness, reaction to stress, nutritional status, practice of safe sex, family planning, prevention of heart disease, drug abuse, cancer and efficient utilization of the health care system. Not repeatable.

HED-133 Safety and First Aid

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed to train students to respond to an emergency before medical help arrives. Areas to be covered include but are not limited to anatomy, and physiology of the body, victim assessment, artificial resuscitation, injuries, bandaging, poisoning, burns, water emergencies, childbirth, geriatric emergencies, and moving victims. Upon completion students will challenge the American Red Cross for safety and first aid certification.

HED-135 First Responder - Title 22 First Aid

.5-1 Unit: 9-18 hours of lecture, 5.4-18 hours of laboratory per term, LR, DG, CSU

The purpose of this course is to train first responders, who will often be the first trained individuals with a duty to provide care at the scene of an emergency. The course content and activities will prepare you to better recognize emergencies, make decisions, and provide care. The students will learn skills needed to manage an emergency situation until more advanced medical personnel, such as EMTs arrive on scene. Not repeatable.

HED-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Health Education under the direction of an instructor. May be repeated three times.

High Performance Computing (HPC)

HPC-100 Topics in High Performance Computing

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in High Performance Computing. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

HPC-253 HPC Programming

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

This course introduces students to parallel programming concepts and issues particular to high performance computing. Not repeatable.

HPC-270 HPC Internship

2 Units: 108 hours of laboratory, per term, LR, DG, CSU

This course provides students with closely supervised paid or unpaid work-based experience, on or off campus. Interns will be supported by a peer and/or workplace mentor and/or volunteer IT manager/advisor. Not repeatable.

HPC-295 High Performance Computing Seminar

.1-5 Units: 1.8-54 hours of lecture and/or 1.8-108 hours of laboratory, per term, SC, DG, CSU

This course is an open-entry series of one or more lectures, workshops, or laboratory sessions focused on a particular aspect of high performance computing. Possible topics will be "Supporting Quantum Cosmology at SLAC," "Mid-range Computing at LBL using clusters," "An introduction to CaOS (Community assembled Operating Systems) Linux distro," "Managing clusters via Warewulf," and "OpenMosix, an alternative to explicit parallelism." May be repeated three times.

HPC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in High Performance Computing under the direction of an instructor. May be repeated three times.

History (HIST)

Department/Program Description:

Some possible careers:

High school or college teacher, urban planner, writer, instructor, historian, museum curator, archivist, genealogist, research assistant, tour guide, lawyer, historical archaeologist, historical site curator, librarian, foreign service officer, U.S. State Department employee, government service.

Major - Associate in Arts Degree - History..... 18 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	HIST 120	History of the United States (Colonial - 1865)
3 units	HIST 121	History of the United States (1865 - Present)
3 units	HIST 124	History of California

3 units	HIST 140	History of Western Civilization to the Renaissance
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or

3 units	HIST 141	History of Western Civilization Since the Renaissance
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Plus a minimum of 6 semester units from the following:

3 units	ANTHR 130	Cultural Anthropology
3 units	ANTHR 140	Introduction to Physical Anthropology
3 units	ECON 220	Introduction to Macroeconomic Principles
or		
3 units	ECON 221	Introduction to Microeconomic Principles

3 units	ENGL 220B	American Literature: 19th Century to Present
3 units	GEOG 120	Physical Geography
3 units	GEOG 130	Cultural Geography
3 units	LARAZ 113	Introduction to Analysis of American Political Institutions

3 units	HIST 110	History of African Civilization
3 units	HIST 122	History of African Americans in the United States (Pre-Colonial - 1865)
3 units	HIST 123	History of African Americans in the United States (1865 - Present)

3 units	HIST 140	History of Western Civilization to the Renaissance
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or

3 units	HIST 141	History of Western Civilization Since the Renaissance
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3 units	HIST 155	Asian-American History
3 units	HIST 160	History of Women in America (Pre-Colonial to 1860)

or

3 units	HIST 161	History of Women in America (1860 to Present)
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3 units	POLSC 125	Government of the United States
3 units	POLSC 225	Dynamics of African American Politics in America

3 units	SOCIO 220	Introduction to Sociology
3 units	SOCIO 225	Sociology of African Americans

HIST-100 Topics in History

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in History. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

HIST-110 History of African Civilization

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D1-Anthropology and Archaeology, D3-Ethnic Studies, D6-History, the IGETC for Area 3: Humanities and Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies and Area 4: Social and Behavioral Sciences-Area 4F-History.

This course is a review of African history from prehistoric times to the beginning of colonialism. Not repeatable.

HIST-120 History of the United States (Colonial - 1865)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D6-History, the IGETC for Area 4: Social and Behavioral Sciences-Area 4F-History and the CSU U.S. History, Constitution & American Ideals.

This course covers the history of the United States of America from the colonial period up to 1865. This survey course stresses the integrative and disintegrative forces that culminated in the Civil War. Long-range issues arising during this period are examined for their significance to Americans today. The cultural, social, economic, geographic, diplomatic and political factors involved in the evolution of American society are also analyzed through a variety of chronological topics. The historical development of the following national, ethnic, and racial groups, such as American Indians, Europeans, Latinos, Africans, and Asians, as well as women are also examined. Not repeatable

HIST-121 History of United States (1865 - Present)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D6-History, the IGETC for Area 4: Social and Behavioral Sciences-Area 4F-History and the CSU U.S. History, Constitution & American Ideals.

This course covers the development of the United States after the Civil War. This survey course stresses an understanding of Reconstruction, the growth of big business, and domestic and foreign problems to provide a basis for a comprehensive and intelligent evaluation of current problems. The cultural, social, economic, geographic, diplomatic and political factors involved in the evolution of American society are also analyzed through a variety of chronological reports. The historical development of the following national, ethnic, and racial groups, such as, American Indians, Europeans, Latinos, Africans, and Asians, as well as women, are also examined. Not repeatable.

HIST-122 History of African Americans in the United States (Pre-Colonial - 1865)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D6-History, the IGETC for Area 3: Humanities and Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies, Area 4: Social and Behavioral Sciences-Area 4F-History and the CSU U.S. History, Constitution & American Ideals.

This course is a survey of Africans' role in American history which covers pre-colonial to 1865. Students will gain a deeper understanding of the geographic migrations of African people to the United States. Students will analyze the development of African American economic, social, and political institutions, as well as the U.S. Constitution. The historical development and contributions of Africans and other ethnic groups including Native Americans, Latinos, Asians, and Europeans will also be examined. Not repeatable.

HIST-123 History of African Americans in the United States (1865 to the Present)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D6-History, the IGETC for Area 3: Humanities and Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies, Area 4: Social and Behavioral Sciences-Area 4F-History, and the CSU U.S. History, Constitution & American Ideals.

This course covers the period from 1865 to the present. It is a cross cultural study of the African experience in America. The course will examine the geographical migrations of African Americans and their interactions with Native Americans, Latinos, Europeans and Asians. Students will analyze the development of American economic, social, and political institutions, as well as the U.S. Constitution. Not repeatable.

HIST-124 History of California

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D6-History, and the IGETC for Area 3: Humanities and Area 4: Social and Behavioral Sciences-Area 4F-History.

This course covers American Indian, Spanish, Mexican and U.S. periods in California history. It includes political, economic and social development and change, as well as the leadership and contributions of numerous racial and ethnic groups and women. Regional and local history is emphasized. Not repeatable.

HIST-130 Asian History

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area D6-History, and the IGETC for the Area 4: Social and Behavioral Sciences-Area 4G-Interdisciplinary, Social & Behavioral Sciences.

This course is designed to familiarize students with values, beliefs and cultures of the peoples and nations comprising the Asian Pacific with particular emphasis on the philosophical, political and economic evolution of China and Japan during the last two centuries. Not repeatable.

HIST-140 History of Western Civilization to the Renaissance

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D6-History, and the IGETC for Area 3: Humanities and Area 4: Social and Behavioral Sciences-Area 4F-History.

The history of Western civilization from earliest times to the 16th century is presented. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political relationships of the past. Not repeatable. (CAN HIST 2, HIST SEQ A)

HIST-141 History of Western Civilization Since the Renaissance

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D6-History, and the IGETC for Area 3: Humanities and Area 4: Social and Behavioral Sciences-Area 4F-History.

This course presents the history of Western civilization from the 16th century to the present. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political relationships of the past. Not repeatable. (CAN HIST 4, HIST SEQ A)

HIST-155 Asian American History

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D6-History, D8-Political Science, Government, and Legal Institutions, the IGETC for Area 3: Humanities and Area 4: Social and Behavioral Sciences-Area 4F-History.

This course surveys the history of Asians in the United States from the earliest contacts to the present. Topics to be covered include the periods of immigration from China, Japan and other Asiatic countries; the development in the United States of Asian American communities, families and problems; contributions of Asians to economics, politics, and social and cultural life in the United States. Additional emphasis will be put on the political structure at the federal, state and local levels and the interpretation and understanding of the U.S. Constitution. Not repeatable.

HIST-160 History of Women in America (Pre-Colonial to 1860)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D4-Gender Studies, D6-History, and the IGETC for Area 3: Humanities, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4D-Gender Studies and Area 4: Social and Behavioral Sciences-Area 4F-History.

This course presents a general approach to the social history of women in America. It encompasses three related areas of study: society's definition of the nature and roles of women; the feminists' response to the intellectual, social, political, and economic problems of women; and the effects of class, race, religion and sectionalism. HIST 160 deals with our American foremothers, pre-colonial to 1800, and women in the antebellum era, 1800-1860. Not repeatable.

HIST-161 History of Women in America (1861 to Present)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D4-Gender Studies D6-History, and the IGETC for Area 3: Humanities, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4D-Gender Studies and Area 4: Social and Behavioral Sciences-Area 4F-History.

This course presents a general approach to the social history of women in America. It encompasses three related areas of study: society's definition of the nature and roles of women; the feminists' response to the intellectual, social, political, and economic problems of women; and the effects of class, race, religion and sectionalism. HIST 161 is concerned with women in the gilded age, 1861-1890; women in the progressive era, 1890-1920; and modern women, 1921 to the present. Not repeatable.

HIST-180 Selected Topics in California History

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course presents selected topical and regional themes emphasizing special aspects of California history. Methods of instruction will include lectures, discussions, slide presentations, and occasional field trips.

This course may be repeated three times when topics differ.

HIST-190 Selected Topics in International History

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course presents special topical themes focusing on cultural and political history of selected world nation-states and regions. Lectures and discussions are supplemented with slide presentations. This course may be repeated three times when topics differ.

HIST-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in History under the direction of an instructor. May be repeated three times.

HIST-300 Field Studies

.1-4 Units: 1.8-72 hours of lecture and/or 5.4-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

Humanities (HUMAN)**HUMAN-100 Topics in Humanities**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Humanities. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

HUMAN-113 African American Humanities

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course presents an integrated and historical study of African American culture and African Americans' influence upon American life. Emphasis will be upon philosophy, fine and applied arts, and ways by which they reflect the social, political, and economic realities of a culture. Not repeatable.

HUMAN-120 Introduction to Humanities: Imagination, Invention and Creativity

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course is a study of creative and imaginative expression in a variety of disciplines. Students will study the methods used by artists, inventors and innovators in many fields to discover what they can do to build stronger channels to their own inner creative resources. Course activities will include lectures, films about creative people drawn from a wide variety of cultures, discussions of reading and exercises in developing creativity and an examination of how culture interacts with creativity. Not repeatable.

HUMAN-160 Mystery of Humanity: Birth, Sex, and Death

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course examines the uniqueness of humans, drawing from multiple disciplines and focusing on five life events and questions: birth, death, gender and sex, marriage, and the question of how to live a good life. It will look at cultural impact and possible universal human qualities. Not repeatable.

HUMAN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Humanities under the direction of an instructor. May be repeated three times.

Industrial Technology (INTEC)**INTEC-100 Topics in Industrial Technology**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Industrial Technology. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

INTEC-101 Residential Safety, Repair, and Maintenance

3 Units: 36 hours of lecture and 54 hours of laboratory, per term, LR, DG

This course focuses on residential repair maintenance and construction. Students learn basic repair, maintenance and safety practices in plumbing, electrical and carpentry. Students will learn earthquake safety practices and readiness. The course prepares students for employment in related fields of plumbing, electrical, sheet rock, apartment maintenance and management as well as home inspection. May be repeated three times.

INTEC-102 Advanced Residential Safety, Repair, and Maintenance

3 Units: 36 hours of lecture and 54 hours of laboratory, per term, LR, DG

This course expands the fundamental essentials of residential repair, maintenance and construction learned in INTEC 101. Students continue to learn basic repair, maintenance and safety practices in plumbing, electrical and carpentry. Students will learn earthquake safety practices, proactive preparation and readiness. The course prepares students for employment in related fields in plumbing, electrical, sheet rock, apartment maintenance and management as well as home inspection. May be repeated three times.

INTEC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Industrial Technology under the direction of an instructor. May be repeated three times.

Interdisciplinary Studies (INDIS)**INDIS-095 Science, Math and Engineering Mentoring**

3 Units: 162 hours of laboratory by arrangement, per term, P/NP, DG

This course provides academic assistance and enculturation into science, mathematics, and engineering. It is designed for students planning to transfer to a four year college. An academic mentor is the 'instructor' for this course. A mentor will be assigned to no more than ten students having similar majors. This course may be repeated three times so that a student stays with the same mentor before transferring. A total of 9 hours per week will be spent with an assigned mentor, or in academic workshops or in supervised study or tutoring. (A student may enroll in only one INDIS 095 section). May be repeated three times.

INDIS-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, SC, DG, CSU

Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

INDIS-100 Topics in Interdisciplinary Studies

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Interdisciplinary Studies. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

INDIS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Interdisciplinary Studies under the direction of an instructor. May be repeated three times.

JAPAN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Japanese under the direction of an instructor. May be repeated three times.

Japanese (JAPAN)

JAPAN-100 Topics in Japanese

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Japanese. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

JAPAN-110 Conversational Japanese I

3 Units: 54 hours of lecture, per term, SC, DG

This is a beginning course in communication with extensive oral practice in Japanese and a study of the Japanese culture. Emphasis will be placed on practical vocabulary, pronunciation, idiomatic usage and basic grammar. This course is not designed for native speakers of Japanese. It does not satisfy the academic requirements of the Japanese 120 series. Not repeatable.

JAPAN-111 Conversational Japanese II

3 Units: 54 hours of lecture, per term, SC, DG

This is the second part of a beginning course in communication with extensive oral practice in Japanese and a study of the Japanese culture. Emphasis will be placed on practical vocabulary, pronunciation, idiomatic usage and basic grammar. This course is not designed for native speakers of Japanese. It does not satisfy the academic requirements of the Japanese 120 series. Not repeatable.

JAPAN-120 First-Semester Japanese

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 6: Language Other Than English.

This is a first-semester Japanese course. The goals are to communicate in Japanese through the development of skills in speaking, understanding, reading and writing, and to develop an appreciation of Japanese culture. Not repeatable.

JAPAN-121 Second-Semester Japanese

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Advisory: JAPAN 120 or 120B

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), the IGETC for Area 3: Humanities and Area 6: Language Other Than English.

This is a second-semester Japanese course. The goals are to communicate in Japanese through the development of skills in speaking, understanding, reading and writing and to develop an appreciation of Japanese culture. Not repeatable.

Journalism (JRNAL)

(See also Media and Communication Arts for classes in Acting and Directing for Television Video Production)

Some possible careers:

Technical writer, advertising copy writer, public relations worker, biographer, editor, reporter, editorial assistant, critic, newscaster, news writer, teacher.

Major - Associate in Arts Degree - Journalism

Certificate of Achievement - Journalism 29 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

3 units	JRNAL 110	Newspaper Practice
3 units	JRNAL 120	News Writing and Reporting
3 units	JRNAL 122	Newspaper Production I

2nd semester

3 units	JRNAL 110	Newspaper Practice
3 units	JRNAL 123	Newspaper Production II
3 units	JRNAL 130	Mass Communication

3rd semester

3 units	JRNAL 110	Newspaper Practice
3 units	JRNAL 150	TV News Writing and Production
3 units	JRNAL 222	Newspaper Production III

4th semester

3 units	JRNAL 110	Newspaper Practice
3 units	JRNAL 151	Advanced TV News Writing and Production
3 units	JRNAL 223	Newspaper Production IV

JRNAL-100 Topics in Journalism

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Journalism. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

JRNAL-110 Newspaper Practice

1 Unit: 216 hours of laboratory, 72 hours of laboratory by arrangement, per term, SC, DG

Co-requisite: JRNAL 122, 123, 222 or 223

This laboratory class in newspaper production includes writing stories and headlines, editing, page make-up and paste-up, proofreading, photocopy, art work, word processing, typesetting, and advertising for the school newspaper, The Advocate. May be repeated three times.

JRNAL-120 Newswriting and Reporting

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU

This course presents fundamentals of newswriting, newsgathering, and copy editing for newspapers. Emphasis is on clear and concise writing, organization and structure of news stories, language and style of journalism, and handling different reportorial assignments. Also included are interviewing, headline writing, feature writing, and law and ethics as they pertain to newspapers. Not repeatable.

JRNAL-122 Newspaper Production I

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Co-requisite: JRNAL 110

For the student with journalistic interests, this course provides practical experience in all phases of producing the college's newspaper, The Advocate. Emphasis is on writing, editing, headline writing, page design, paste-up, photography, art work, word processing, typesetting and advertising. Not repeatable.

JRNAL-123 Newspaper Production II

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Co-requisite: JRNAL 110

For the student with journalistic interests, this course provides practical experience in all phases of producing the college's newspaper, The Advocate. Emphasis is on writing, editing, headline writing, page design, paste-up, photography, art work, word processing, typesetting and advertising. Not repeatable.

JRNAL-130 Mass Communication

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course covers the origins, development, characteristics, and principles of American media of mass communication and their present role in society. Media to be examined will include newspapers, magazines, television, radio, recording, book publishing, film, and advertising. This course also includes a balanced appraisal of media performance, and examines ethical problems faced by producers and consumers of mass communication in a free society, such as: monopoly, propaganda, pornography, censorship, bias, and sensationalism. This course is recommended for both journalism majors and non-journalism majors. Not repeatable.

JRNAL-150 TV News Writing and Production

3 Units: 36 hours of lecture, 54 hours of laboratory by arrangement, per term, SC, DG, CSU

This course provides a study of the history and development of radio and television and their impact on society; the preparation and presentation of news on radio and television; analysis and criticism of local and national newscasts; and basic techniques in reporting, writing and production of news and features for radio and TV. Production of TV news programs will be included. Not repeatable.

JRNAL-151 Advanced TV News Writing and Production

3 Units: 36 hours of lecture, 54 hours of laboratory by arrangement, per term, SC, DG, CSU

This continuation of Journalism 150 provides advanced preparation and presentation of news on radio and television, as well as analysis and criticism of local and national newscasts. Basic techniques in reporting, writing, and production of news and features for radio and TV will be covered, and production of TV news programs will be included. May be repeated three times.

JRNAL-161 Newspaper Design and Layout

3 Units: 54 hours of lecture, per term, SC, DG

The study of contemporary newspaper and layout. The course will include page design, story design, use of typography, artwork and photographs. It will include an introduction to using the computer for page layout and design. Not repeatable.

JRNAL-222 Newspaper Production III

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Co-requisite: JRNAL 110

For the student with journalistic interest, this course provides practical experience in all phases of producing the college's weekly newspaper, The Advocate. Emphasis is on writing, editing, headline writing, page design, paste-up, photography, art work, word processing, typesetting, and advertising. Not repeatable.

JRNAL-223 Newspaper Production IV

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Co-requisite: JRNAL 110

For the student with journalistic interests, this course provides practical experience in all phases of producing the college's weekly newspaper, The Advocate. Emphasis is on writing, editing, headline writing, page design, paste-up, photography, art work, word processing, typesetting and advertising. Not repeatable.

JRNAL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Journalism under the direction of an instructor. May be repeated three times.

La Raza Studies (LARAZ)

Some possible careers:

Government careers requiring Spanish-language proficiency: diplomat, interpreter, foreign relations officer; lawyer, public administrator, social worker, teacher, research assistant, police officer.

Major - Associate in Arts Degree - La Raza Studies 20 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	LARAZ 109	Introduction to College as Related to La Raza
3 units	LARAZ 113	Introduction to Analysis of American Political Institutions
3 units	LARAZ 141	Introduction to Psychology of La Raza I
3 units	LARAZ 142	Introduction to Psychology of La Raza II
8 units	LARAZ	electives

LARAZ-100 Topics in La Raza Studies

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in La Raza Studies. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

LARAZ-109 Introduction to College as Related to La Raza

1-3 Units: 18-54 hours of lecture, per term, P/NP, DG

This course provides an orientation to pertinent college resources and academic-vocational programs, with an emphasis on skills of learning, classification-definition, vocabulary analysis, organization of reading, outlining and notetaking. Methods of presentation will include lectures, small group discussions, and use of audio-visual material. May be repeated three times.

LARAZ-110 Introduction to La Raza Studies

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies and the IGETC for Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies.

This course will provide students with a historical awareness and multidisciplinary overview of La Raza Studies as an academic field. Students will gain a basic understanding of the historical, social, political, economic and cultural context of Chicanos(as) and Latinas(os) in the Americas. This course has a comparative and transnational approach. Not repeatable.

LARAZ-113 Introduction to Analysis of American Political Institutions

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D8-Political Science, Government, and Legal Institutions, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies.

This course will highlight the relationships between the federal government and state and local governments. It will also survey the resolution of conflicts and the establishment of cooperative mechanisms under the constitutions of both the state and federal governments. Included will be the process to achieve resolution. Important events since the American Revolution and contributions of women and various ethnic groups will be surveyed. Cultural diversity in California and in the U.S. will be emphasized. Not repeatable.

LARAZ-120 Espanol Para La Raza (Spanish for La Raza) - I

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language).

This course covers oral and written elementary Spanish for bilingual Hispanic students who come from Spanish-speaking homes. This course builds on the student's spoken fluency along with intensive development of basic reading and writing skills. Extensive use of cultural information and materials. Not repeatable.

LARAZ-121 Espanol Para La Raza (Spanish for La Raza) - II

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language).

A high intermediate course in Spanish grammar, writing, and literature for speakers of Spanish. Survey of cultural information with emphasis on the Hispanic-American, Chicano-Latino experience. Not repeatable.

LARAZ-125 Latin American History

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course shall examine the history of Mexico, Central and South America. The course is a survey of the history and its influence upon the Latino people of the Americas. Not repeatable.

LARAZ-130 Contemporary Chicano/Latino Literature

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course will provide a survey of contemporary literature written by Chicano/Latino authors in the U.S. and Latin America. This course will explore the diversity of social, political, economic, personal, cultural, and gender-based experiences of Chicano/Latino people through the use of poetry, novels, short stories, and essays written by such authors. The course will also explore issues of identity and challenge students to examine their own identity within their culture, whatever this may be. Not repeatable.

LARAZ-141 Introduction to Psychology of La Raza I

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D9-Psychology, the IGETC for Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies and Area 4I-Psychology.

This course presents study, analysis, and interpretation of factors to be considered in the psychological development of La Raza living in a white-oriented society. Not repeatable.

LARAZ-142 Introduction to the Psychology of Individual and Group Behavior of the La Raza Student II

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies and D9-Psychology.

This course presents study of human needs, as related to identity challenges of La Raza student using the structure of the small-group experience, supplemented with video programs, assigned readings, writing weekly journals and autobiography. Not repeatable.

LARAZ-190 Introduction to Chicano(a) and Latino(a) Film

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas C2-Humanities and the IGETC for Area 3B-Humanities.

This course examines films that deal with the Chicano(a) and Latino(a) experience, and the influences that shaped the views reflected in those cinematic works. The course will emphasize film analysis and interpretation, and will frame cinema as political, socioeconomic, cultural, and aesthetic practice. Films produced in the U.S. and in Latin America will be encompassed in the course. Not repeatable.

LARAZ-220 Spanish Composition Through Literature - A

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course presents literary analysis and criticism of selected literary works of the Spanish-speaking world. Areas of study include vocabulary, style, comprehension, written and simultaneous translation, and grammar review. Active student participation through composition and oral presentation is expected. Recommended for native speakers and advanced non-native Spanish speakers, this class is conducted entirely in Spanish. Not repeatable.

LARAZ-221 Spanish Composition Through Literature - B

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course presents literary analysis and criticism of selected literary works of the Spanish-speaking world. Areas of study include vocabulary, style, comprehension, written and simultaneous translation, and grammar review. Active student participation through composition and oral presentation is expected. Recommended for native speakers and advanced non-native Spanish speakers, this class is conducted entirely in Spanish. Not repeatable.

LARAZ-250 Poetry for the People: Introduction to the Art of Poetry

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas C2-Humanities and the IGETC for Area 3B-Humanities.

This course introduces students to poetry as culture, history, criticism, politics, and practice. Focusing comparatively on poetry from three American racial/ethnic groups, this course requires students to learn both the technical structure of various forms of poetry as well as the world views which inform specific poetic traditions. The groups and traditions may vary from semester but will include three of the following: Chicano/Latino, African/African American, Asian/Asian American, Pacific Islander, and Indigenous/Native American. Not repeatable.

LARAZ-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in La Raza Studies under the direction of an instructor. May be repeated three times.

LARAZ-805N Building Pre-Collegiate Skills-Level I

This course assists students to acquire oral presentation skills, leadership skills and reading and writing proficiency to succeed in their educational environment. May be repeated indefinitely.

LARAZ-806N Building Pre-Collegiate Skills-Level II

This course assists high school students in their academic development. It is focused on developing their basic skills and leadership abilities through an exploration of effective listening, organization and responding skills. Students will learn the mechanics of effective oral presentations and basic rules of parliamentary procedures. May be repeated indefinitely.

Learning Specialist Program**ENGL-081 Strategies in Reading - I**

3 Units: 54 hours of lecture, per term, SC, ND

This course provides individual and small group instruction for students who have been diagnosed as learning disabled in reading and visual perceptual skills. May be repeated nine times.

ENGL-082 Learning Strategies

3 Units: 54 hours of lecture, per term, SC, ND

Advisory: Designed for students with learning disabilities.

This course provides instruction for disabled students in learning strategies, note taking, memory, and test taking skills, and information about DSPS services. May be repeated five times.

ENGL-083 Strategies in Spelling

3 Units: 54 hours of lecture, per term, SC, ND

This course presents spelling instruction for students who have been diagnosed as learning disabled in spelling and who have other visual and auditory problems. May be repeated nine times.

ENGL-084 Strategies in Writing

3 Units: 54 hours of lecture, per term, SC, ND
 This course provides instruction for students who have been diagnosed as learning disabled in written language. May be repeated nine times.

MATH-080 Strategies in Math

3 Units: 54 hours of lecture, per term, P/NP, ND
 Advisory: Designed for students with learning disabilities.
 This course provides individualized and group instruction for disabled students who have math problems. May be repeated nine times.

Liberal Arts

Major - Associate in Arts Degree - Liberal Arts: Communication in The English Language..... 18 Units

Select a minimum of 18 units from the following 'Communication in the English Language' courses. For depth, include a minimum of two courses from a single discipline; for breadth, include at least two disciplines in your selection. Courses can also be counted toward completion of General Education requirements.

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

- Computer Information Systems 125
- English 1A, 1B, 1C
- English as a Second Language 195
- Math 140
- Philosophy 130
- Speech 120, 121, 121L, 128, 141, 142, 160B

Major - Associate in Arts Degree - Liberal Arts: Math & Science 18 Units

Select a minimum of 18 units from the following 'Communication in the Math & Science' courses. For depth, include a minimum of two courses from a single discipline; for breadth, include at least two disciplines in your selection. Courses can also be counted toward completion of General Education requirements.

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 will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

- Anthropology 140, 140L
- Astronomy 120
- Business 240
- Biological Science 102, 110, 119, 132, 134, 140, 141, 148
- Chemistry 109, 119, 120, 121, 220, 226, 227
- Geography 120 & 120L

- Math 121, 140, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292
- Physics 110 & 110L, 120 or 120H, 121 or 121H, 130, 230, 231

Major - Associate in Arts Degree - Liberal Arts: Arts & Humanities..... 18 Units

Select a minimum of 18 units from the following 'Communication in the Arts & Humanities' courses. For depth, include a minimum of two courses from a single discipline; for breadth, include at least two disciplines in your selection. Courses can also be counted toward completion of General Education requirements.

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

- Art 116, 118, 124, 130, 132, 138, 140, 141, 145, 184, 190, 191
- Chinese 120, 121
- Drama 101, 106, 110, 120, 121, 225, 230
- English 1B, 163, 200A, 200B, 210B, 220B, 230B, 250A, 250B, 256A, 256B, 260A, 260B, 274, 293, 293H
- French 120, 121
- History 110, 120, 121, 122, 123, 124, 130, 140, 141, 155, 160, 161, 180, 190
- Humanities 113, 120, 160
- Japanese 120, 121
- LaRaza Studies 120, 121, 130, 150, 151, 220, 221
- Media & Communication Arts 140, 152, 153, 155, 157, 158
- Music 108, 114, 119, 120, 121, 130, 150, 151, 155, 158, 159, 170, 171, 185, 190, 191, 250, 251, 259, 270
- Philosophy 110, 220
- Spanish 120, 121, 220, 221

Major - Associate in Arts Degree - Liberal Arts: Social & Behavioral Sciences 18 Units

Select a minimum of 18 units from the following 'Communication in the Social & Behavioral Sciences' courses. For depth, include a minimum of two courses from a single discipline; for breadth, include at least two disciplines in your selection. Courses can also be counted toward completion of General Education requirements.

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 will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

- Administration of Justice 120, 121, 223
- African American Studies 110, 120, 125, 226
- Anthropology 125, 130, 140, 150
- Early Childhood Education 120, 144, 220
- Economics 125, 225, 221
- Geography 130, 150, 160
- History 110, 120, 121, 122, 123, 124, 130, 140, 141, 155, 160, 161
- LaRaza Studies 113, 125, 141, 142
- Political Science 125, 225
- Psychology 118, 122, 126, 128, 130, 132, 135, 140, 220, 222
- Social Science 140
- Sociology 220, 221, 225, 245, 250
- Speech 122

Legend: DG=Degree Credit, ND=Non-Degree Credit, LR=Letter Grade, P/NP=Pass or No Pass (formerly CR/NC=Credit or No Credit), SC=Student Choice

Major - Associate in Arts Degree - Liberal Arts:

General Education Patterns..... 18 Units
(pending approval from the State Chancellor's Office. See a counselor if you have any questions.)

An Associate in Arts in Liberal Arts Degree is designed to provide a rich educational experience through coursework in a broad range of academic disciplines. Upon completion of the Liberal Arts Degree students will be able to read critically and communicate effectively as writers and as speakers; understand the connections among academic disciplines and apply interdisciplinary approaches to problem solving; think critically and creatively; consider ethical implications of knowledge; and possess a world view informed by diverse social, multicultural and global perspectives.

The interdisciplinary nature of the Liberal Arts Degree provides a broad based knowledge and the communication and critical thinking skills necessary for many career occupations. The Liberal Arts Degree provides solid preparation for careers in areas such as business, government and communication.

General Education pattern:

Associate of Arts Degree
General Education, Graduation and Proficiency Requirements

Areas of Emphasis:

18 units required from one Area of Emphasis listed below.
Courses in an Area of Emphasis may also be used to fulfill a General Education area.

Elective Units

Electives may be necessary to achieve 60 overall units required for the Associated degree.

General Education Patterns (choose one):**I. ASSOCIATE OF ARTS DEGREE**

General Education, Graduation and Proficiency Requirements.....22-30 units

II. CSU/GE:

Minimum units necessary to meet CSU Breadth Requirements.....36-47 units
Complete Contra Costa Graduation and Proficiency requirements.

III. IGETC:

Minimum units necessary to meet IGETC Certification Requirements.....34-44 units
Complete Contra Costa Graduation and Proficiency requirements.

AREAS OF EMPHASES:

18 units required from one "Area of Emphasis" listed below Courses selected can be used to also fulfill GE areas. Courses in BOLD also transfer to UC.

ELECTIVE UNITS:

Electives may be necessary to achieve 60 overall units required for the Associate Degree.

Library Studies (LIBST)**LIBST-100 Topics in Library Studies**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Library Studies. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

LIBST-110 Research Skills: Finding, Using, and Evaluating Resources

.5-3 Units: 27-162 hours of laboratory, per term, SC, DG, CSU, UC

This is a self-paced, performance-based course that introduces students to a variety of print and electronic library information resources. Students will become "information competent". They will learn how to use and select the most appropriate sources for different information needs, utilize an effective search strategy, and evaluate search results. Half a unit of credit will be granted for satisfactory completion for 5 modules of course work, one unit for 10 modules of course work, two units for 20 modules, or three units for all 30 modules. May be repeated until all three units are completed.

LIBST-110A Library and Information Research Skills

1 Unit: 18 hours of lecture, per term, SC, DG, CSU, UC

This course has been additionally approved to be offered in a Distance Education, Online, format.

This is a performance-based course that introduces students to a variety of print and electronic information resources. Students will learn how to find, use and select the most appropriate sources for different information needs, utilize an effective search strategy, and evaluate search results. Students will become "information competent". This course is equivalent to the first unit of LIBST 110. This course may be offered in lecture format or online format. Not repeatable.

LIBST-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Library Studies under the direction of an instructor. May be repeated three times.

Mathematics (MATH)

Major - Associate in Science Degree -

Mathematics 26 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

4 units	MATH 164	Introduction to Probability and Statistics
4 units	MATH 171	Elementary Functions and Coordinate Geometry
5 units	MATH 190	Analytic Geometry and Calculus II

2nd semester

3 units	MATH 191	Analytic Geometry and Calculus II
3 units	MATH 200	Introduction to Linear Algebra

3rd semester

4 units	MATH 290	Analytic Geometry and Calculus
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4th semester

3 units	MATH 292	Introduction to Differential Equations
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MATH-095A-D Computer Laboratory

.2-3 Units: 10-162 hours of laboratory, per term, P/NP, ND

This lab provides computer laboratory assignments designed to supplement and reinforce skills acquired in the math section which lists this course as a co-requisite. May be repeated three times.

MATH-100 Topics in Mathematics

.5-4 Units: 9-90 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Mathematics. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

MATH-117A Mathematics for Automotive Technology

3 Units: 54 hours of lecture, per term, SC, DG

This course will provide students with the mathematical foundation necessary to enter an Associate of Science degree or vocational program in the automotive field. All topics will be introduced and, to the greatest extent possible, practiced within the contexts in which they are used in the field. Topics include arithmetic with non-negative rational numbers; measurement of length, perimeter, area and volume; ratio, proportion and percent; angle measurement; signed arithmetic; and the metric system. Not repeatable.

MATH-117B Mathematics for Construction Trades

3 Units: 54 hours of lecture, per term, SC, DG

This course will provide students with the mathematical foundation necessary to enter a union apprenticeship or certification program in the construction trades. All topics will be introduced and, to the greatest extent possible, practiced within the contexts in which they are used in the trades. Topics include arithmetic with non-negative rational numbers; measurement of length, perimeter, area and volume; ratio, proportion and percent; angle measurement; signed arithmetic; and the metric system. Not repeatable.

MATH-118 Elementary Algebra

5 Units: 90 hours of lecture, 18 hours of laboratory by arrangement, per term, LR, DG

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course presents the real number system, solving and graphing linear equations and inequalities, polynomials, exponents and radicals, and introduction to quadratic equations. (Students who have successfully completed one year of algebra in high school will not receive credit for MATH 118). Not repeatable.

MATH-118C Elementary Algebra (Competency-Based)

.5-5 Units: 27-270 hours of laboratory, per term, LR, DG

Advisory: MATH 101 or MATH 115 or satisfactory test performance.

Enrollment in MATH 875N is highly recommended.

This is a self-paced course which covers the same material as MATH 118 (the real number system, solving and graphing linear equations and inequalities, polynomials, exponents and radicals, and an introduction to quadratic equations), but it relies on computer tutorials and video lectures rather than classroom instruction. This competency-based course is open entry/open exit. May be repeated three times, for a cumulative maximum of 5 units.

MATH-119 Plane Geometry

5 Units: 90 hours of lecture, per term, LR, DG

Prerequisite: MATH 118

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course presents geometric constructions, triangles, congruence, parallelograms, circles, loci and similar polygons with emphasis on formal proof as an aid to logical reasoning. (Students who have successfully completed high school geometry will not receive credit for MATH 119.) Not repeatable.

MATH-120 Intermediate Algebra

5 Units: 90 hours of lecture, 18 hours of laboratory by arrangement, per term, LR, DG

Prerequisite: MATH 118

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course provides review and further development of material of MATH 118, second-degree equations and inequalities, functions, conic sections, systems of equations, and exponential and logarithmic functions. (Students who have successfully completed two years or more of algebra in high school will not receive credit for MATH 120.) Not repeatable.

MATH-121 Trigonometry

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Advisory: MATH 119 and concurrent enrollment in MATH 875N are highly recommended.

This course will introduce the trigonometric functions by using ratios of sides of a triangle. After extending the domains of the trigonometric functions to arbitrary angles and real numbers, we consider their graphs. We simplify complicated trigonometric expressions and learn to solve equations that involve trigonometric functions. Not repeatable.

MATH-140 Mathematical Reasoning

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

Prerequisite: MATH 120

This course is designed to provide future elementary teachers with a solid foundation in mathematical reasoning. Students will learn to use and identify a wide variety of problem-solving strategies, gaining the ability to successfully solve unique problems. Students will also deepen their understanding of our place-value system by working with other historical and current number systems. Other topics include fractions, number theory, sets, logic, and probability. Although intended primarily for future elementary teachers, this course is open to all students. Not repeatable.

MATH-164 Introduction to Probability and Statistics

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 120

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course introduces the theory of probability and a study of descriptive statistics and statistical inference. Included will be a general study of measures of central tendency and dispersion, probability models, random variables, probability distributions, and hypothesis testing.

This is designed to serve as an introductory course in statistics for the student in business, psychology, life sciences and social sciences. Not repeatable.

MATH-170 Finite Mathematics

5 Units: 90 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 120 or two years of high school algebra.

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course presents the elementary aspects of discrete probability theory, mathematics of finance, linear algebra and linear programming. Intended to strengthen the mathematical background of students of the life, social and management sciences for later courses in statistics, this course is especially recommended for majors in business, biological science, and psychology. Not repeatable.

MATH-171 Elementary Functions and Coordinate Geometry

5 Units: 90 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 120 or two years of high school algebra.

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course presents the elements of coordinate geometry; algebraic and transcendental functions, including polynomial, rational, exponential, logarithmic, trigonometric and other algebraic functions; inverse functions; and curve sketching. Not repeatable.

MATH-180 Applied Calculus

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 170

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course provides a basic working knowledge of calculus, covering algebraic and transcendental functions and their graphs, derivations, integrals and applications. This is a service course intended for students majoring in the life sciences, social sciences, architecture, business, forestry, pharmacy, engineering technology or electronic technology (Not open to students who have completed MATH 191). Not repeatable.

MATH-185 Discrete Mathematics

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 171

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course studies logic, set theory, number theory, mathematical induction, functions and relations, combinatorics, recursion and iteration, algebraic structures, Boolean algebra, and introduction to graph theory including trees. Emphasis will be on topics of interest to students of computer science and mathematics. Not repeatable.

MATH-190 Analytic Geometry and Calculus I

5 Units: 90 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 171

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

The course content will include elements of analytic geometry, functions of a single variable, limits, techniques of differentiation, integration, and applications. Not repeatable.

MATH-191 Analytic Geometry and Calculus II

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 190

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

A continuation of the study begun in MATH 190, this course will cover elements of analytic geometry, differential and integral calculus, infinite series and their applications. Integration techniques, transcendental functions, and improper integrals will be included. Not repeatable.

MATH-200 Introduction to Linear Algebra

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 190

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course presents a mathematical treatment of the study of vector spaces, matrices, linear transformations and inner product spaces. Designed to be taken by mathematics, engineering and physical science majors concurrently with MATH 191, this course is also of special interest to business, computer science, and social science majors who use linear algebra in the analysis of numerical data. Not repeatable.

MATH-290 Analytic Geometry and Calculus III

5 Units: 90 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 191

Advisory: Concurrent enrollment in MATH 875N is highly recommended.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course further develops differential and integral calculus, with emphasis on functions of several variables, vectors, partial derivatives, multiple integrals, vector integration and vector fields, line and surface integrals, Green's theorem, Stoke's theorem, and divergence theorem. Not repeatable.

MATH-292 Introduction to Differential Equations

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH 290, may be taken concurrently.

This course meets the CSU General Education requirement for Area B4-Mathematics/Quantitative Reasoning, and the IGETC for Area 2: Mathematical Concepts and Quantitative Reasoning.

This course presents ordinary differential equations of first and second order, series solutions, linear differential equations, Laplace transforms and numerical solutions, as well as an introduction to Fourier series. Not repeatable.

MATH-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Mathematics under the direction of an instructor. May be repeated three times.

MATH-875N Computer Assisted Tutoring-Math

An individualized self-paced CAI (computer aided instruction) laboratory for students to develop their basic skills in mathematics. Small study groups will also be utilized. This laboratory provides supplemental tutorials utilizing alternative learning modes and materials. With instructor assistance and supervision following appropriate diagnosis, learning contracts will be arranged to address students' individual academic needs and goals. Enrollment will be open to all students who demonstrate basic skill deficiency as measured by the college assessment instruments or students' informed self-decisions. May be repeated indefinitely.

Media and Communication Arts (MEDCM)**MEDCM-100 Topics in Media and Communication Arts**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Media and Communications Arts. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

MEDCM-152 Introduction to Broadcast and Digital Video

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU

This course provides an introduction to broadcast and digital video production for both the studio and field. Non-technical topics include: concept development and research, script writing, production planning, scheduling, and budgeting. Technical topics include video technology (analog and digital), floor directing, teleprompter operations, computer graphics, camera operations, editing (linear and non-linear) audio, and lighting. Students will work on productions for KCCC-TV, the college television station. Not repeatable.

MEDCM-153 Advanced Broadcast and Digital Video

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU

Prerequisite: MEDCM 152

This course, a continuation of MEDCM 152, provides further training in the planning, organization, and production of video projects. Topics include research and development of project proposals, producing and directing for television, technical directing, advanced camera techniques, advanced non-linear editing using the MEDIA 100 and Final Cut Pro and digitizing/compressing video for web streaming. Students will work on a variety of studio and field productions, including live broadcasts for the college television station, CCE-TV. May be repeated three times.

MEDCM-158 American Cinema

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. American Cinema, an introductory course in film studies, is a survey of the American film industry as an art form, as an industry, and as a system of representation and communication. The course explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self-image. Not repeatable.

MEDCM-161 Digital Video Editing

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU

This course is an introduction to desktop video skills for video, film and multimedia projects using Final Cut Pro and related software on the Macintosh platform. Students will learn how to digitize video and audio; manage files, edit clips, and add effects, transitions and graphics to a desktop video project. Compression methods and CODECS for video streaming on the Internet, and publishing to CD-ROM and DVD will also be discussed. May be repeated three times.

MEDCM-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Media and Communication Arts under the direction of an instructor. May be repeated three times.

Medical Assisting and Office Technician (MEDIC)

Some possible careers:

Clinical medical assistant, administrative medical assistant, medical office manager, pharmacy aide, hospital admitting clerk.

Major - Associate in Science Degree - Medical Assisting and Office Technician Certificate of Achievement -

Medical Assisting and Office Technician 38 Units

This is a two-year program leading to an Associate in Science degree and/or a Certificate of Achievement in Medical Assisting and Office Technician. Clinical work experience is provided in cooperating health-care facilities. Courses are transferable as electives.

The Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, which includes the major requirements and general education requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Required courses, with suggested sequence:**1st semester - Fall**

2 units	BOT 210A	Keyboard Skills Through Word Processing
1 unit	HHS 114	Introduction to Health Professions
3 units	HHS 115	Personal Development for Life and Work
3 units	MEDIC 150	Medical Terminology I
3 units	MEDIC 160	Administrative Medical Assisting

2nd semester - Spring

3 units	HHS 212	Cultural Aspects of Health Care
4 units	MEDIC 161	Clinical Medical Assisting
3 units	MEDIC 151	Medical Terminology II
3 units	MEDIC 162	Medical Assisting & Special Procedures Medications, & Emergencies

3rd semester - Fall

3 units	MEDIC 210	Medical Law, Ethics and Economics
5 units	MEDIC 215	Clinical Experience

4th semester - Spring

5 units	MEDIC 216	Advanced Clinical Experience
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Certificate of Accomplishment:

Medical Terminology..... 6 units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the certificate:

3 units	MEDIC 150	Medical Terminology I
3 units	MEDIC 151	Medical Terminology II

MEDIC-099 Occupational Work Experience

1-4 Units: 90-360 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in health/career related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course will allow students to earn college units for their work experience during the semester. Student's work experience must be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the student will learn new skill and/or knowledge about her/his job and improve work performance. Work experience can be paid or non-paid. (Summer session requires proportionately fewer hours of work experience). Student can repeat this course up to a maximum of 16 units earned. May be repeated four times.

MEDIC-100 Topics in Medical Assisting and Office Technician

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Medical Assisting and Office Technician. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

MEDIC-109 CPR for the Health Care Provider

.2 Units: 2 hours of lecture, 6 hours of laboratory, per term, P/NP, ND

This course covers background information about heart disease, risk factors for heart disease, prudent heart living, and heart and lung function. One and two rescuer cardiopulmonary resuscitation and management of a foreign body airway obstruction in adults, children, and infants are also covered. This course covers the objectives as set forth by the American Heart Association and participants will be issued course completion cards upon successful completion of their standards. Unlimited repeatability for Certification.

MEDIC-150 Medical Terminology I

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course studies the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and plurals; pronunciation, spelling and definitions of medical terms; and emphasizes building a professional vocabulary required for working in the field. Not repeatable.

MEDIC-151 Medical Terminology II

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Prerequisite: MEDIC 150

This course offers additional study of complex medical words, including prefixes, suffixes, root words, combining forms and plurals; pronunciation, spelling and definitions of medical terms; emphasis on building an advanced professional vocabulary required for working in the medical field. Not repeatable.

MEDIC-160 Administrative Medical Assisting

3 Units: 54 hours of lecture, per term, LR, DG

This course provides instruction for the student to develop the knowledge, skills and attitude necessary for carrying out professional administrative responsibilities as a medical assistant in a medical setting. Topics include but are not limited to: oral and written communications, facility and records management, health care coverage, and medical office management. Not repeatable.

MEDIC-161 Clinical Medical Assisting

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG
Prerequisite: MEDIC 160

This course provides instruction for the student to develop the knowledge, skills and attitudes necessary for carrying out professional clinical responsibilities as a successful medical assistant in a medical setting. Topics include but are not limited to: personal safety, infection control, in-person screening, medical history, body measurements, vital signs, and preparing/assisting with physical/special examinations. May not be repeated.

MEDIC-162 Medical Assisting and Special Procedures, Medications and Emergencies

3 Units: 54 hours of lecture, per term, LR, DG
This course provides instruction for the student to develop the knowledge, skills, and attitudes necessary to assist in special procedures, medications, and emergencies as a successful medical assistant in a medical setting. Topics include but are not limited to assisting with diagnostic tests/procedures/examinations, minor surgeries, medications, and emergencies, acute illness, accidents, and injuries. May not be repeated.

MEDIC-210 Medical Law, Ethics and Economics

3 Units: 54 hours of lecture, per term, LR, DG, CSU
This course introduces medical law, including legal relationships of physician and patient; creation and termination of a contract; and professional liability. Orientation to prepaid health insurance plans and types of medical law will be included. Not repeatable.

MEDIC-215 Clinical Experience

5 Units: 270 hours of laboratory, per term, LR, DG
Prerequisite: BOT 210A, HHS 212, MEDIC 150, 151, 160, 161, and 162.
Co-requisite: HHS 114 or may be taken previously, 115 or may be taken previously.

This course provides practical experience under supervision in hospitals, clinics, doctors' offices, and in paramedical specialty areas: inhalation therapy, physical therapy, pharmacy, and x-ray. Additional topics to be covered will include medical records, medical secretarial, bookkeeping, medical office assisting, and clinical assisting. Not repeatable.

MEDIC-216 Advanced Clinical Experience

5 Units: 270 hours of laboratory, per term, LR, DG
Prerequisite: MEDIC 210, 215
This course provides an opportunity for the student to practice medical and clinical skills necessary to become a medical assistant. Emphasis is placed on the clinical skills needed in a hospital clinic or medical office setting. Not repeatable.

MEDIC-218 Injection Procedures for the Healthcare Professional

1 Unit: 12 hours of lecture, 14 hours of laboratory, per term, P/NP, DG
Prerequisite: MEDIC 161; Challenge: successful completion of equivalent course and/or examination, or healthcare professional license.
This course is a basic injections course designed to provide the knowledge and practical skills needed to administer injections using universal precautions and safety measures. Topics include but are not limited to: skin layers and intradermal, subcutaneous, and intramuscular injection sites, recapping syringes after filling from a vial or ampule, and discarding syringes properly after use. Not repeatable.

MEDIC-219 Venipuncture for the Health Professional

1 Unit: 12 hours of lecture, 14 hours of laboratory, per term, P/NP, DG
Prerequisite: MEDIC 161; Challenge: successful completion of equivalent course and/or examination, or healthcare professional license.
This course is designed for students of allied health training programs or allied health practitioners who have not yet received training in venipuncture. It is for those who work for, or plan to work for, a doctor's office, clinic or other healthcare provider that is NOT a licensed clinical laboratory. It will provide the basic theory and procedure for performing simple venipuncture by syringe and needle, evacuated system and butterfly needle for the purpose of blood collection. It will also cover the basics of the cardiovascular system, infection control and safety, and skin puncture procedures. This course fulfills national accreditation competencies in diagnostic procedures for medical assistants. Not repeatable.

MEDIC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.
This course is designed for selected students to pursue independent study in Medical Assisting and Office Technician under the direction of an instructor. May be repeated three times.

Music (MUSIC)

Department/Program Description:

Some possible careers:
Performer, songwriter, music therapist, choral director, arranger, accompanist, cue selector, composer, prompter, orchestrator, signer, conductor, copyist, music historian, teacher.

Major - Associate in Arts Degree - Music 31 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

Music Theory:

3 units	MUSIC 119	Basic Music
4 units	MUSIC 120	Music Theory I (Introduction)
4 units	MUSIC 121	Music Theory II (Beginning Harmony)

Music Literature:

4 units	MUSIC 108	History and Appreciation of Western Music
4 units	MUSIC 114	Pop, Rock and Jazz: Their Cultural Origins

Music Instruments:

At least eight units of music instruments to be taken in consecutive courses in any two groups, as follows:

Group A:

4 units	MUSIC 150	Beginning Piano
4 units	MUSIC 151	Continuing Piano
4 units	MUSIC 250	Intermediate Piano

Group B:

4 units	MUSIC 158	Beginning Guitar
4 units	MUSIC 159	Intermediate Guitar
4 units	MUSIC 258	Advanced Guitar

Group C:

4 units	MUSIC 170	Beginning Group Voice
4 units	MUSIC 171	Continuing Group Voice
4 units	MUSIC 270	Advanced Group Voice

Group D:

4 units	MUSIC 130	Home Studio Recording
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Music Performance:**At least six units from the following:**

1-5 units	MUSIC 166	Vocal Ensembles
0.5-2 units	MUSIC 190	Music Performance/Concert Set (Performance)
0.5-4 units	MUSIC 191	Music Performance/Music Projects-Advanced
2 units	MUSIC 251	Advanced Piano Ensemble
2.5 units	MUSIC 259	Advanced Guitar Ensemble (Performance)

MUSIC-100 Topics in Music

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Music. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

MUSIC-103 Audio-Laboratory

.5-2 Units: 27-108 hours of laboratory, per term, P/NP, DG
Cassette tapes of music theory, classical literature, voice, piano, guitar, jazz studies and instrumental music are available in the media laboratory. Music courses with hours by arrangement require concurrent enrollment with another music course, or instructors may assign additional listening time as course work. May be repeated three times.

MUSIC-108 History and Appreciation of Western Music

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC
This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. This course is a survey of the historical periods of music of the Western world, their basic elements, evolution of instrumental and vocal forms, styles, and performance practices, major composers and contributing events which have formed the large and varied 600-year-old body of music generally known as 'art' or 'classical' music. Emphasis is on becoming a knowledgeable and discerning listener. Not repeatable.

MUSIC-114 Pop, Rock and Jazz: Their Cultural Origins

3 Units: 54 hours of lecture, 18 hours of laboratory, per term, SC, DG, CSU, UC
Satisfies the Contra Costa College Cultural Pluralism requirement effective summer 1993.

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. This course will closely examine the multi-cultural origins of American music, where the blending of African, European, and Latin American influences resulted in the emergence of the United States' own indigenous musical forms: Blues, Jazz, Rock, Country, Tex-Mex and American Musical Theater. Not repeatable.

MUSIC-119 Basic Music

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC
This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. This course provides basic knowledge and skills in the fundamentals of music, with emphasis on singing, listening, and playing simple melody and rhythm instruments. This course is recommended for students with little or no music background and elementary/pre-school teacher candidates. Not repeatable.

MUSIC-120 Music Theory I (Introduction)

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC
This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. This course provides a comprehensive study of the fundamentals of music, integrating theory and music reading through solfeggio. Musicianship will be improved through the development of aural, vocal, conducting and reading skills. Also included will be aural recognition of intervals, rhythms, scales and basic harmonies through applied music exercises, melodic and rhythmic dictation and sightsinging. Not repeatable.

MUSIC-121 Music Theory II (Beginning Harmony)

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC
This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre), and the IGETC for Area 3: Arts. Continuing Music Theory I, this course will emphasize the Baroque-Viennese Classic (1600-1800) harmonic techniques through style analysis, four-part writing, and functional piano. Additional ear training experience is required through independent tape programs. Not repeatable.

MUSIC-130 Home Studio Recording

3 Units: 54 hours of lecture, per term, SC, DG, CSU
This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre).
This course will provide a functional working knowledge of small studio multi-track recording, and will include four-track recording techniques, computer-assisted recording through sequencing, digital sound processing, and tape-to-sequencer synchronization techniques. Not repeatable.

MUSIC-132 Audio Recording Workshop

3 Units: 54 hours of lecture, 18 hours of laboratory, per term, SC, DG
Co-requisite: MUSIC 130, or may be taken previously.
This course emphasizes experience in recording and mixing. The student will learn to set up microphones for drums, keyboards, vocals and other instruments, record, use signal-processing equipment and mix it. Specific lecture topics will vary each semester. May be repeated three times.

MUSIC-134A Introduction to Pro Tools I - A

1.5 Units: 27 hours of lecture, 9 hours of laboratory, per term, SC, DG
 This course, focusing on pre-production, tracking and MIDI recording, is one of the two introductory courses that will provide the foundational skills to learn and function within the Pro Tools audio production environment. Pro Tools represents a new generation of digital audio workstation that uses the power of personal computers and digital signal processing to record audio directly to hard disk. Topics will include digital multi-track recording, MIDI within the Pro Tools environment, use of signal processing on signal input and integration of Pro Tools into the general recording studio. Not repeatable.

MUSIC-134B Introduction to Pro Tools I - B

1.5 Units: 27 hours of lecture, 9 hours of laboratory, per term, SC, DG
 This course, focusing on mixing, editing and post-production, is one of two introductory courses that will provide the foundational skills to learn and function within the Pro Tools audio production environment. Pro Tools represents a new generation of digital audio workstation that uses the power of personal computers and digital signal processing to record audio directly to hard disk. Topics will include digital multi-track editing, mixing within the Pro Tools environment, use of signal processing in mixing, automation, mix-down techniques and delivery formats and integration of Pro Tools into the general recording studio. Not repeatable.

MUSIC-150 Beginning Piano

2 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre).

This course provides group instruction for the student who has not played piano before. Regardless of the repeatability assigned individual courses, enrollments in any family of courses may not exceed four. May be repeated one time.

MUSIC-151 Continuing Piano

2 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC
 Advisory: MUSIC 150

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre).

This course provides piano instruction for the continuing beginner. Regardless of the repeatability assigned to individual courses, enrollments in any family of courses may not exceed four. May be repeated one time.

MUSIC-155 Jazz and Popular Piano

2 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

This course provides group instruction in playing blues, swing, rock, Latin and jazz piano with emphasis on interpreting chord charts, scale technique and basic improvisation. May be repeated three times.

MUSIC-158 Beginning Guitar

1.5-2 Units: 18 hours of lecture, 27-54 hours of laboratory, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre).

This course is designed for the complete beginner with little or no musical experience. This course is also recommended for the non-reading player interested in learning how to read music on the guitar. It introduces basic open positions chords and strumming, scales and cadences, single note reading across all six strings in the first position (first 4 frets), beginning classical technique with simple two-part texture in easy keys, beginning arpeggios, popular and folk song accompaniment, and how to read a "fake chart", as well as basic first position keys and chords and harmonization. May be repeated one time.

MUSIC-159 Intermediate Guitar

1.5-2 Units: 18 hours of lecture, 27-54 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 158

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre).

This course is designed for the second-semester beginning and intermediate-level player with some reading and playing experience. Included will be instruction on increasing the reading range up the fingerboard, rhythmic fluency, chord vocabulary, harmonic theory for the fingerboard, playing in all open position keys, new combinations of left and right-hand fingering, movable chords and scales, improvising solos, building a repertoire, classical solos, duets, trios, folk songs, and easy jam tunes, including basic techniques of classical guitar playing and song accompaniment. May be repeated one time.

MUSIC-166 Vocal Ensembles

1-5 Units: 18-54 hours of lecture and/or 27-108 hours of laboratory, per term, SC, DG

This course is designed for the study and performance of vocal ensemble music in both small and large group settings. Repertoire will include literature from musical periods, Renaissance to Jazz. May be repeated three times.

MUSIC-170 Beginning Group Voice

1-3 Units: 18-36 hours of lecture, 18-36 hours of laboratory, 0-36 hours laboratory by arrangement, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre).

This course provides continuing vocal instruction in some production, breathing, placement and song interpretation. Regardless of the repeatability assigned to individual courses, enrollments in any family of courses may not exceed four. May be repeated one time.

MUSIC-171 Continuing Group Voice

1-3 Units: 18-36 hours of lecture, 18-36 hours of laboratory, 0-36 hours of laboratory by arrangement, per term, SC, DG, CSU, UC
 Advisory: MUSIC 170

This course meets the CSU General Education requirement for Area C1-Arts (Art, Dance, Music, Theatre).

This course provides continuing vocal instruction in some production, breathing, placement and song interpretation. Regardless of the repeatability assigned to individual courses, enrollments in any family of courses may not exceed four. May be repeated one time.

MUSIC-175 Jazz Solo Voice

2 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU

This course provides instruction for reading, preparation, and performance of repertoire in the jazz idiom for solo voice. Emphasis on jazz phrasing, melodic and harmonic improvisation, stylistic concepts, vocal consistency, microphone technique, work with rhythm sections, and repertoire building. May be repeated three times.

MUSIC-182 College Gospel Chorus

2 Units: 18 hours of lecture, 36 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG

This course is designed to give students performance experience as well as insight into the techniques, styles, and history of Gospel Music. May be repeated three times.

MUSIC-185 Introduction to the Music Industry

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is an introduction to the music industry, including its corporate structure and legal practices such as contracts, copyrights, licenses and royalties. Other topics include production logistics in the recording studio, record manufacturing, music publishing, marketing, touring and career strategies. Not repeatable.

MUSIC-190 Music Performance/Concert Set (Performance)

1-2.5 Units: 18-54 hours of lecture, 54-135 hours of laboratory, per term, SC, DG, CSU, UC

This course provides students with the opportunity to perform selected complete works of noted composers. May be repeated three times.

MUSIC-191 Music Performance/Music Projects-Advanced

1-2.5 Units: 18-54 hours of lecture, 54-135 hours of laboratory, per term, SC, DG, CSU, UC

This course provides advanced classical or jazz-rock students, vocal or instrumental, the opportunity to (a) perform advanced music works either as soloists or in an ensemble, (b) compose/arrange a concert work in lieu of a performance, or (c) pursue study of advanced levels of music theory or style analysis. May be repeated three times.

MUSIC-195A Instrumental Skills Development

.5-3 Units: 27-162 hours of laboratory, per term, SC, DG, CSU

This course is designed to provide students multiple approaches to instrumental and musicianship skill development through special study formats not offered in Contra Costa College music classes. This course component concentrates on instrumental skills. May be repeated three times.

MUSIC-195B Musicianship Skills Development

.5-3 Units: 27-162 hours of laboratory, per term, SC, DG, CSU

This course is designed to provide students multiple approaches to instrumental and musicianship skill development through special study formats not offered in Contra Costa College music classes. This course component concentrates on musicianship skills. May be repeated three times.

MUSIC-195C Pedagogy Skills Development

.5-3 Units: 27-162 hours of laboratory, per term, SC, DG, CSU

This course is designed to provide students multiple approaches to instrumental and musicianship skill development through special study formats not offered in Contra Costa College music classes. This course component concentrates on pedagogy training. May be repeated three times.

MUSIC-195D Clinics, Seminars, and Workshop Skills Development

.5-3 Units: 27-162 hours of laboratory, per term, SC, DG, CSU

This course is designed to provide students multiple approaches to instrumental and musicianship skill development through special study formats not offered in Contra Costa College music classes. This course component concentrates on specialized short-term projects for clinics, seminars and workshops on/off campus. May be repeated three times.

MUSIC-250 Intermediate Piano

2 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Advisory: MUSIC 151

This course offers the study and performance of music for the piano at an intermediate level. Regardless of the repeatability assigned to individual courses, enrollments in any family of courses may not exceed four. May be repeated one time.

MUSIC-251 Advanced Piano Ensemble

2 Units: 36 hours of lecture, 36 hours of laboratory, per term, SC, DG, CSU, UC

This course offers the study and performance of keyboard ensemble literature, and provides an opportunity for the intermediate/advanced piano students to grow musically through experiencing ensemble performance. May be repeated three times.

MUSIC-258 Advanced Guitar

1.5-2 Units: 18 hours of lecture, 27-54 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 159

This course provides class instruction in advanced techniques of classical guitar. Topics to be covered will include the study of history and literature for guitar, arranging for guitar, and learning to deal with performance problems. Regardless of the repeatability assigned to individual courses, enrollments in any family of courses may not exceed four. May be repeated one time.

MUSIC-259 Advanced Guitar Ensemble (Performance)

1.5-2 Units: 18 hours of lecture, 27-54 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 258

This course gives the advanced classical guitar student experience in playing in guitar ensembles, duets, trios, quartets, and mixed media ensembles (such as voice and guitar, flute and guitar, etc.). May be repeated three times.

MUSIC-270 Advanced Group Voice

1-3 Units: 18-36 hours of lecture, 18-36 hours of laboratory, 0-36 hours of laboratory by arrangement, per term, SC, DG, CSU, UC
 Advisory: MUSIC 171

This course provides advanced instruction in some production, knowledge of overtones, sight reading, breathing, placement and song interpretation. Regardless of the repeatability assigned to individual courses, enrollments in any family of courses may not exceed four. May be repeated one time.

MUSIC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Music under the direction of an instructor. May be repeated three times.

MUSIC-300 Field Studies

.1-4 Units: 5.4-72 hours of lecture and/or 10.8-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

MUSIC-850N Music Communication for Older Adults

This course will bring sights, memories and sounds to frail elderly adults in a skilled or intermediate care facility. May be repeated indefinitely.

MUSIC-851N Community Symphony Orchestra

This course is for the older adult interested in study, rehearsal and performance of music composed for symphony orchestra from the style periods of Baroque through Twenty-first century repertoire. Rehearsals will lead to participation in public performance. May be repeated indefinitely.

MUSIC-852N Masterpieces of Music

This course is for older adults interested in the great works of music of the western world. Students will be made aware of the social forces and historical setting of the period during which the composers lived and the forces that motivated the creation of these works. The elements and style of selected compositions will be explored and explained. Videos of performances, as well as recordings, will be used. May be repeated indefinitely.

MUSIC-853N Chorale

This course is for the older adult interested in study, rehearsal and performance of a variety of choral music. Rehearsals will include vocal training leading to artistic group singing and the development of personal musicianship skills. A variety of literature will be selected from the stylistic eras of the western world. May be repeated indefinitely.

MUSIC-854N Community Symphonic Wind Ensemble

This course is for those interested in the study, rehearsal and performance of music composed for Symphonic Wind Ensemble. In this course music will be selected from Baroque through Twenty-first century repertoire. Rehearsals will lead to participation in public performances. May be repeated indefinitely.

MUSIC-855N Community Big Band

This course is for those interested in the study, rehearsal and performance of jazz music composed for Big Band. In this course music will be selected from swing to modern Big Band styles. Rehearsals will lead to participation in public performances. May be repeated indefinitely.

Nursing (NURS)

Department/Program Description:

Some possible careers:

Registered nurse, occupational health nurse, school nurse, community health nurse, public health nurse, infection control nurse, nurse practitioner, nurse anesthetist, nurse educator, home health care nurse.

Nursing Program:

The Associate in Science curriculum in Nursing is four semesters two years in length. It requires prerequisites in science and general education. Upon successful completion of the course of study, the graduate is eligible to take the state licensure examination (NCLEX-RN), and having passed, earns the title of Registered Nurse and is qualified for an entry level position in health care facilities.

Admission into the nursing program is competitive. The application for admission is available on the Contra Costa College nursing web page or may be obtained from the Admissions and Records Office {phone (510) 235-7800, ext. 4211, 4212, or on the website}. Please refer to the current nursing program bulletin for prerequisite requirements, deadline dates, application process and selection process. NO MATERIAL WILL BE ACCEPTED AFTER THE DEADLINE DATES.

Each of the prerequisite courses required by the program must be completed with a grade of "C" or better to qualify for admission. See current nursing program bulletin for GPA requirements. A grade of 75% or better is required in each course of the nursing program to progress in the program and to graduate. Credit for previous health knowledge and/or experience. Applicants who qualify for admission and who are Licensed Vocational/Practical Nurses and License Psychiatric Technicians may apply for advanced placement. Advanced placement admission is based on space availability. For further information, visit the nursing program web page or call the Nursing Department office (510) 235-7800, ext. 4267.

Major - Associate in Science Degree -

Registered Nursing 50.9 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of 75% or better.

Required courses, with suggested sequence:

1st semester

12 units	NURS 210	Fundamentals of Nursing
0.6 units	NURS 211	Developing Competency in Nursing Practice
2 units	NURS 212	Pharmacology for Nurses

2nd semester

11 units	NURS 235	Maternal-Child Health Nursing
and		
1 unit	NURS 236	Developing Competency in Nursing Practice
or		
11 units	NURS 255	Intermediate Medical Surgical and Psychiatric Nursing
and		
1 unit	NURS 256	Developing Competency in Nursing Practice

3rd semester**(Whichever set of courses was not taken during 2nd semester.)**

11 units	NURS 235	Maternal-Child Health Nursing
and		
1 unit	NURS 236	Developing Competency in Nursing Practice
or		
11 units	NURS 255	Intermediate Medical Surgical and Psychiatric Nursing
and		
1 unit	NURS 256	Developing Competency in Nursing Practice

4th semester

12 units	NURS 275	Gerontological/Medical Surgical Nursing
0.3 units	NURS 276	Developing Competency in Nursing Practice

Certificate of Achievement:**Acute Care for the Nursing Assistant..... 6 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

6 units	NURS 206	Acute Care for the Nursing Assistant
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Certificate of Achievement -**Certified Nursing Assistant: Home Health Aide..... 12 Units**

A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

12 units	NURS 202	Certified Nursing Assistant - Home Health Aide
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NURS-080 Job Search for Beginning Registered Nurses

.5 Unit: 9 hours of lecture, per term, P/NP, ND

A one-day workshop to help graduating nursing students to market themselves in the job market. Resume writing and interviewing skills will be the focus. Lecture, group discussion, role-playing and individual consultation will be used to help prepare students to get their first job in nursing. This course is designed for students who have completed the first year of the nursing program. Not repeatable.

NURS-095A-B Developing Competency in Nursing Practice

.2-3 Units: 10-162 hours of laboratory, per term, P/NP, ND

This course is an adjunct to the existing courses in the nursing program. It provides individual and small group practice of nursing skills in a college laboratory, discussion, or computer simulated practice on an as-needed basis. May be repeated three times.

NURS-099 Occupational Work Experience

1-4 Units: 90-360 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course will allow students to earn college units for their work experience during the semester. Student's work experience must be related to their college major or career goals. With the collaboration of student, instructor, and worksite supervisor, the student will learn new skill and/or knowledge about her/his job and improve work performance. Work experience can be paid or non-paid. (Summer session requires proportionately fewer hours of work experience). Student can repeat this course up to a maximum of 16 units earned. May be repeated four times.

NURS-100 Topics in Nursing

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Nursing. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

NURS-202 Certified Nursing Assistant-Home Health Aide

12 Units: 108 hours of lecture, 324 hours of laboratory, per term, LR, ND
Prerequisite: NURS 204 (or concurrently); Minimum score of 16 on college Reading & Writing assessment tests, or one of the following:

*Completion of, or enrollment in, ENGL 92

*ESL students: ESL placement at level three or completion of ESL 146

*DSPS students: ENGL 81, 82, or 83

Co-requisite: ENGL 103 (0.5 minimum units required); EMED 109, MEDIC 109, or current CPR card for the health care provider, must be completed in first four weeks of course.

This course is designed to train the individual to function as a Certified Nursing Assistant and Home Health Aide. Students will be part of a health team under the supervision of a Registered Nurse or a Licensed Vocational Nurse in a health care agency. The program meets standards according to federal and state regulations. The core curriculum is framed around the modules required by the Department of Health Services. For example: communication skills, ethical and legal implications, patients' rights, basic skills, infection control and death and dying. Application to apply for the CNA/HHA Program must be obtained from the Nursing Department office well in advance due to the lengthy application process. Physical exam, proof of Negative TB test, LiveScan fingerprinting, and application must be completed and submitted to the Nursing Office by the first day of class. Textbook required first class meeting. Not repeatable.

NURS-203 Introduction to Registered Nursing

2 Units: 36 hours of lecture, per term, LR, DG

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed to introduce the Nursing major student to the Registered Nursing profession and the Nursing Program at Contra Costa College. Emphasis is placed on the processes necessary for success in the nursing program and the role students play in learning outcomes. The course will provide the opportunity for students to understand the role of the Registered Nurse, to learn study skills, test taking strategies, and the application of critical thinking. Stress management techniques, and how to access available college support services, will be a focus. Not repeatable.

NURS-204 Orientation to Nursing Assistant

1 Unit: 18 hours of lecture, per term, P/NP, ND

This course is designed to introduce the CNA-HHA applicant to the CNA-HHA curriculum. The course emphasizes areas to assist the student to be successful in the CNA-HHA program; for example, study skills, note taking, basic math, test taking skills, critical thinking and reading comprehension. It will also cover stress management techniques, how to reduce fear in the classroom and how to access available college support services. Not repeatable.

NURS-205 Drug Dosage Calculations for Nursing Students

2 Units: 36 hours of lecture, per term, LR, DG

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course will present mathematical skills and concepts needed by the professional nurse to safely practice in the clinical setting. Content includes interpreting medication labels, calculating drug doses, intravenous flow rates, and enteral feeding solutions. Not repeatable.

NURS-206 Acute Care for the Nursing Assistant

6 Units: 54 hours of lecture, 162 hours of laboratory, per term, P/NP, ND
Prerequisite: Current CNA License

This course provides the Nursing Assistant with the skills necessary to practice in an acute care setting. The individual who successfully completes the course will be qualified to provide care to patients in the acute care setting under the supervision of a Registered Nurse or an LVN. Clinical experience will be provided in a hospital setting. A certificate of Accomplishment will be awarded when the course is successfully completed. (Forty-eight continuing education hours; also available for the health care worker). May be repeated one time.

NURS-209 Advanced Placement Transition Course

1 Unit: 18 hours of lecture, per term, P/NP, ND

Prerequisite: Accepted to the Contra Costa College RN Program.

This course is designed to bridge the gap for the advanced placement student entering the nursing program. The course emphasizes nursing process, therapeutic communication, role transition, orientation to the RN program and a review of nursing skills. Not repeatable.

NURS-210 Fundamentals of Nursing

12 Units: 108 hours of lecture, 324 hours of laboratory, per term, LR, DG, CSU

Prerequisite: NURS 205, admission to the Nursing Program, and NURS 212 either as a pre-requisite or co-requisite.

Co-requisite: NURS 211

This course includes an introduction to health promotion, clinical drug therapy and culture. Emphasis is placed upon the use of the nursing process to identify and meet the normal physical and emotional needs of adults. This course provides an opportunity for the student to practice skills basic to the nursing process. Supervised clinical experience with hospitalized adults will be included. Not repeatable.

NURS-211 Developing Competency in Nursing Practice (A)

.6 Unit: 27 hours of laboratory, per term, P/NP, DG

Prerequisite: NURS 205, admission to the Nursing Program, and NURS 212 either as a pre-requisite or co-requisite.

Co-requisite: NURS 210

This course is an adjunct to Nursing 210. It provides instruction related to specific fundamental nursing skills, as well as an opportunity for individual and small group practice of those skills in the nursing skills laboratory. Not repeatable.

NURS-212 Pharmacology for Nurses

2 Units: 36 hours of lecture, per term, LR, DG

Advisory: Strongly recommended to be taken concurrently with NURS 210. Recommend prior completion of BIOSC 132, 134, and BIOSC 119 or 148 or their equivalents.

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course will present the basic principles of pharmacology and clinical drug therapy needed by the professional nurse to safely care for the adult medical surgical patient. Content includes principles of pharmacodynamics, pharmacokinetics, the nurse's role in safe medication administration and in clinical drug therapy. Not repeatable.

NURS-228 Nursing: Maternal-Newborn Complications

2 Units: 24 hours of lecture, 24 hours of laboratory, per term, LR, DG

Prerequisite: Admission to the ADN Nursing Program.

This short course provides theory and practice with complications experienced by maternal and newborn patients. The context of Family Centered Maternity Care is emphasized. Not repeatable.

NURS-230 Nursing Care of Women and Newborns

5.5 Units: 45 hours of lecture, 162 hours of laboratory, per term, LR, DG

Prerequisite: NURS 205; NURS 210 or equivalent; NURS 212; admission to the Nursing Program.

Co-requisite: NURS 231

Advisory: This course is also for a special category of student. For example: a 30 unit option LVN or an RN who came from another country only needing obstetrics nursing.

This course provides entry level knowledge to perinatal and perinatal nursing. The course encompasses the entire childbearing process from preconception planning through pregnancy, birth and the post-partum period. Content progresses from normal to at-risk information and cultural aspects within each phase; pregnancy, labor and birth, care of the newborn, and the post-partum period. Theory is concurrent with clinical experience. Not repeatable.

NURS-231 Competency in Nursing Practice (A)

.5 Unit: 27 hours of laboratory, per term, P/NP, DG

Prerequisite: NURS 205; Admission to the Nursing Program.

Co-requisite: NURS 230

This course is an adjunct to NURS 230. It provides instruction about specific obstetric nursing skills as well as an opportunity for individual practice of those skills in the nursing skills laboratory. Not repeatable.

NURS-235 Maternal-Child Health Nursing

11 Units: 90 hours of lecture, 324 hours of laboratory, per term, LR, DG, CSU

Prerequisite: PSYCH 126, PSYCH 128, or PE 197, and NURS 205, NURS 210 (waived for advanced placement students), and NURS 212; admission to the Nursing Program.

Co-requisite: NURS 236

In this course, emphasis is placed on the nurse's role in helping families to be healthy. Theory content encompasses the childbearing process including pregnancy, labor and birth, postpartum and newborn. Content also includes growth and development levels and common health problems seen in children. The supervised clinical experience provides an opportunity for the student to further develop clinical skills with a focus on patient teaching and health promotion within the family. Cultural variation is integrated throughout. This course complies with the American Disabilities Act. Not repeatable.

NURS-236 Developing Competency in Nursing Practice

1 Unit: 54 hours of laboratory, per term, P/NP, DG

Prerequisite: Second Semester Students - NURS 205, 210, 211 and 212, or advanced placement standing in the Nursing Program. Third Semester Students - NURS 205, 210, 211, 212, 255, and 256 or advanced placement standing in the Nursing Program.

Co-requisite: NURS 235

This course is an adjunct to NURS 235. It provides instruction related to specific maternity and pediatric nursing skills, as well as an opportunity for individual and small group practice of those skills in the nursing skills laboratory. Not repeatable.

NURS-240 Nursing Care of Children

5.5 Units: 45 hours of lecture, 162 hours of laboratory, per term, LR, DG

Prerequisite: NURS 205; NURS 210 or equivalent; NURS 212; PSYCH 126 or PE 197; admission to the Nursing Program.

Co-requisite: NURS 241

Advisory: This course is for a special category of student. For example: a 30 unit option LVN or an RN who came from another country only needing obstetrics nursing.

Emphasis is placed on the nurse's role in helping families to be healthy. Content includes growth and development levels, teaching, communication, as well as common health problems seen in children. The course provides opportunity for the student to develop clinical skills related to hospitalized children and experience in pediatric settings. Not repeatable.

NURS-241 Competency in Nursing Practice (B)

.5 Unit: 27 hours of laboratory, per term, P/NP, DG

Prerequisite: NURS 205; admission to the Nursing Program.

Co-requisite: NURS 240

This course is an adjunct to NURS 240. It provides instruction related to specific pediatric nursing skills as well as an opportunity for individual and small group practice of those skills in the laboratory. Not repeatable.

NURS-250 Intermediate Medical Surgical Nursing

5.5 Units: 45 hours of lecture, 162 hours of laboratory, per term, LR, DG

Prerequisite: NURS 205, NURS 210, NURS 211

Co-requisite: NURS 251

Emphasis is placed upon pathophysiology, selected medical-surgical problems, pharmacology and related nursing skills. This course provides an opportunity for students to further develop clinical skills with a focus on patient/family teaching and communication. Supervised clinical experience in medical-surgical settings will be included. Not repeatable.

NURS-251 Competency in Nursing Practice (C)

.5 Unit: 27 hours of laboratory, per term, P/NP, DG

Prerequisite: NURS 205; admission to the Nursing Program.

Co-requisite: NURS 250

This course is an adjunct to NURS 250. It provides instruction to specific intermediate medical-surgical nursing skills, as well as an opportunity for individual and small group practice at those skills in the laboratory. Not repeatable.

NURS-255 Intermediate Medical/Surgical and Psychiatric Nursing

11 Units: 90 hours of lecture, 324 hours of laboratory, per term, LR, DG, CSU

Prerequisite: NURS 205, NURS 210, NURS 211, and NURS 212.

Co-requisite: NURS 256

This intermediate course provides an opportunity for students to expand their understanding of human behavior and the use of the nursing process to assist patients and family members experiencing complicated physical and/or emotional problems. Emphasis will be on effective nursing care of individuals with acute and chronic health care needs. Supervised clinical experience in a variety of settings will be included. Not repeatable.

NURS-256 Developing Competency in Nursing Practice (B)

1 Unit: 54 hours of laboratory, per term, P/NP, DG

Prerequisite: Second Semester Students - NURS 205, 210, 211 and 212 or advanced placement standing in the Nursing Program. Third Semester Students - NURS 205, 210, 211, 212, 235, and 236 or advanced placement standing in the Nursing Program.

Co-requisite: NURS 255

This course is an adjunct to NURS 255. It provides instruction related to specific medical-surgical and psychiatric nursing skills, as well as an opportunity for individual and small group practice of those skills in the nursing skills laboratory. Not repeatable.

NURS-260 Psychiatric Nursing

5.5 Units: 45 hours of lecture, 162 hours of laboratory, per term, LR, DG

Prerequisite: NURS 205; admission to the Nursing Program.

Co-requisite: NURS 261

Psychiatric nursing provides an opportunity for the student to learn basic human needs and nursing process frameworks in order to assist patients and families with psychiatric needs. This course includes presentation of communication theory and practice of communication skills. Theory content includes nurse/patient relationship, nursing process, treatment modalities, and psychiatric disorders of children, adolescents, adults and older adults. Supervised clinical experience in the psychiatric setting is concurrent with psychiatric nursing theory. Not repeatable.

NURS-261 Competency in Nursing Practice (D)

.5 Unit: 27 hours of laboratory, per term, P/NP, DG

Prerequisite: NURS 205; admission to the Nursing Program.

Co-requisite: NURS 260

This course is an adjunct to NURS 260. It provides instruction related to specific psychiatric nursing skills, as well as an opportunity for individual and small group practice of those skills in the nursing skills laboratory. Not repeatable.

NURS-275 Gerontological/Medical/Surgical Nursing

12 Units: 108 hours of lecture, 324 hours of laboratory, per term, LR, DG, CSU

Prerequisite: NURS 205, 210, 212, 235, and 255.

Co-requisite: NURS 276

This course provides an opportunity for students to expand their knowledge of pathophysiology, refine nursing skills, and utilize the nursing process to assist the adult and the elderly patient experiencing complex acute and chronic illness. Emphasis is placed upon effective nursing care of the elderly individual and family and community resources. This course also includes topics in nursing leadership, managed care ethics, and current issues in professional nursing. Not repeatable.

NURS-276 Developing Competency in Nursing Practice (C)

.3 Unit: 27 hours of laboratory, per term, P/NP, DG

Prerequisite: NURS 205, 210, 211, 212, 235, 236, 255, and 256.

Co-requisite: NURS 275

This course is an adjunct to NURS 275. It provides instruction related to specific geriatric and advanced medical-surgical nursing skills, as well as an opportunity for individual and small groups practice of those skills in the nursing skills laboratory. Not repeatable.

NURS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Nursing under the direction of an instructor. May be repeated three times.

Philosophy (PHILO)**PHILO-100 Topics in Philosophy**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Philosophy. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

PHILO-110 Introduction to Philosophy: Ethics

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course demonstrates the uses of philosophy in daily life. Topics include issues of right and wrong, differing opinions, sexual ethics, and ethical problems at work. These topics will be discussed in light of what great thinkers of the past and present have to say about them. Not repeatable. (CAN PHIL 4)

PHILO-130 Introduction to Critical Thinking

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education Requirement for Areas A3-Critical Thinking and C2-Humanities (Literature, Philosophy, Foreign Language).

This course is intended to help students develop means for evaluating the conflicting claims to truth by identifying common fallacies and characteristics of reliable thinking, by practicing analysis of arguments, and by clarifying arguments on both sides of some current issue they wish to examine. Not repeatable. (CAN PHIL 6)

PHILO-220 Comparative Religion

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 3: Humanities.

This course is a study of religious experience around the world, the beliefs and practices of the world's religions, and their relevance to people's lives in America today. Guest speakers represent a variety of ethnic and religious perspectives and inter-cultural dialogue is encouraged. Not repeatable.

PHILO-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Philosophy under the direction of an instructor. May be repeated three times.

Physical Education - Intercollegiate Athletics (PEIC)**PEIC-100 Topics in Intercollegiate Athletics**

.5-4 Units: 9-72 hours of lecture, 27-216 hours of laboratory, and/or 18-144 hours of activity, per term, SC, DG, CSU

This course covers topics in Intercollegiate Athletics. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

PEIC-160 Intercollegiate Football

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC

This course is designed to enhance the skills and strategies of advanced football players. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-162 Intercollegiate Men's Basketball

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC
 Played by men's intercollegiate rules.

This course is designed to enhance the skills and strategies of advanced male basketball players. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-164 Intercollegiate Baseball

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC
 Played by men's intercollegiate rules.

This course is designed to enhance the skills and strategies of advanced baseball players. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-166 Intercollegiate Men's Track

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC
 Played by men's intercollegiate track rules.

This course is designed to enhance the skills and strategies of advanced male track runners. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-167 Intercollegiate Women's Track

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC

This course is designed to enhance the skills and strategies of advanced female track runners. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-175 Spirit Teams

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC

This course is designed to enhance the skills and strategies of cheerleaders, flag twirlers, yell leaders, sport dancers, and partner stunt performers. Emphasis is placed on physical, tactical, and technical aspects within each area in order to perform and compete successfully. May be repeated three times.

PEIC-180 Intercollegiate Men's Soccer

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC

This course is designed to enhance the skills and strategies of advanced male soccer players. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-181 Intercollegiate Women's Soccer

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC

This course is designed to enhance the skills and strategies of advanced female soccer players. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-182 Intercollegiate Women's Basketball

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC

This course is designed to enhance the skills and strategies of advanced female basketball players. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-201 Intercollegiate Women's Softball

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC

This course is designed to enhance the skills and strategies of advanced female softball players. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-203 Intercollegiate Women's Volleyball

.1-3 Units: 3.6-180 hours of activity, per term, LR, DG, CSU, UC

This course is designed to enhance the skills and strategies of advanced female volleyball players. Emphasis is placed on mental, physical, tactical, and technical aspects of the game in order to compete successfully in match play. May be repeated three times.

PEIC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Intercollegiate Athletics under the direction of an instructor. May be repeated three times.

Physical Education (PE)**Department/Program Description:****Some possible careers:**

Coach, teach, team manager, umpire, referee, athlete, sports trainer, sports medicine technician, recreational therapist, community activities director.

Major - Associate in Science Degree -**Physical Education 20-25 Units**

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	PE 190	Introduction to Physical Education
3 units	PE 197	Human Development Throughout the Lifespan
3 units	HED 133	Safety and First Aid

Plus choose one of the following emphasis areas:**Physical Educator:**

3 units	PE 201	Kinesiology and Applied Anatomy
3 units	PE 191	Elementary Physical Education

Coach:

3 units	PE 194	Principles and Practices of Officiating
3 units	PE 198	Care and Prevention of Athletic Injuries

Athletic/Personal Trainer:

3 units	PE 201	Kinesiology and Applied Anatomy
3 units	PE 198	Care and Prevention of Athletic Injuries

Plus 7 units of Physical Education activity courses from the following:

- One court activity
- One water activity
- One aerobic or dance activity
- One field activity

Dance*

1 unit	PE 114	Jazz Dance
1 unit	PE 118	Fundamentals of Funk
3 units	PE 119A	Beginning Dance Production
or 3 units	PE 119B	Intermediate Dance Production
or		
1 unit	PE 112	Beginning Modern Dance
3 unit	PE 145	Advanced Composition, Choreography and Performance
1 unit	PE 146	Latin Jazz Dance
1 unit	PE 116	Step Aerobics
or 1 unit	PE 109	Aerobic Dancing

*The Dance emphasis is not required to take additional Physical Education activity units.

Certificate of Accomplishment:

Baseball Officiating..... 3 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	PE 194	Principles and Practices of Officiating
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Certificate of Accomplishment:

Personal Training Prep Course 3 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

3 units	PE 199	Personal Fitness Training
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PE-098 Personal Growth in Fitness

.5-2 Units: 18-72 hours of activity, per term, P/NP, ND
 This course is designed to give students an opportunity to gain cardiovascular endurance, strength, and flexibility while working out in the fitness center. This course is offered as a credit/no-credit course and it does not transfer. May be repeated three times.

PE-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, SC, DG, CSU
Prerequisite: Employment in career-related field.
 For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.
 This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

PE-100 Topics in Physical Education and Athletics

.5-4 Units: 9-72 hours of lecture, 27-216 hours of laboratory, and/or 18-144 hours of activity, per term, SC, DG, CSU
 This course covers topics in Physical Education and Athletics. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

PE-102 Fitness Training

.5-2 Units: 18-72 hours of activity, per term, SC, DG, CSU, UC
 This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
 This course is designed to give students an opportunity to develop an individualized fitness program, which meets their specific fitness goals. The class meets in our fitness center, and utilizes the various cardiovascular, weight training and free weight equipment. All students undergo an initial screening and evaluation process before their program is developed. May be repeated three times.

PE-103 Weight Training

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
 This course is designed to present each student with basic resistance training and fitness concepts. Participants will be assisted in setting personal fitness goals and objectives. Each student will participate in a personal fitness program that will begin at his/her own entry level. Each student's program will consist of stretching techniques, aerobic conditioning and strength development techniques. May be repeated three times.

PE-105 Badminton

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
 This course is designed to present each student with a basic understanding of leisure time activities, while developing maintenance skills in physical and mental fitness. Each student will participate in an activity program that includes stretching and physical activity. May be repeated three times.

PE-109 Aerobic Dancing

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
 This course is designed to improve cardiovascular and respiratory fitness through aerobic conditioning exercises and dance. Students will compute their level of fitness and learn the aerobic benefit of working within their personal training zone. May be repeated three times.

PE-112 Beginning Modern Dance

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
 This course is designed to present students with basic fundamentals and techniques of Modern Dance. The course will enable students to understand, demonstrate and identify movement and vocabulary that is associated with Modern Dance. May be repeated three times.

PE-114 Jazz Dance

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course will introduce students to the fundamentals of jazz movements. Students will learn about the different modes of music and movement that have contributed to jazz dance. The course will also help students understand the importance of strengthening and stretching different muscle groups and the basic principles of body mechanics. May be repeated three times.

PE-116 Step Aerobics

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to teach fundamental step aerobic skills and develop strength and flexibility while increasing physical fitness and endurance. Special attention will be paid to safety procedures and injury prevention. Nutrition for weight loss will be presented. May be repeated three times.

PE-118 Techniques of HipHop and Urban Funk

.5-1 Unit: 18-36 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to present hiphop and funk culture as an exciting dance form that reflects the diversity of America. The purpose of this course is to teach students about the evolution of popular dance in the United States and to assist students in understanding how ethnic influences and historical events have influenced popular dance culture. May be repeated three times.

PE-119A Beginning Dance Production

3 Units: 36 hours of lecture, 36 hours of activity, per term, SC, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to have students demonstrate knowledge of beginning dance as a performing art. This course will enable students to apply the development of physical skills and the creative process. All students are encouraged to participate in a performance and will be cast according to actual performing skills. May be repeated one time.

PE-119B Intermediate Dance Production

3 Units: 36 hours of lecture, 36 hours of activity, per term, SC, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to have students demonstrate knowledge about intermediate and advanced dance as a performing art. This course will enable students to apply the development of physical skills and the creative process. All students are encouraged to participate in a performance and will be cast according to actual performing skills. May be repeated one time.

PE-121 Aqua Calisthenics

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is an aquatic exercise class, generally performed in a vertical position with the face out of the water. Exercises are designed to help develop a greater range of motion in the muscles and joints. The student will also experience some increase in strength and aerobic conditioning working the arms, legs, and trunk during each session. May be repeated three times.

PE-122 Golf

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to present each student with a basic understanding of leisure time activities, while developing maintenance skills in physical and mental fitness. Each student will participate in an activity program that includes stretching and physical activity. This course may be taken a total of four times. May be repeated three times.

PE-124 Aquatic Physical Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed for students who want to perfect their skills in swimming strokes through physical conditioning in an aquatic class. Emphasis will be placed on stroke technique and various stroke drills used during conditioning exercises. May be repeated three times.

PE-125 Water Safety Instruction and Advanced Aquatic Concepts

.5-2 Units: 9-36 hours of lecture, and/or 18- 72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to perfect swimming, diving, and snorkeling skills; to provide an opportunity for students to analyze swimming skills; to learn methods of teaching and organizing aquatic classes; to discuss the biomechanical principles of propulsion and movement in water; and to provide an opportunity for students to observe and assist in aquatic instruction. Students will complete American Red Cross requirements for the Water Safety Instruction (WSI) Certificate. Unlimited repeatability for Certification. Not repeatable.

PE-126 Beginning Swimming

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course is designed to present each student with the basic water safety skills. The student will experience various movement skills that will enable him/her to float, kick, arm stroke, and/or tread water. The student will also develop a sense of comfort in and around the water. May be repeated two times.

PE-127 Intermediate Swimming

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
Prerequisite: PE 126

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to present each student with the intermediate swimming skills. Students will continue to improve their backstroke and freestyle strokes. The students will be introduced to two new strokes: side stroke and breaststroke. Turns, front dive, and improved personal water safety skills will also be presented in this swimming level. May be repeated one time.

PE-128 Advanced Swimming

.5-2 Units: 18-72 hours of activity per term, LR, DG, CSU, UC
Prerequisite: PE 127

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to promote advanced swimming skills and continued progression of learning new strokes. The new strokes include overarm side stroke, trudgen, and inverted backstroke. Special skills include springboard diving, and underwater swimming. Survival techniques will also be explored. Students will be exposed to a life long fitness program through swimming. May be repeated one time.

PE-129 Lifeguard Training

2 Units: 27 hours of lecture, 27 hours of activity, per term, LR, DG, CSU, UC

This course is designed to teach lifeguard candidates the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content and activities prepare candidates to recognize and respond quickly and effectively to emergencies and prevent drownings and injuries. Unlimited repeatability for Certification. Not repeatable.

PE-134 Basketball

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to teach students the rules, strategy and skills of basketball. Techniques and skill development will be emphasized. May be repeated three times.

PE-135 Tennis

.5-2 Units: 18-72 hours of activity, per term, SC, DG, CSU, UC
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

Teaches students the following: conditioning techniques, stroke methods, historical background, rules, scoring, singles and doubles strategy. May be repeated three times.

PE-136 Competitive Swimming

1 Unit: 36 hours of activity, per term, SC, DG, CSU
This course has been designed for students who want to perfect their swimming techniques for the four competitive strokes, turns and starts for each competitive stroke. Emphasis will be placed on the proper technique for performing freestyle, breaststroke, and butterfly stroke through stroke drills and intense conditioning. The conditioned sessions consist of swimming sets of various distances, 3000-6000 yards, training the aerobic and anaerobic systems of the body. May be repeated three times.

PE-137 Advanced Passing and Defensive Secondary Techniques

1 Unit: 36 hours of activity, per term, LR, DG, CSU
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to present each student with basic passing, receiving, offensive backfield play, defensive backfield play and linebacker play. May be repeated three times.

PE-140 Figure Control I, II

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
This course is designed to present each student with basic health knowledge skills and fitness concepts needed for healthy living. It also identifies the four unifying ideas of health literacy that serve as the central theme for all content areas and grade levels: 1) acceptance of personal responsibility for life long health; 2) respect for and promotion of the health of others; 3) understanding of the process of growth and development; 4) informed use of health-related information, products and services. You will be assisted in setting up your fitness goals and objectives. Each student will be placed on a fitness program involving aerobics, stretching and strength development, which will meet his/her individual needs. May be repeated three times.

PE-142 Beginning Softball

1 Unit: 36 hours of activity, per term, LR, DG, CSU, UC
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is an activity class that is designed for the fast-pitch softball player with beginning to intermediate skills. In addition to the refinement of beginning techniques and skills, winning strategies and game-like situations will be examined. Special emphasis will be placed on the mental aspect of the game, as well as pre-season and pre-game preparedness. May be repeated three times.

PE-145 Advanced Composition, Choreography and Performance

3 Units: 36 hours of lecture, 36 hours of activity, per term, SC, DG, CSU, UC
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course will enable students to learn advanced techniques in composition, choreography and performance. It will provide an opportunity for students to share and perform advanced level choreography for student concerts, high school and community presentations. This course is geared for students who are interested in professional careers in concert dance or other media of the performing arts. May be repeated three times.

PE-146 Latin Jazz Dance

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
This course is designed to teach students the Latin influences within Jazz Dance. The course will review specifically the history, music, cultural changes and evolution of dance. The course will help students understand that Latin Jazz is a part of a dance genre that requires a series of specialized movements. Students will focus on movement techniques that contribute to overall fitness to improve strength, endurance, flexibility, and balance. May be repeated three times.

PE-152 Intramurals

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
Intramural sports; may include women's basketball, men's basketball, soccer, or swimming. May be repeated three times.

PE-153 Fitness After Work

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
This course is a conditioning class that will help students improve their levels of fitness. The course will combine strength, cardio, endurance and flexibility training. May be repeated three times.

PE-154 Flag Football

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
This course is designed to give students an opportunity to learn about and enjoy the sport of flag football as a non-contact organized activity. The course will include physical conditioning. Students will learn offensive and defensive skills; moreover, students will learn the rules and strategies of the game. May be repeated three times.

PE-156 Physical Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
This course is designed to present each student with basic health and fitness concepts. Participants will be assisted in setting up personal fitness goals and objectives. Each student will participate in a fitness program including aerobics, stretching and strength development. May be repeated three times.

PE-157 Aerobics

.5-2 Units: 18-72 hours of activity per term, LR, DG, CSU, UC
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
This course is designed to present each student with basic concepts of aerobic conditioning. Participants will be assisted in setting up personal fitness goals and objectives. Each student will participate in a fitness program including aerobics, stretching and strength development. May be repeated three times.

PE-160 Beginning/Intermediate Composition, Choreography and Performance

3 Units: 36 hours of lecture, 36 hours of activity, per term, LR, DG, CSU, UC
This course will enable students to learn beginning/intermediate techniques in composition, choreography and performance. It will provide an opportunity for students to share and perform beginning/intermediate level choreography for student concerts, high school and community presentations. This course is geared for students who are interested in professional careers in concert dance or other media of the performing arts. May be repeated three times.

PE-161 Ballroom Dance

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
This course is designed to teach students the different styles, diverse origins, rhythms, tempos, and aesthetics of ballroom dance. Dance styles will include American Style and International Style such as the Salsa, Rumba, Tango, Hustle, Waltz, Fox Trot, and Swing. The course will also focus on how to dance with a partner. May be repeated three times.

PE-162 Ballroom Bronze

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
This course is designed to teach students advanced styles of ballroom dance, and also help students understand the more complicated rhythms, tempos and aesthetics of ballroom dance. Dance styles will include American Style and International Style, such as the Salsa, Rumba, Tango, Hustle, Waltz Fox Trot, and Swing. The course will also focus on advanced partner work. May be repeated three times.

PE-163 Latin Social Dance

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
This course will focus on Latin social dances. Students will learn specific dance skills, improve physical endurance and dance movement terminology. Students will learn the Cha Cha, Rumba, Samba Mambo, Salsa, meringue and other Latin dances. This course requires no previous skill. May be repeated three times.

PE-164 Ballet I

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU
This course is designed to teach students the basic ballet positions for the body, arms, and feet. Students will acquire a range of technical skills that include strength, agility, and flexibility training. Classes will focus on the barre, center floor and movement combinations. Students will also learn classical dance terminology. May be repeated three times.

PE-165 Pilates

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
This course is designed to get your mind in tune with your body. By emphasizing proper breathing, correct spinal and pelvic alignment, and complete concentration on smooth, flowing movement, you become acutely aware of how your body feels, where it is in space, and how to control its movement. Pilates builds core strength without "bulking-up". Students will learn efficient patterns of motion. May be repeated three times.

PE-166 Argentine Tango and Swing Dance

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU
This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
This course is an introduction to Argentine Tango and Swing Dance. The course will focus on teaching the fundamentals of Tango and Swing dance technique. Students will also learn different modes and music associated with these dance styles. May be repeated three times.

PE-167 Egyptian Belly Dancing

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is an introduction to Egyptian Belly Dancing. The course will focus on teaching students a powerful expression of beauty. Students will gain strength, sensuality, patience and determination. Historical information about the Egyptian culture, legendary dancers, and "Golden Age of Belly Dance" musicians will be presented. May be repeated three times.

PE-168 Tap Dancing

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to introduce students to beginning tap dance technique. It will cover a range of tap dance styles, such as buck and wing, and rhythm tap dance. Cultural and historical aspects of this ethnic genre will be studied. May be repeated three times.

PE-169 Dance as Performance

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course introduces students to poetry as culture, history, criticism, politics, and practice. Focusing comparatively on poetry from three American racial/ethnic groups, this course requires students to learn both the technical structure of various forms of poetry as well as the world views which inform specific poetic traditions. The groups and traditions may vary from semester but will include three of the following: Chicano/Latino, African/African American, Asian/Asian American, Pacific Islander, and Indigenous/Native American. May be repeated three times.

PE-170 African Dance with Contemporary Styles

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to introduce students to traditional dances from Guinea, Senegal, and the Congo regions of Africa. Students will learn the contemporary dances that have evolved from these traditions as well as learn how these styles have influenced contemporary styles in the United States. This course will also increase students' endurance, coordination, rhythm, agility, and flexibility. This course requires no previous dance experience. May be repeated three times.

PE-171 Urban Jazz Dance

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to teach students the urban influences within jazz dance. The course will review specifically the history, music, cultural changes, and evolution of urban dance. The course will help students understand that urban jazz is part of a genre of dance that requires a series of specialized movement techniques that contribute to overall fitness to improve strength, endurance, flexibility and balance. May be repeated three times.

PE-172 Dance Ensemble

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is intended to give students an opportunity to create and perform dance routines. Students may either choose dance styles from among the currently offered dance classes (ballet, belly dancing, Latin jazz, Latin social dances, tango, ballroom, tap, African dance with contemporary style, urban jazz and hip hop) or they may create a student directed choreography routine to be performed at various community presentations. Students will create and practice their dance routines with the instructor assigned to that genre of dance. May be repeated three times.

PE-174 Volleyball

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to teach fundamental skills, techniques for spiking, serving, blocking, volleys, setting up, retrieving, and recoveries. Game strategies and rules are emphasized, as well as sportsmanship, leadership, and tolerance of various skill levels. May be repeated three times.

PE-190 Introduction to Physical Education

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course is intended to prepare students to enter the profession of physical education. The scope includes current problems and trends in the field of fitness, athletics, and instruction, as well as education requirements and opportunities, career opportunities, and governmental economic policies. Not repeatable.

PE-191 Elementary Physical Education

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is a lecture class that is designed for Physical Education and/or Early Childhood Education majors. The purpose of this course is to prepare potential elementary school teachers to teach primary (K-3) and secondary (4-6) grade physical education classes. This course will include basic skills, lead-up games, team games, individual tasks, indoor/outdoor activities, and peer teaching. Not repeatable.

PE-194 Principles and Practices of Officiating

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course provides a study of the qualifications for competitive sport officiating as a profession, related problems, organizational membership, rules of selected sports, and necessary officiating equipment related to each sport. The major emphasis will be on baseball. Not repeatable.

PE-197 Human Development Throughout the Lifespan

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course has been additionally approved to be offered in a Distance Education, Online, format.

This course is designed to study the development of human-beings throughout their lifespan. An emphasis will be placed on the study of human development including, physical, intellectual, social, emotional and moral development during the lifespan. Not repeatable.

PE-198 Care and Prevention of Athletic Injuries

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course is designed to provide students interested in the health care fields such as athletic training, physical therapy, nursing, and medicine with an introductory class in the recognition and basic management of athletic injuries. It is also designed to prepare coaches, physical educators, and parents to identify common athletic injuries, provide basic initial care, and access necessary medical personnel. Not repeatable.

PE-199 Personal Fitness Training

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

Theory and practical application of current testing and evaluation procedures in child through adult senior fitness programs. It will include familiarization with workload ergometers, lean body mass testing, EKG tracings, blood pressure and pulse rate indicators, flexibility, strength, coordination, and endurance testing. Current theory and treatment of major health problems will be addressed as they relate to physiological, psychological and social integration. Diet, exercise, behavior modification, program development, leadership skills, and legal implications of personal training will be presented through lecture and computer assisted programs. This course is a preparatory course for taking the American Council on Exercise (ACE) personal trainer exam. Not repeatable.

PE-201 Kinesiology and Applied Anatomy

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course introduces the foundations of kinesiology; i.e., structure and function of skeletal-muscular anatomy, physiology of muscle contraction, and neurology and servomotor control over the lifespan. Basic skeletal-muscular anatomy, biomechanics of specific structures, and analysis and assessment of human movement performance will be discussed as they relate to psychological and social development. Approximately 75 muscle pairs will be discussed. Not repeatable.

PE-202 Adaptive Physical Education

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This physical education course is designed for students with disabilities to participate in recreational and fitness exercises. This course may be repeated with the instructor's approval. May be repeated three times.

PE-203 Advanced Volleyball Skills and Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to give students the opportunity to develop advanced individual and team skills of offensive and defensive volleyball. Emphasis is placed on mental, physical, tactical and technical aspects of the game to increase each individual's level of competitiveness in match play. May be repeated three times.

PE-204 Advanced Softball Skills and Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to give students the opportunity to develop advanced individual and team skills of offensive and defensive softball. Emphasis is placed on mental, physical, tactical and technical aspects of the game to increase each individual's level of competitiveness in match play. May be repeated three times.

PE-208 Football Fundamentals and Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to present to each student basic defensive and offensive fundamentals and the basic principles of conditioning. May be repeated three times.

PE-211 Baseball Fundamentals and Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course includes individual and team skills of offensive and defensive baseball. The student will learn and understand the fundamentals of baseball. May be repeated three times.

PE-214 Advanced Baseball Skills

.5-2 Units: 18-72 hours of activity, per term, SC, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course presents defensive cutoff and relays, pick-off plays, pitching philosophies, biomechanics of pitching, situational pitching, hitting philosophy, situational hitting, psychological skill training, offensive and defensive strategies, base stealing techniques, fielding techniques and a variety of other skills. May be repeated three times.

PE-215 Basketball Fundamentals and Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

Individual and team skills of offensive and defensive basketball will be presented in the class, allowing individuals to learn and understand the fundamentals of basketball. May be repeated three times.

PE-218 Slim, Trim and Swim

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

Advisory: Good physical health.

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is intended to familiarize students with concepts of practical and overall physical fitness. It also gives the student an opportunity to explore and practice these concepts. Those concepts include: physical fitness parameters, practical tests, training for increased cardiopulmonary endurance and muscular endurance, and training for increased flexibility and speed. May be repeated three times.

PE-220 Water Polo Fundamentals

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 Prerequisite: Pass test for intermediate swimming

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course will concentrate on the fundamentals of water polo and will include: eggbeater, ball handling, passing, shooting, the ball goalie drills, offensive and defensive strategies. Students play positions of either goalie or as field player. May be repeated three times.

PE-260 Soccer Fundamentals and Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 Advisory: For intercollegiate soccer players.

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course will focus on the fundamentals and conditioning of soccer. May be repeated three times.

PE-261 Beginning Tae Kwon Do I, II

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU
 Tae Kwon Do, the ancient Korean Martial Art, is more than 2000 years old and is 'the way of fist and foot fighting.' It will help students to learn about the philosophy of Tae Kwon Do as a martial art and to develop patience, concentration, attention to detail, quick reflexes, stronger spirit, humility, inner awareness, and confidence. May be repeated three times.

PE-262 Intermediate Tae Kwon Do I, II

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU
 Prerequisite: PE 261 or demonstrated ability.

Tae Kwon Do, the ancient Korean Martial Art, is more than 2000 years old and is the way of fist and foot fighting. The student will learn about the philosophy of Tae Kwon Do as a martial art and to develop patience, concentration, attention to details, quick reflexes, strong spirit, humility, inner awareness and confidence. May be repeated three times.

PE-265 Basic Aikido

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to provide students with an introduction to the basics of the martial art of Aikido. Through working with partners, students learn to perform and to respond to defensive movements based on throws and pins. Through training in a traditional martial arts training hall, students participate in the etiquette and responsibilities of the art's culture. May be repeated three times.

PE-266 Intermediate Aikido

.5-2 Units: 18-72 hours of activity, per term, SC, DG, CSU, UC
 This course is designed to give students the opportunity to continue the study of Aikido. Students will gain deeper philosophical understanding of Aikido principles and learn a series of intermediate level techniques, including forms of throwing, immobilizations, and proper techniques for safe falls. May be repeated three times.

PE-267 Cardio-Kickboxing

.5-2 Units: 18-72 hours of activity, per term, SC, DG, CSU, UC
 This course is designed to improve cardiovascular and respiratory fitness through a combination of kick-boxing and aerobic dance. Each student will improve his/her coordination, strength and flexibility by using the fundamental skills of kick-boxing, kicking, punching and defensive routines to music. Toning of muscles and proper diet are also covered. At the end of class each student will gain self-confidence and self-esteem as skill level improves. May be repeated three times.

PE-268 Walking for Fitness

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
 This course is designed for students who would like to utilize walking as a fitness enhancing activity. Walking routes will be both on the track and around the campus. Topics include: fitness assessment, health assessment, equipment and safety, walking and stretching techniques, nutrition basics, motivation, program design and evaluation. May be repeated three times.

PE-269 Body Sculpting

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).
 This course is designed for each student to achieve noticeable improvement in muscular strength, tone, muscular endurance and flexibility. Each student will participate in a personal fitness assessment. The student's program will consist of stretching techniques, aerobic conditioning and strength development techniques to music. Sport nutritional topics will also be discussed. May be repeated three times.

PE-270 Yoga

.5-2 Units: 18-72 hours of activity, per term, SC, DG, CSU, UC
 This course is designed to explain, demonstrate, and provide practice of various basic and beginning Yoga postures and breathing exercises. Historical and philosophical background of traditional Yoga will also be presented. This course is designed to allow students to participate and progress at their own pace. This course may emphasize one of the following styles of Yoga: Hatha, Karma, Raja, Santra, Jnana, etc. May be repeated three times.

PE-271 Futsal

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC
 This class is a Brazilian form of indoor soccer. The class will teach all participants the basic skills of the game, which include passing, shooting, dribbling and controlling the ball. Once the basic skills are mastered, players will be divided into teams and a tournament will be organized and played. Each team will be composed of five players, thus this format will allow each participant many touches of the ball, an essential prerequisite to improving on all the skills of the game. May be repeated three times.

PE-272 Theory of Soccer

2 Units: 36 hours of lecture, per term, LR, DG, CSU, UC

This course is designed to introduce the student to the history, strategy and tactics of soccer. The course will include a section on the laws of the game, a historical overview of the game from its inception, a basic study of offensive and defensive strategies and finally a study of game specific tactics. Not repeatable.

PE-273 Yoga for Strength

.5-2 Units: 18-72 hours of activity, per term, SC, DG, CSU

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to increase the strength of Yoga students and will explain, demonstrate, and provide practice of various Yoga postures emphasizing strength. This course will allow students to progress at their own pace while challenging them to progress. May be repeated three times.

PE-274 Self-Defense

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course introduces students to martial arts techniques for self-defense. Self-defense refers to actions taken by a person to prevent another person from causing harm to one's self, property or home. Students will develop patience, concentration, quick reflexes, inner awareness, and self-confidence. This course is intended to give the layperson some instruction in self-defense in a short period of time. May be repeated three times.

PE-275 Qigong

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course is designed to introduce students to Qigong. Qigong refers to a variety of practices that involve movement and regulated breathing designed to improve mind and body. Qigong is practiced for health maintenance purposes and is component of Chinese martial arts. Students will improve their health and prevent illnesses by combining a set of breathing exercises, meditation techniques, and movement exercises. Qigong contributes to health benefits through stress reduction, exercise, and relaxation. May be repeated three times.

PE-276 Intermediate Skills and Tactics of Soccer

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is for students who have some experience playing soccer and want to further develop their skills and tactical understanding. May be repeated three times.

PE-278 Self Defense for Women

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU, UC

This course meets partial CSU General Education requirement for Area E-Lifelong Understanding and Self-Development (verify limitations listed in Catalog, Ch.3).

This course is designed to instruct women in the art of self defense. Students will learn some of the basic principles of self-defense that will enable them to develop control of their lives. May be repeated three times.

PE-280 Academic Planning for Student Athletes

1 Unit: 18 hours of lecture, per term, SC, ND

This course is a multi-disciplinary approach designed to address the issues facing today's student athlete in regard to academic success. The course will introduce and familiarize all new prospective student athletes with college programs, support services, academic expectations, procedures, policies and student life. The course will cover admission procedures, assessment, educational planning, study skills, time management and other components that underlie students' academic success. There will be discussion on requirements for institutional certificates, AS and AA degrees, NCAA rules for student athlete transfers to 4-year institutions, COA (community college athletics) eligibility rules and students' specific eligibility situations. Not repeatable.

PE-281 Student/Athlete Orientation

.5 Units: 9 hours of lecture, per term, SC, DG

This short-term course is designed as an orientation to Contra Costa College Athletics for incoming student/athletes. College expectations, procedures, and services will be discussed. Student/athletes will be presented with information concerning the special nutritional need of competitive athletes, and information to keep themselves free from injuries. Not repeatable.

PE-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Physical Education under the direction of an instructor. May be repeated three times.

PE-379 Advanced Soccer Skills and Conditioning

.5-2 Units: 18-72 hours of activity, per term, LR, DG, CSU

This course is designed for advanced soccer players to prepare to play on the intercollegiate team in the season of play. Emphasis is placed on mental, physical, tactical and technical aspects of the game to increase each individual's level of competitiveness in match play. May be repeated three times.

PE-900N Creative Movement

This course will teach students about tension and relaxation, breathing, centering the body while moving, and self-energizing techniques. It will emphasize the student's own unique rhythm and help the student to develop balance. May be repeated indefinitely.

PE-905N Fitness After Fifty

This course will help the older adult over 50 revitalize his or her life. Students will explore and practice ways of maintaining and increasing health and fitness and learn positive approaches to aging. Focus will be on exercises, relaxation, the relationship of emotions to muscles, breathing techniques, nutrition and liquid intake, and positive self-reinforcement. These exercises may utilize the activities related to swimming, dancing, weight training, tennis or other activities. May be repeated indefinitely.

PE-908N Stretching and Movement Efficiency

Using stretching and movement techniques, this course will promote and increase, as much as is possible, each person's mobility, flexibility and endurance, individual identity, developing self-worth and acceptance of others. May be repeated indefinitely.

PE-909N Isometrics

Through experimental, repetitive, additive isometric exercises, the individual will gain independent control over isolated muscle groups in the body, build strength, allow for choices of movement, tone the body, and expand concentration. May be repeated indefinitely.

PE-910N Physical Conditioning for Disabled and Older Adults

This course demonstrates to students with disabilities the importance of exercise and good nutrition. The emphasis is on the use of recreational and fitness exercises as a means to improve one's health, coordination, self-concept and sensory motion awareness. May be repeated indefinitely.

PE-911N T'ai Chi Chih!

Through knowledge and practice of this T'ai Chi Chih course, the student will experience increased energy, ability to concentrate, a sense of calmness and peace of mind, release of tensions, balance, healing, and breathing and sound techniques. May be repeated indefinitely.

Physics (PHYS)

Some possible careers:

Engineer, chemist, geophysicist, geologist, astronomer, electro-optical engineer, aerodynamist, airplane navigator, ballistics expert, biophysicist, science writer/editor, research/lab assistant, physicist, seismologist, streets analyst, patent agent/attorney.

Major - Associate in Science Degree -

Physics..... 39 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Required courses, with suggested sequence:

1st semester

5 units CHEM 120 General College Chemistry I
 5 units MATH 190 Analytic Geometry and Calculus I

2nd semester

4 units PHYS 130 General Physics I
 3 units MATH 191 Analytic Geometry and Calculus II

3rd semester

4 units PHYS 230 General Physics II
 3 units MATH 200 Introduction to Linear Algebra
 4 units MATH 290 Analytic Geometry and Calculus III

4th semester

4 units PHYS 231 General Physics III
 3 units MATH 292 Introduction to Differential Equations
 4 units COMP 251 Fundamentals of Computer Science C++
 or 4 units COMP 257 JAVA with Object-Oriented Programming

PHYS-100 Topics in Physics

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Physics. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

PHYS-110 Descriptive Physics

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area B1-Physical Science, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course presents a descriptive study of the fundamental laws of forces, motion, heat, electricity, magnetism, optics and modern physics, with discussions and experimental illustrations. The emphasis will be on the impact of physics on the layman. This course is not open to students who have completed any course in college physics. Not repeatable.

PHYS-110L Descriptive Physics Laboratory

1.5 Units: 18 hours of lecture, 36 hours of laboratory, per term, SC, DG, CSU, UC

Co-requisite: PHYS 110

Advisory: MATH 118 This course meets the CSU General Education requirement for Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This physics laboratory course is designed to augment PHYS 110. Students will perform one experiment per week, and will investigate such phenomena as gravity, buoyancy, electricity and nuclear reaction. Not repeatable.

PHYS-120 General College Physics I

4 Units: 90 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: MATH 171

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

PHYS 120 presents a general study of properties of matter, mechanics, heat and sound, with related laboratory experiments. This course does not fulfill the requirements in physics for the engineering or physical science major. Not repeatable.

PHYS-120H General College Physics I (Honors)

4 Units: 90 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: MATH 180 or 190.

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course differs significantly from PHYS 120 only in the inclusion of calculus-based developments and applications. Not repeatable.

PHYS-121 General College Physics II

4 Units: 90 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: PHYS 120 or 120H.

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

The course presents a general study of electricity and magnetism, optics, and atomic and nuclear theory with related laboratory experiments. This course does not fulfill the requirements in physics for the engineering or physical science major. Not repeatable.

PHYS-121H General College Physics II (Honors)

4 Units: 90 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: PHYS 120H

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course presents a general study of electricity and magnetism, optics, and atomic and nuclear theory with related laboratory experiments. This course does not fulfill the requirements in physics for the engineering or physical science major. This course differs significantly from PHYS 121 only in the inclusion of calculus-based development and applications. Not repeatable

PHYS-130 General Physics I

4 Units: 90 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Co-requisite: MATH 191

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

For students majoring in engineering, physics and chemistry, this course presents a lecture and laboratory study of mechanics and properties of matter, statics and dynamics of translation and rotation, fluid mechanics, wave motion and sound. Not repeatable.

PHYS-230 General Physics II

4 Units: 90 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: PHYS 130 and MATH 290

Co-requisite: MATH 290 may be taken concurrently.

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course is a continuation of PHYS 130. The fundamentals of electricity and magnetism will be presented, including study of electric fields, potential, resistance, current electricity, DC networks, magnetism, inductance, alternating current, electromagnetic waves and electronics. Not repeatable.

PHYS-231 General Physics III

4 Units: 90 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: PHYS 230

This course meets the CSU General Education requirement for Area B1-Physical Science, Area B3-Laboratory Activity, and the IGETC for Area5: Physical and Biological Sciences under Physical Sciences.

This course is a continuation of PHYS 230. This semester covers three largely independent topics in physics: Thermal physics, including temperature, basic heat flow and the laws of thermodynamics; Optics, including both geometric and physical optics; and 20th Century physics, which covers special relativity, introductory quantum mechanics, and fundamental nuclear physics. Not repeatable.

PHYS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Physics under the direction of an instructor. May be repeated three times.

Political Science (POLSC)**Department/Program Description:****Some possible careers:**

Attorney, teacher, public administrator, consultant, policy analyst, public relations, journalist, international relations, paralegal, legislative aide, legislative advocate, elected or appointed public official, urban planner.

Major - Associate in Arts Degree -**Political Science 18 Units**

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	POLSC 125	Government of the United States
3 units	ECON 220	Introduction to Macroeconomic Principles
3 units	HIST 120	History of the United States (Colonial ~ 1865)
3 units	HIST 140	History of Western Civilization to the Renaissance
3 units	SOCIO 220	Introduction to Sociology

At least 3 semester units from the following:

3 units	ADJUS 120	Introduction to Administration of Justice
3 units	ADJUS 121	Basic Law
3 units	ANTHR 130	Cultural Anthropology
3 units	GEOG 130	Cultural Anthropology
3 units	HIST 110	Cultural Geography
3 units	HIST 121	History of United States (1865 ~ Present)
3 units	HIST 122	History of African Americans in the United States (Pre-Colonial ~ 1865)
or 3 units	HIST 123	History of African Americans in the United States (1865 ~ Present)
3 units	HIST 124	History of California
3 units	HIST 155	Asian American History
3 units	HIST 160	History of Women in America (Pre-Colonial to 1860)

- 3 units HIST 161 History of Women in America (1861 to Present)
- 3 units LARAZ 113 Introduction to Analysis of American Political Institutions
- 3 units POLSC 225 Dynamics of African American Politics in America

POLSC-100 Topics in Political Science

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Political Science. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

POLSC-125 Government of the United States

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D8-Political Science, Government, and Legal Institutions, the IGETC for the Area 4: Social and Behavioral Sciences-Area 4H-Political Science, Government & Legal Institutions and the CSU U.S. History, Constitution & American Ideals.

This course examines U.S. Constitution and the U.S. system of government at the national and state levels; the course covers both U.S. and California political processes and institutions. The rights, obligations, and participation of citizens will be discussed. The course will also highlight contemporary relationships of state and local government, the resolution of conflicts and the establishment of cooperative processes under the constitutions of both the state and the nation and the political processes involved. Significant events since the American Revolution and the contributions of women and ethnic groups will also be examined. The cultural diversity of the U.S. and California will be emphasized. Not repeatable.

POLSC-225 Dynamics of African American Politics in America

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D8-Political Science, Government, and Legal Institutions, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies and Area 4: Social and Behavioral Sciences-Area 4H-Political Science, Government & Legal Institutions.

This course describes and analyzes political problems and trends affecting the African American in America. Study of the Constitution of the United States and the rights, participation and obligations of African American citizens. Significant events in history will be examined and discussed. Not repeatable.

POLSC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Political Science under the direction of an instructor. May be repeated three times.

POLSC-300 Field Studies

.1-4 Units: 5.4-72 hours of lecture and/or 10.8-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated four times.

Psychology (PSYCH)

Department/Program Description:

Some possible careers:

Psychiatrist, social worker, clergy member, counselor, special educator teacher, psychometrist, recreational therapist, teacher probation officer, psychologist, market-research analyst, penologist, personnel manager, criminologist, job analyst, child psychologist, lawyer.

Major - Associate in Arts Degree -

Psychology 18 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

- 3 units PSYCH 120 Human Sexuality
- 3 units PSYCH 126 Child Development
- 3 units PSYCH 130 Psychology of Personality and Growth
- 3 units PSYCH 220 General Psychology

At least 6 semester units from the following:

- 3 units PSYCH 118 Psychology of Individual and Group Behavior
- 3 units PSYCH 121 Personal Issues in Human Sexuality
- 3 units PSYCH 122 Individual Adjustment
- 3 units PSYCH 128 Life Span Psychology
- 3 units PSYCH 135 Psychology of Women
- 3 units PSYCH 140 Psychology of African Americans
- 3 units PSYCH 142 Introduction to Psychology of LaRaza
- 3 units PSYCH 222 Culture and Ethnicity in Social Psychology

PSYCH-100 Topics in Psychology

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Psychology. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

PSYCH-102 Career and Life Planning

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirements for Area E-Lifelong Understanding and Self-Development.

This course assists students in learning to identify personal values, interests, skills and aptitudes. Through analyzing career assessment information, students will examine various career alternatives. Students will research the specific responsibilities, the educational and training requirements, and labor market outlook for specific occupations. Students will explore the process of effective decision-making and goal setting strategies and learn to identify their most valuable characteristics for career satisfaction. This course will also develop effective job search strategies in order to gain employment opportunities. Not repeatable.

PSYCH-103A Personal Development for College Success

1.5 Units: 27 hours of lecture, per term, LR, DG, CSU, UC

This course will focus on personal development as a foundation for college success. Students will have an opportunity to engage collaboratively with other students in a format that promotes team building. Topics covered will include: developing communication skills, self-esteem, self-image, values clarification, motivation and goal setting, personal identity and cultural issues. The course also offers a particular emphasis on major and career exploration. Not repeatable.

PSYCH-103B Ensuring Transfer Success

1.5 Units: 27 hours of lecture, per term, LR, DG, CSU

This course focuses on the transfer process with particular emphasis on the systems of higher education in California (CSU, UC and private colleges and universities). This course will cover transfer preparation including admissions requirements for transfer, general education requirements and how to prepare for a particular major. Financial aid resources, scholarships, writing personal statements, accessing internet resources for transfer and financial aid, and completing the college admissions application will also be covered. Students will be able to explore their personal and academic goals as they prepare for transfer. Not repeatable.

PSYCH-104 College Study Skills

1-3 Units: 18-54 hours of lecture, per term, SC, DG, CSU

This course helps students analyze study difficulties. Study skills and techniques will be developed through group discussion and individual projects. Not repeatable.

PSYCH-118 Psychology of Individual and Group Behavior

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirements for Area E-Lifelong Understanding and Self-Development.

This course presents a study of human needs as related to everyday problems of individual adjustment and group behavior through the utilization of group discussion techniques, assigned reading, and weekly journals. Not repeatable.

PSYCH-120 Human Sexuality

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D4-Gender Studies, E-Lifelong Understanding and Self-Development, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4D-Gender Studies. This course has been additionally approved to be offered in a Distance Education, Online, format.

This course introduces the biological, social, and personal aspects of human sexuality. The dominant dimension is the development of a psychosocial perspective of human sexual behavior. Not repeatable.

PSYCH-121 Personal Issues in Human Sexuality

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirements for Area E-Lifelong Understanding and Self-Development.

This course will be presented in a lecture and group dynamics format with a focus on personal issues in areas such as sexual communication, values clarification, and conflict resolution. Not repeatable.

PSYCH-122 Individual Adjustment

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course stresses the complexities inherent in healthy personal adjustment and helps the student to identify theoretical and practical strategies for dealing with everyday challenges and threatening events, from birth to death. Not repeatable.

PSYCH-123 Experimental Psychology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course covers the experimental method and design in behavioral science. This course is also designed for students to develop an understanding of the concepts and logic of experimentation and to develop clear and concise thinking for the evaluation and criticism of information regarding human behavior. Not repeatable.

PSYCH-126 Child Development

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirements for Area D9-Psychology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4I-Psychology.

This course examines various theories of child development and applications of child rearing practices from conception to adolescence, with emphasis on the preschool and childhood years. Students will gain an appreciation of the young child as a growing person developing personal relationships and meeting various tasks in such social settings as the family, peer group and school. Not repeatable.

PSYCH-128 Life Span Development

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education requirements for Areas D9-Psychology and E-Lifelong Understanding and Self-Development.

This course focuses on life span development with an emphasis on how every stage of human life offers opportunities for personal growth and enrichment. This telecourse features 5 one-hour television programs and 26 half-hour audio programs offering developmental insights emerging from current research in psychology, sociology, anthropology, and biology. Powerful documentaries introduce real stories from each "Season of Life" and give a rich picture of the human life span. Not repeatable.

PSYCH-130 Psychology of Personality and Growth

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirements for Area D9-Psychology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4I-Psychology.

This course will study personality theories relevant to personal growth, and will examine psychological concepts useful in understanding human personality functioning and development. Study of psychological techniques that promote individual growth will be included. Not repeatable.

PSYCH-132 Introduction to Abnormal Psychology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirements for Area D9-Psychology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4I-Psychology.

This course is designed to provide an overview of abnormal behavior. The student will explore the concept of abnormal or maladaptive behavior and the theoretical approaches to the explanation of psychological disorders. The student will also explore the biological, psychological and social factors, which must be considered in the explanation and treatment of maladaptive behaviors. Not repeatable.

PSYCH-135 Psychology of Women

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirements for Area D9-Psychology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4D-Gender Studies and Area 4: Social and Behavioral Sciences-Area 4I-Psychology.

This course studies the physical and psychological aspects of women, taking into account both social influences and individual development. Not repeatable.

PSYCH-140 Psychology of African Americans

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D9-Psychology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies and Area 4: Social and Behavioral Sciences-Area 4I-Psychology.

This course studies, interprets and analyzes factors to be considered in the psychological development of African American people. It will provide a theoretical and practical framework through which study and analysis of key factors in the psychological development of African Americans/Blacks living in a Western European-centered society can be considered. In this course, a psycho-historical approach will be used to critically examine traditional notions and accepted concepts within the psychology discipline that frame the discourse and study of Black people, their behavior, culture and communities. In doing so, past and present experiences of Africans living in the United States and the implications of Western mainstream psychology will be investigated. The course will also look at authentic Black identity beginning with African through the trans-Atlantic slave trade, and will surf the current phenomena of Black experiences including the Hip Hop and Rap Movement, and the impact of the media on the psycho-social well being of the community. We will inspect and dissect current psycho-historical research, theory and practice around notions of Black identity and behavior and gauge its accuracy and relevance through a culturally specific African-centered lens. Not repeatable.

PSYCH-220 General Psychology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirements for Area D9-Psychology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4I-Psychology. This course has been additionally approved to be offered in a Distance Education, Telecourse, format.

This introduction to the field of psychology as a science includes the scientific approach to such basic aspects of behavior as growth, thinking, learning, memory, sensation, perception, motivation, adjustment, emotion, personality, related physiological and anatomical factors, as well as social-cultural influences. Not repeatable. (CAN PSY 2)

PSYCH-222 Culture and Ethnicity in Social Psychology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D3-Ethnic Studies, D9-Psychology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies and Area 4: Social and Behavioral Sciences-Area 4I-Psychology.

This course will provide students with a broad general understanding of many of the common topics in social psychology, such as relationships between social behavior and good attitudes, self-concept, mass communication, and group process. In addition, culture and ethnicity issues will be integrated into each topical area. Specific comparisons of the social experience of racial and ethnic groups in the United States of America will provide the foundation for lectures and discussions. Classic and contemporary research pertinent to racial and ethnic group will be presented to help students understand themselves and others in a cultural/ethnic context and to heighten their awareness of cultural and ethnic diversity. Relevant contemporary research will be used to heighten student awareness of cultural and ethnic diversity. Not repeatable.

PSYCH-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Psychology under the direction of an instructor. May be repeated three times.

PSYCH-300 Field Studies

.1-4 Units: 5.4-72 hours of lecture and/or 10.8-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated four times.

Public Service Education (PUBSR)

PUBSR-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU
Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

PUBSR-100 Topics in Public Service Education

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Public Service Education. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

PUBSR-129 Lifeguard Training

1 Unit: 18 hours of lecture, 18 hours of activity, per term, LR, DG, CSU
This course is designed to teach lifeguard candidates the knowledge and skills needed to prevent and respond to aquatic emergencies. The course content and activities prepare candidates to recognize and respond quickly and effectively to emergencies. Students will also acquire necessary skills to prevent drowning and injuries. May be repeated three times.

PUBSR-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Public Service Education under the direction of an instructor. May be repeated three times.

picked-up from School of Allied Health Sciences campus at 938 Marina Way South, Richmond, CA 94804 or at (510) 231-5000. Students may earn the A.S.degree by successfully completing all the courses required for the major with a grade of :C" or better, and four additional CCC general education breadth requirements with a GPA of 2.0 or better. For more information, visit the Kaiser Permanente website at www.kpsahs.kp.org or contact a CCC counselor at (510) 235-7800 ext. 4255.

Major - Associate in Science Degree -

Radiological Science 70.1 Units

An Associate in Science degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

2.4 units	RADSC 010	Radiologic Physics & Instrumentation I (Radiographic Physics)
		Radiographic Procedures I
2.5 units	RADSC 011	Introduction to Medical Imaging
2 units	RADSC 012	Clinical Experience I
1.3 units	RADSC 013	Radiologic Physics & Instrumentation II (Medical Terminology)
2 units	RADSC 020	Radiographic Procedures II
		Patient Care Procedures
2.4 units	RADSC 021	Clinical Experience II
1.4 units	RADSC 022	Radiological Physics & Instrumentation III (Image Production II)
3.3 units	RADSC 023	Radiographic Procedures III
2 units	RADSC 030	Computer Applications in Medical Imaging
		Clinical Experience III
2.4 units	RADSC 031	Image Evaluation & Quality Control
0.8 units	RADSC 032	Radiographic Procedures IV
3.3 units	RADSC 033	Radiation Biology & Protection
1.4 units	RADSC 040	Clinical Experience IV
2 units	RADSC 041	Advance Imaging Procedures
2.3 units	RADSC 042	Sectional Anatomy for Radiographers
4 units	RADSC 043	Clinical Experience V
1.6 units	RADSC 050	Fluoroscopy & Quality Assurance
1.7 units	RADSC 051	Applied Pathology for Radiographers
6.2 units	RADSC 053	Clinical Experience VI
2 units	RADSC 060	Fluoroscopy & Quality Assurance
1.2 units	RADSC 061	Applied Pathology for Radiographers
5.9 units	RADSC 062	Clinical Experience VII
1.2 units	RADSC 070	Applied Radiography Topics
0.6 units	RADSC 071	Professional Development
6.2 units	RADSC 072	Clinical Experience VIII
1.8 units	RADSC 080	Program Review
6.2 units	RADSC 081	Clinical Experience VIII

Radiological Science (RADSC)

Department/Program Description:

Contra Costa College (CCC) offers an Associate in Science degree in Radiological Science for those students who successfully complete the major in Radiological Science offered by Kaiser Permanente in Richmond.

Prerequisites for the Radiography program include:

MATH 120	Intermediate Algebra
BIO SC 132	Human Anatomy
BIO SC 134	Human Physiology
ENGL 001A	Written Communication
SPCH 120 or 128	Oral Communication
and	Computer Proficiency

The prerequisites must be completed with a grade of "C" or better. Admission into the Radiography Program is competitive. An application for admission can be downloaded from Kaiser Permanente website or

Real Estate (RE)

Department/Program Description:

Since the dream of every citizen in California is to someday own/possess real property, the real estate program seeks to 1) help students understand and appreciate the benefits and responsibilities involved in owning real property; 2) learn about the commercial (and personal) aspects of accumulating and transferring real estate; and 3) preparing for successful completion of the California Department of Real Estate Salesperson Examination.

Some possible careers:

Real estate salesperson, real estate broker, mortgage company lender, real estate instructor, real estate appraiser.

Major - Associate in Arts Degree - Real Estate

Certificate of Achievement - Real Estate 25 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better. A Certificate of Achievement may be earned by completing all the courses required for this major with a grade of "C" or better.

Courses required for the major/certificate:

3 units	RE 160	Real Estate Principles
3 units	RE 161	Legal Aspects of Real Estate
3 units	RE 162	Real Estate Appraisal
3 units	RE 163	Real Estate Practice
3 units	RE 164	Real Estate Finance
4 units	BUS 186	Principles of Accounting

Plus, any two of the following courses:

3 units	RE 165	Real Estate Escrows
3 units	RE 168	Property Management
3 units	RE 262	Real Estate appraisal II
3 units	BUS 294	Business Law

RE-100 Topics in Real Estate

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Real Estate. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

RE-160 Real Estate Principles

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course covers basic laws and principles of California real estate and provides understanding, background and terminology necessary for advanced study in specialized courses. This course is designed to assist those preparing for the real estate examination. The California Department of Real Estate requires completion of this course, together with Real Estate Practice, RE-163, and one elective real estate course prior to taking the salesperson's license examination. Not repeatable.

RE-161 Legal Aspects of Real Estate

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course presents a study of California real estate law, including rights incidental to property ownerships and management, agency contracts and application to real estate transfer, conveyances, probate proceedings, trust deeds and foreclosure, as well as recent legislation covering real estate transactions. This course applies toward the educational requirement for the salesperson/agent's and broker's examinations. Not repeatable.

RE-162 Real Estate Appraisal

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course introduces purposes of appraisals, appraisal processes, and different approaches, methods and techniques used to determine values of various types of property. Emphasis will be on residential and single-unit property. This course applies toward the educational requirement for the broker's examination. Not repeatable.

RE-163 Real Estate Practice

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course presents the day-to-day operation in real estate sales and brokerage, including listing, prospecting, financing, sales techniques, escrow and ethics. Completion of this course, together with RE-160 (Real Estate Principles) is required prior to taking the California Department of Real Estate salesperson's examination. Not repeatable.

RE-164 Real Estate Finance

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course includes as topics to be covered, the analysis of real estate lending policies and problems in financing; transactions in residential apartment, commercial and special purpose properties. Methods of financing properties will be emphasized. This course applies toward the state educational requirements for the salesperson's/agent's and broker's examinations. Not repeatable.

RE-165 Real Estate Escrow

3 Units: 54 hours of lecture, per term, SC, DG

This course is an introduction to escrow procedures in California, including the escrow process, title insurance, title search, holding title, finance, pro-rations, escrow instructions and documents, and closing the escrow process. This course may be applied toward the educational requirements for salesperson/agent or broker's examinations. Not repeatable.

RE-168 Real Estate Property Management

3 Units: 54 hours of lecture, per term, SC, DG

This course is an introductory course in California property management. Topics to be covered include income property valuation, residential and non-residential marketing and management, the real estate investor, and the legal and insurance requirements of property management. This course may be applied toward the educational requirements for the salesperson/agent and broker's examinations. Not repeatable.

RE-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Real Estate under the direction of an instructor. May be repeated three times.

Refrigeration and Appliance Repair (REFRG)

Certificate of Accomplishment: Household Survival:

Maintenance and Repair..... 4 Units

A Certificate of Accomplishment may be earned by completing all the courses required for this major with a grade of "C" or better.

Course required for the certificate:

4 units REFRG 123 Household Survival: Maintenance and Repair

REFRG-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG, CSU

Prerequisite: Employment in career-related field.

For more information on this course, refer to Cooperative Education. Units are determined by number of hours worked.

This course offers on-the-job learning experiences for employed students, whether paid or volunteer, in cooperation with their employers. If students' career goals are directly related to their work experience, they can earn up to four units per term. Students must be enrolled in at least seven units, including their cooperative education units (proportionately fewer in summer session). May be repeated three times.

REFRG-100 Topics in Refrigeration and Appliance Repair

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Refrigeration and Appliance Repair. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

REFRG-123 Household Survival: Maintenance and Repair

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

This course is the study of household maintenance. Students will learn how to perform preventive maintenance and basic repair to plumbing, electrical, carpentry, and sheetrock. Students will also learn earthquake readiness duties. Not repeatable.

REFRG-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Refrigeration and Appliance Repair Technology under the direction of an instructor. May be repeated three times.

Social Science (SOCSC)

SOCSC-100 Topics in Social Science

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Social Science. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

SOCSC-140 Contemporary Women

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Areas D0-Sociology, Criminology, and D4-Gender Studies, the IGETC for Area 4: Social and Behavioral Sciences-Area 4D-Gender Studies and Area 4: Social and Behavioral Sciences-Area 4G-Interdisciplinary, Social & Behavioral Sciences.

This course emphasizes investigating and understanding the situation of contemporary women, including discussion of issues as they relate to race, culture, and ethnic diversity. The dynamics and impact of sex role socialization, institutional and political structures on women will be analyzed. Current issues and trends that affect women in today's society will be introduced and discussed. Not repeatable.

SOCSC-296 Contemporary Issues

1-3 Units: 18-54 hours of lecture, per term, SC, DG, CSU

This course presents a multi-disciplinary approach to a contemporary issue or social condition by showing the applicability of relevant social science concepts (e.g. culture, power, wealth, social stratification, ethnicity, and location) and factual information to an increased understanding of the issue identified by faculty, students, or the community. Issues will be restricted to problems of social conditions rather than subject matter areas that provide a definite focus for the application of appreciate concepts. Emphasis will be placed on student initiative and inquiry. May be repeated three times.

SOCSC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Social Science under the direction of an instructor. May be repeated three times.

Sociology (SOCIO)

Some possible careers:

Urban planner, reporter, social worker, clinical sociologist, probation officer, social problem specialist, personnel manager, government administrative officer, clergy member, demographer, consumer affairs consultant, applied statistician, social ecologist, teacher, consultant, pollster, marketing researcher.

Major - Associate in Arts Degree - Sociology..... 18 Units

An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	POLSC 125	Government of the United States
3 units	PSYCH 220	General Psychology
3 units	SOCIO 220	Introduction to Sociology
3 units	SOCIO 221	Social Problems

At least 6 semester units from the following:

3 units	ANTHR 130	Cultural Anthropology
3 units	GEOG 130	Cultural Geography
3 units	HIST 120	History of the United States (Colonial ~ 1865)
3 units	HIST 121	History of the United States (1865 ~ Present)
3 units	PSYCH 128	Life Span Psychology
3 units	PSYCH 130	Psychology of Personality and Growth
3 units	PSYCH 222	Culture and Ethnicity in Social Psychology
3 units	SOCIO 225	Sociology of African Americans
3 units	SOCIO 245	Sociology of Race and Ethnicity
3 units	SOCIO 250	Discussing Social and Cultural Issues
3 units	SOCSC 140	Contemporary Women
3 units	SOCSC 234	Applied Descriptive Statistics
3 units	SOCSC 296	Contemporary Issues

SOCIO-100 Topics in Sociology

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Sociology. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

SOCIO-220 Introduction to Sociology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education requirement for Area D0-Sociology and Criminology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4J-Sociology & Criminology. This course has been additionally approved to be offered in a Distance Education, Online and Telecourse, format.

This course presents a broad, introductory overview of society today from various angles of investigation, and examines how morality and personality are shaped by the community, how role-playing and status structures keep society working and predictable, and how institutions such as the family and religion meet important human needs. Also included will be an analysis of the social class system, the exercise of power, role relations, problems of population pressures on the environment, and the search for community. This is an ideal course for the beginning student. Not repeatable.

SOCIO-221 Social Problems

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D0-Sociology and Criminology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4J-Sociology & Criminology.

The course presents a broad introductory overview of contemporary social problems. Using a variety of sociological perspectives, students will analyze, critique, and propose solutions to social problems. Topics to be discussed include: the three core sociological theoretical perspectives; sociological methods; social institutions such as government, the economy, the family, health-care systems, and education; social inequality such as racism, poverty, and sexism; unconventional or deviant behavior in the form of crime and delinquency, alcohol and drug abuse, pornography and the sex trade; and global concerns such as violence, war, and terrorism. This course will also examine the impact of social problems on racial and ethnic groups with roots in Africa, Asia, Pacific Islands, Europe, Central America, North America, and South America. Additionally, this course will address conceptual issues relevant to understanding ethnicity, culture, and pluralism and their influences upon the ways that people in the United States of America think about themselves and approach issues and problems that confront their society. Comparative analyses of social problems as they relate to various cultural groups, such as African, European, Asian, and Latino, will be emphasized. Not repeatable.

SOCIO-225 Sociology of African Americans

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D0-Sociology, Criminology, and D3-Ethnic Studies, the IGETC for Area 4: Social and Behavioral Sciences-Area 4C-Ethnic Studies and Area 4: Social and Behavioral Sciences-Area 4J-Sociology & Criminology.

This course presents a sociological analysis of African American societies in the United States. Topics include political, economic, religious, judicial and familiar organizations of African American communities, the effects of the dominant society on these institutions, and recent African American socio-political movements. Not repeatable.

SOCIO-234 Introduction to Statistics in the Social Sciences

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is designed to introduce the student to the study of statistics and probability with an emphasis on collecting, organizing, and analyzing data. Topics include sample design; random numbers; histograms and frequency distributions; measures of central tendency; dispersion and position; normal and standard normal distributions; correlation and regression coefficients; contingency tables; introductory probability; scatter-plots, time lines, and recoding and transforming variables. Not repeatable.

SOCIO-245 Sociology of Race and Ethnicity

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education requirement for Area D0-Sociology and Criminology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4J-Sociology & Criminology.

This course is a study of the ideas, values, norms, ideologies, attitudes, beliefs, and systems that are used to produce and answer questions about race and ethnicity. The course will cover the historical development of the concepts of race and ethnicity as well as investigate and analyze their contemporary usage. This course will also include the comparative analysis of racial and ethnic groups with roots in Africa, Asia, Pacific Islands, Europe, Central America, North America, and South America. Not repeatable.

SOCIO-250 Critical Thinking About Social and Cultural Issues

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC
 This course meets the CSU General Education requirement for Area D0-Sociology and Criminology, and the IGETC for Area 4: Social and Behavioral Sciences-Area 4J-Sociology & Criminology.
 This course presents an introduction to sociological theory, a discussion of cultural problems and issues, and their social implications. This course examines critical reasoning in sociology as a process of questioning, analyzing and evaluating oral and written ideas, concepts, and interpretations of the political, economic and social issues and patterns found in human societies. This process will include an introduction to the principles of logic, the structure of language, the scientific method, and prevailing theoretical models in sociology. Specific writing skills will be developed through a series of increasingly complex analytical essays and through instruction in metaphor, analogy, comparing and contrasting, the nature of evidence, as well as essay structure and expression. The goal is for students to learn how to identify sociological viewpoints together and analyze sociological information, to recognize sociological relationships and patterns, and to see the relevancy of sociological insights and theories as a background for understanding current events and issues. Not repeatable.

SOCIO-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU
Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.
 This course is designed for selected students to pursue independent study in Sociology under the direction of an instructor. May be repeated three times.

SOCIO-300 Field Studies

.1-4 Units: 5.4-72 hours of lecture and/or 10.8-216 hours of laboratory, per term, SC, DG
 This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

Spanish (SPAN)

Some possible careers:
 Translator, foreign service officer, diplomat, special government agent, library cataloger, foreign student adviser, import/export agent, manuscript reader/editor, foreign language newswriter, museum technician, teacher, research assistant, tour guide, travel agent, interpreter, social worker, advertising, communications, international business, medical fields.

Major - Associate in Arts Degree - Spanish 29 Units
 An Associate in Arts degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of "C" or better.

Courses required for the major:

3 units	ENGL 001A	Composition and Reading
3 units	HIST 140	History of Western Civilization to the Renaissance
3 units	HIST 141	History of Western Civilization Since the Renaissance
5 units	SPAN 120	First-Semester Spanish
5 units	SPAN 121	Second-Semester Spanish
5 units	SPAN 220	Third-Semester Spanish
5 units	SPAN 221	Fourth-Semester Spanish

SPAN-100 Topics in Spanish

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU
 This course covers topics in Spanish. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

SPAN-110 Conversational Spanish I

3 Units: 54 hours of lecture, per term, SC, DG
 This is a beginning course in communication with extensive oral practice in Spanish and a study of the cultures of the Hispanic world. Emphasis will be placed on practical vocabulary, pronunciation, idiomatic usage and basic grammar. This course is not designed for native speakers of Spanish. This course does not satisfy the academic requirements of the SPAN 120 series. Not repeatable.

SPAN-111 Conversational Spanish II

3 Units: 54 hours of lecture, per term, SC, DG
Advisory: SPAN 110
 This is the second part of a beginning course in communication with extensive oral practice in Spanish and a study of the cultures of the Hispanic world. Emphasis will be placed on practical vocabulary, pronunciation, idiomatic usage and basic grammar. This course is not designed for native speakers of Spanish. This course does not satisfy the academic requirements of the SPAN 120 series. Not repeatable.

SPAN-112 Conversational Spanish III

3 Units: 54 hours of lecture, per term, SC, DG, CSU
Advisory: SPAN 111
 This is the third part of a beginning course, with extensive oral practice in Spanish and a study of the cultures of the Hispanic world. Emphasis will be placed on practical vocabulary, pronunciation, idiomatic usage, and basic grammar. This course is not designed for native speakers of Spanish. It does not satisfy the academic requirements of the SPAN 120 series. Not repeatable..

SPAN-115 Spanish for Health Care Professionals

1 Unit: 18 hours of lecture, per term, SC, DG, CSU
 Available for 15 hours of continuing education for nurses.
 A specialized and intensive Spanish learning course designed to aid effective communication between patients/clients and various types of health care providers. Emphasis is on basic but practical vocabulary, as well as grammatical concepts needed to communicate with Spanish-speaking patients/clients at the hospital, at home, at the doctor's office or at the health care agency. Not repeatable.

SPAN-120 First-Semester Spanish

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 6: Language Other Than English. This course has been additionally approved to be offered in a Distance Education, Online, format.

This is a first-semester Spanish course. The goals are to communicate in Spanish through the development of skills in speaking, understanding, reading and writing, and to develop an appreciation of the cultures of the Hispanic world. Not repeatable.

SPAN-121 Second-Semester Spanish

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Advisory: SPAN 120

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), the IGETC for Area 3: Humanities and Area 6: Language Other Than English.

This is a second-semester Spanish course. The goals are to communicate in Spanish through the development of skills in speaking, understanding, reading and writing, and to develop an appreciation of the cultures of the Hispanic world. Not repeatable.

SPAN-220 Third-Semester Spanish

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Advisory: SPAN 121

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), and the IGETC for Area 6: Language Other Than English.

This is a third-semester language course conducted in Spanish to help the student develop communication skills. The course includes the interpretation and analysis of the cultures of Hispanic countries and an introduction to the study of Spanish and Latin American literature. Not repeatable.

SPAN-221 Fourth-Semester Spanish

5 Units: 90 hours of lecture, per week, SC, DG, CSU, UC

Advisory: SPAN 220

This course meets CSU General Education requirement for Area C2-Humanities (Literature, Philosophy, Foreign Language), the IGETC for Area 3: Humanities and Area 6: Language Other Than English.

This is a fourth-semester language course conducted in Spanish to help the student develop communication skills. The course includes the interpretation and analysis of the cultures of Hispanic countries and an introduction to the study of Spanish and Latin American literature. Not repeatable.

SPAN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG, CSU

Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Spanish under the direction of an instructor. May be repeated three times.

Speech (SPCH)**SPCH-100 Topics in Speech**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG, CSU

This course covers topics in Speech. Topics will be chosen to supplement and serve as additions to current offerings in the area, and will be announced each term in the current schedule of classes. May be repeated three times.

SPCH-110 Communication Skills

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides students with the opportunity to learn the fundamentals of communicating effectively in public speaking and interpersonal situations. Students will gain poise, confidence and the organizational skills necessary for effective speaking and listening in academic, community, social and career settings. They will learn how to analyze and adopt appropriate verbal and nonverbal behavior for different audiences, how to plan and practice speeches, how to listen and evaluate the communication of others, and how to engage in a variety of conversations and interviews. Not repeatable.

SPCH-120 Public Speaking

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets the CSU General Education Requirement for Area A1-Oral Communication, and the IGETC for Area 1: Oral Communication-Group C/

This course provides students the opportunity to gain confidence in a variety of speaking formats, including informative, persuasive, impromptu and narrative presentations. Students will gain proficiency in listening to and evaluating public speeches. They will develop a personal style of speaking in public. This course presents the principles of good oral communication, with attention given to research and delivery techniques and critical evaluation of public communication. Not repeatable.

SPCH-121 Critical Thinking

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course meets the CSU General Education Requirement for Area A3-Critical Thinking.

This course provides students with the opportunity to study the principles of reasoning and their application to the analysis and evaluation of social, political and marketplace communication. It examines the structure of argument, underlying assumptions, the quality of evidence used to support claims, the use of language, the discovery of formal and informal fallacies, and the effect of print and electronic media on argumentation. This course emphasizes the integration of critical thinking principles with techniques of effective written and spoken argument.

SPCH-1211 Critical Thinking (IGETC)

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC
 Prerequisite: ENGL 001A with a minimum grade of "C".

This course meets the CSU General Education Requirement for Area A3-Critical Thinking, and the IGETC for Area I: Critical Thinking-Group B.

This course provides students with the opportunity to study the principles of reasoning and their application to the analysis and evaluation of social, political and marketplace communication. It examines the structure of argument, underlying assumptions, the quality of evidence used to support claims, the use of language, the discovery of formal and informal fallacies, and the effect of print and electronic media on argumentation. This course emphasizes the integration of critical thinking principles with techniques of effective written and spoken argument. This course meets IGETC requirement for transfer. Essay writing requirement: 6,000-8,000 words. Not repeatable.

SPCH-122 Intercultural Communication

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course meets CSU General Education requirement for Areas C2-Humanities (Literature, Philosophy, Foreign Language) and D7-Interdisciplinary Social or Behavioral Science, and the IGETC for the Area 4: Social and Behavioral Sciences-Area 4G-Interdisciplinary, Social & Behavioral Sciences.

This course provides students the opportunity to learn the theory and process of communicating with people from various cultures, races and ethnicities. The specific focus for this course will be to develop the ability to acknowledge and understand the unique voices of people who have roots in different cultures, including Asia, Africa, Europe, South America and the Middle East. Students will study theories from interpersonal and inter-group communication as they relate to intercultural communication and will read from multicultural sources. Through lectures, readings, films, group discussions, written and oral assignments, students will learn skills for communicating across cultural boundaries in personal and professional relationships. Not repeatable.

SPCH-128 Interpersonal Communication

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course meets the CSU General Education Requirement for Area A1-Oral Communication.

This course offers an opportunity to learn and apply in daily life principles of human interpersonal communication. Content is based on psychological, social, cultural and linguistic factors that affect normal person-to-person interaction. Attention is given to human perception, interpersonal dynamics, self-awareness, listening, verbal and nonverbal communication, and conflict resolution. Not repeatable.

SPCH-141 Argumentation & Debate

.5-4 Units: 0-36 hours of lecture, and/or 0-126 hours of laboratory, per term, SC, DG, CSU

This course meets the CSU General Education Requirement for Area A1-Oral Communication.

This course provides students with the opportunity to learn about different styles of argumentation and debate. Students will learn how to critically analyze a variety of current event topics and present arguments on both sides of the issues. May be repeated three times.

SPCH-142 Performance of Literature

.5-4 Units: 0-36 hours of lecture, and/or 0-126 hours of laboratory, per term, SC, DG, CSU

This course provides students with the opportunity to learn about oral interpretation, the art of presenting literature in a creative and enlightening way. Students will learn how to interpret and present literary material that encompasses the author's perspective, bring literature (poetry, prose and drama) alive for an audience and help to make it relevant for them in today's world. May be repeated three times.

SPCH-160A Speaking in the Community

.5-3 Units: 0-36 hours of lecture, and/or 0-72 hours of laboratory, per term, SC, DG

This course provides students with the opportunity to develop and apply presentation skills. Students will prepare lectures and/or demonstrations to be presented in the community. May be repeated three times.

SPCH-160B Forensics

.5-3 Units: 0-36 hours of lecture, and/or 0-72 hours of laboratory, per term, SC, DG, CSU

This course meets the CSU General Education Requirement for Area A1-Oral Communication (only if taken for 3 or more units).

This course provides students the opportunity to focus on the fundamentals of effective speaking presentations. Emphasis is placed on expository, persuasive, impromptu and extemporaneous speaking as well as on oral interpretation and debate. Students will utilize their speaking skills in intercollegiate competitions. May be repeated three times.

SPCH-298 Independent Study

.2-4 Units: 3-6-72 hours of independent study, per term, SC, DG, CSU
 Prerequisite: Educational contract of study signed by an instructor, department chair and senior dean of instruction. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in Speech under the direction of an instructor. May be repeated three times.

SPCH-300 Field Studies

.1-4 Units: 5.4-72 hours of lecture and/or 10.8-216 hours of laboratory, per term, SC, DG

This course provides the opportunity for students to participate in field experience in various disciplines. In all cases, field classes will be oriented toward direct involvement by the student in some outside activity which should supplement the classroom experience. May be repeated three times.

SPCH-852N Communication for Understanding

This course is designed to help older adults improve and protect their memory by learning ways to maintain a high level of mental utility. Issues to be covered include understanding the process of grieving, coping with personal loss, exploring options for greater personal autonomy, and developing interpersonal support systems. May be repeated indefinitely.

EMERITUS ADMINISTRATORS

NAME	RETIREMENT DATE	NAME	RETIREMENT DATE
CHERRY, Linda, <i>Senior Foundation Director</i>	06/30/2010	MARTINCICH, Robert <i>Dean of the College</i>	07/31/1990
DABNEY, William Robert <i>Asst. Dean, Telecommunications & Economic Development</i>	06/30/1998	MATHEWS, Michel <i>Dean of Financial Aid</i>	06/30/2005
EATON, Dean <i>Director of Admissions & Records</i>	06/28/1996	MIMS, Leroy <i>Dean of Student Services</i>	06/30/1994
FRAKES, George <i>Director of Business Services</i>	06/30/1980	MOORE, Jeanette <i>Dean of Enrollment Services</i>	04/09/2004
GIDEON, Gloria <i>Division Dean, Resources and Services for Student Success</i>	09/30/2004	SACRISON, Bonnie <i>Manager of the Bookstore</i>	08/19/1991
GOODSON, Pete, <i>Director of Business Services</i>	06/30/1994	WILLIAMS, Kenneth <i>Director of Business Services</i>	03/01/1997
LAWRENCE, Lynda <i>Senior Dean of Instruction</i>	06/30/2006	WILSON, Sodonía <i>Director of Student Programs & Services</i>	06/30/1999
MAJETTE, Baji <i>Asst. Dean of Instruction</i>	06/30/1999	VANDEWARK, Russell <i>Coordinator of Title III & Articulation Officer</i>	04/01/1999

EMERITUS FACULTY

NAME	RETIREMENT DATE	NAME	RETIREMENT DATE
AGEE, Raymond <i>physical science</i>	01/11/1989	DUVALL, James <i>earth science</i>	05/29/2010
ADRIEN, Lolita <i>nursing</i>	05/23/2008	FINLEY-HANCOCK, Nannette <i>medical assisting</i>	05/22/1998
ALLAN, Kathleen <i>nursing</i>	05/28/1993	FONTE, Virtudes <i>nursing</i>	05/24/1996
ALLEN, John <i>culinary</i>	12/31/2009	FOSTER, John Thomas <i>engineering</i>	05/26/1989
ANDERSEN, Albert <i>chemistry</i>	05/28/1993	FREY, Walter <i>mathematics</i>	05/31/1991
ANDERSON, Donald, <i>chemistry</i>	05/31/1985	GOLDMAN, Phyllis A. <i>counseling</i>	05/22/1998
ANDERSON, Mary Anne <i>nursing</i>	06/01/2010	GONZALVES, Manuel <i>physical education</i>	06/30/2006
ANKER, Michael <i>philosophy and humanities</i>	05/28/2004	GORDON, Anthony T. <i>psychology</i>	05/27/2000
BARCROFT, Lucille <i>home economics</i>	06/02/1990	GREEN, Thomas M. <i>mathematics & computer science</i>	05/29/1999
BARDEN, Shirley <i>computer information systems</i>	05/23/2008	GREENE, Edward <i>physical education</i>	05/28/2005
BRELIE, Lee <i>english as a second language</i>	05/23/2009	GREER, Stephen F. <i>counseling</i>	05/28/2004
BREZNER, Mary <i>nursing</i>	05/30/1987	HARRIS, Helen <i>office information systems</i>	05/29/1992
BRIGHTMAN, Lehman <i>social science</i>	05/26/2006	HEAD, Donald <i>automotive services</i>	05/28/2004
BRISARD WICKLIFF, Yvonne <i>English and reading</i>	05/28/2004	HENDERSON, LILLIAN <i>business office technology</i>	06/30/2005
BRUNELLE, Patrick <i>biological sciences</i>	06/02/1990	HERNANDEZ, Mary C. <i>disabled students programs & services</i>	05/28/1993
CALIGUIRI, Harold <i>welding technology</i>	05/29/1986	HOLMES, Cebert <i>business</i>	05/29/1992
CARLTON, Bruce <i>library</i>	01/02/2004	HOM, Mabel <i>biology</i>	05/24/1996
CHATTERJEE, June <i>foreign languages</i>	05/28/2004	HOSTLER, Marlene <i>nursing</i>	09/03/1993
CHAVEZ, Rocco <i>social sciences</i>	05/27/2010	HUNN, Bernice <i>nursing</i>	01/28/1981
CLIFTON, Phil <i>physical education</i>	10/24/2003	IYAMA, Chizu <i>early childhood education</i>	05/30/1987
COLE, Lilyan <i>counseling</i>	05/28/1993	JACOBSON, David <i>English</i>	05/27/1988
COLES, George <i>anthropology</i>	06/11/1982	JORDAN, Kathleen <i>English for international students</i>	05/26/2001
COLLINS, Patricia <i>computer information systems</i>	05/26/2001	KELLEHER, John G. <i>counseling/psychology</i>	05/26/2001
DANIELS, Wayne <i>counseling</i>	12/21/1992	KERR, William <i>foreign language</i>	01/01/1992
DAVIDSON, Glenn <i>computer information systems</i>	06/09/1984	KINNARD, Tom K. <i>physical & health ed./athletics</i>	05/26/2001
DAY, Morris <i>history/social science</i>	01/14/1985		

EMERITUS FACULTY (*continued*)

NAME	RETIREMENT DATE	NAME	RETIREMENT DATE
KLEMME, Allen <i>administration of justice</i>	05/30/1987	POWELL, Randy L. <i>medical assisting and office technician</i> ...	05/26/2001
KNOX, Jean <i>English</i>	05/31/1985	RADKE, Harold (Ted) <i>social sciences</i>	05/28/2004
LACY, James <i>social science</i>	05/26/1995	READ, Cynthia <i>nursing</i>	01/12/1988
LAMONS, Albert <i>nursing</i>	05/26/2001	REDER, Sharon <i>nursing</i>	05/26/2001
LANDON, Kenneth <i>astronomy & geology</i>	05/29/1993	REID, Elsie <i>business office technology</i>	06/28/2002
LAWRENCE, William <i>English</i>	06/16/1978	RENTY, Virgie Lee <i>mathematics</i>	12/21/1993
LAWSON, William <i>English</i>	01/13/1992	ROWE, Bob <i>engineering</i>	05/25/2002
LeFEBVRE, Michael <i>physical education</i>	05/26/2006	SABISTON, Douglas <i>business</i>	05/31/1985
LEWIS, Helmut <i>foreign language</i>	05/26/1989	SCHAEFER, Stephen <i>business</i>	05/28/2004
LOPES, Ronald C. <i>automotive</i>	05/23/1997	SCHIFFERLE, Ruth <i>nursing</i>	01/26/1983
MAIORANA, Vince <i>physical education</i>	05/24/1996	SHAHABI, Nouri <i>engineering</i>	12/19/2009
McCLAIN, Clifford <i>physical education</i>	06/11/1982	SHAVER, Beverly <i>social science</i>	06/10/1983
McENTIRE, James <i>business</i>	05/27/1988	SIMPSON, Waldo <i>administration of justice</i>	05/24/1996
McGRATH, Kathlyne <i>psychology</i>	06/30/1973	STILLWELL, Russell <i>counseling</i>	06/30/1984
McLEAN, Robert <i>art</i>	05/26/1995	STONE, Lynn <i>math</i>	06/30/2000
MORROW, Jon Markham <i>social sciences</i>	12/31/1993	TIDD, Patrick <i>art</i>	05/27/1994
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NELSON, Elvoid <i>welding technology</i>	05/26/2001	TSAI, Chen <i>engineering</i>	12/22/2009
NEWMAN, Adrian <i>English</i>	06/30/1972	VAIL, Milton <i>business</i>	01/15/1984
NOGUCHI, Albert T. <i>counseling</i>	05/22/1998	VAN DEWARK, Russell <i>music</i>	04/01/1999
OBERST, Alma <i>journalism</i>	06/13/1980	VAUGHAN, Deborah <i>physical education</i>	05/23/2008
O'FLAHERTY, Hazel <i>nursing</i>	06/31/1985	WANDER, Sheila <i>English</i>	05/29/1999
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PHILLIPS, Paul <i>social science/economics</i>	06/16/1978	WITTRY, Dian <i>English</i>	06/30/1984
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GLOSSARY

Abbreviations (commonly used at Contra Costa College):

AA:.....	Associate in Arts (degree)
AS:.....	Associate in Science (degree)
ASU:	Associated Students Union. The student government body at CCC.
CA:.....	Certificate of Achievement
CT:	Certificate of Accomplishment
CTE:.....	Career Technical Education
CAMP:	College and More Program
CRC:	College Resource Center
CSU:	California State University
DSPS:	Disabled Students Programs & Services

Definitions (commonly used at Contra Costa College):

AA:.....	Associate of Applied Arts Degree
AS:.....	Associate of Science Degree
EOPS:.....	Extended Opportunity Programs & Services. A state-funded program which provides both financial and learning skills assistance to students who may not otherwise have been able to attend college because of cultural, economic, or educational background.
ESL:.....	English as a Second Language
GE:	General Education
GPA:	Grade Point Average.
IGETC:.....	Intersegmental General Education Transfer Curriculum. See Chapter 3.
UC:	University of California
Academic Year:	Fall and spring semester. The academic year traditionally begins with fall semester.
Adding:	A student-initiated enrollment in a course, usually by use of an Add card, after the beginning of the semester.

Advisory:.....In this catalog, an “advisory” is a note that relates to a particular course. It may be a recommendation for preparation the student is advised to have before enrolling in a course, though enrollment would not be blocked as it would be with a prerequisite.

Articulation:.....The process by which the elements of an educational program are interrelated. For example, an articulated course is one for which the educational requirements are the same at Contra Costa College as at a four-year college or university, such as U.C. Berkeley. Therefore, if a student takes a course at CCC that has been articulated for transfer to U.C. Berkeley, that course will be accepted as equivalent in content to a similar course at U.C. Berkeley.

Assessment Test:.....Tests given to students prior to registration for classes. English and math skills are evaluated and the results are used to help students select appropriate classes.

Associate Degree
(AA or AS):.....A degree granted by a community college which recognizes a student's satisfactory completion of an organized program of at least 60 semester units, including the major and general education requirements.

Audit:.....The method a student uses to enroll in a course for which authorized fees are paid but no units are earned. A student may not register as an auditor until the second week of classes.

Bachelor's Degree:.....A degree granted by four-year colleges and universities.

BOGW:.....Board of Governor's Fee-Waiver - a form of financial aid that pays enrollment fees for eligible students.

Cal Grant:.....California financial aid program available to college-bound students based on high school academic achievement and family financial need.

Catalog Rights:.....	The set of general education and other non-major requirements as established in a specific year's catalog. Catalog rights remain in effect as long as a student maintains continuous enrollment. This means, for example, that if you first enrolled at Contra Costa College in 1992 and are continuously enrolled until 2007, but the requirements for graduation have changed, you can graduate by completing the requirements that were in effect when you started in 1992.	Credit:	The award granted for completing a course, usually described in semester, term, or quarter hours. Also see "unit of credit."
Certificate of Accomplishment:.....	A certificate that may be awarded by an individual instructor to a student for completion of a specific course or courses, in a specialized area of study and usually in one semester.	Elective:.....	Any of a number of courses from which a student is allowed to select. A course not required in the curriculum which the student is following, but which is acceptable for credit.
Certificate of Achievement:	A certificate awarded which recognizes a student's satisfactory completion of an organized program of vocational study, including a prescribed number of units in specified areas.	Fee-based courses:.....	For a fee, community members may attend seminars, workshops and courses related to a particular topic or discipline.
Challenge Exam:.....	The process by which a student may meet a specific requirement through successful performance on a comprehensive exam. No units are awarded for challenge, but the requirement is met.	Financial Aid:	Money available from the federal and state governments and various community sources to help meet college expenses. Financial Aid possibilities include grants, loans, scholarships, and work-study programs.
College Work Study Program:	A program of federal financial aid which provides funds for student jobs on campus.	Grade Point Average:.....	Also referred to as your GPA. Grades (evaluative symbols) which are given for course work are assigned numerical values. Your grade point average is the numerical average of the quality of the work done in all your courses for which grades are assigned. See "Grades" in Chapter 2 for more information.
Concurrent Enrollment:	When you are enrolled in courses at two colleges at the same time. This can also refer to enrollment in two related courses at the same time, one of which would normally be a prerequisite to the other.	Lab:	A study period during which students perform experiments or activities to help them understand and learn the material related to the course.
Co-requisite:	A course that is required to be taken at the same time or in conjunction with another.	Lecture:.....	A class meeting whose primary function is the dissemination of information.
Course Load:.....	The number of units a student is taking in any given term. A full-time student is one who is enrolled in 12 or more course units of credit during a semester.	Lower Division:	Courses at the freshman and sophomore level of college.
Course Title:	The descriptive name of the course. It gives a general idea of the content of the course.	Major:.....	An organized program of courses in a specific area of study, leading to a Certificate of Achievement or an Associate degree.
		Matriculation:	A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. A student is provided services including admission, orientation, assessment, counseling or advising, enrollment and follow-up to help ensure successful attainment of the stated educational goals.

Non-credit courses:.....	These are courses for which no credit is earned or given.	Short-term Course:.....	A course that meets for less than the entire time frame for a regular-term course, generally 18 weeks for a semester.
Normal Student Load:	The hours required for graduation divided by the number of terms normally required for graduation; or the load limits within which a full-time program may vary without special permission.	Term:	An academic calendar unit; for example, a quarter or semester.
Open Entry/Open Exit:.....	Courses which are structured so that students may enroll at any time during the semester. Course content is usually self-paced. Open exit indicates that as soon as the student accomplishes the requirements for the course, the course is completed.	Transcript:.....	An official unabridged and certified list of courses taken by a student in an institution of higher education showing identification of the student, as well as units of credit, and final grades for all courses.
Overload:	Student enrolled in greater than 19 units.	Transfer:.....	Changing enrollment from one college to another, while maintaining credit for the work you have already done.
Prerequisite:	The preliminary requirement that must be met before a certain course can be taken.	Transfer Credit:	Credit accepted from another college for application toward a degree.
Probation:.....	Probation is a warning status placed upon a student who is not performing satisfactorily. (Please refer to 'Probation and Dismissal' under "Academic Policies" in Chapter 2.) The student must improve scholastic achievement during this period.	Unit of Credit:	A unit of academic credit used as a basis for evaluating the amount of college work accomplished. Generally, one unit is awarded for three hours work per week per term on the part of the student. In most college courses, one unit is awarded for a lecture course that meets for an hour each week, because the average student spends two hours in preparation for a lecture. One unit of credit is normally awarded for a laboratory, field work, drawing, music, practical arts, or other type of instruction that meets three hours a week, since this type of course usually does not require the same amount of outside study or preparation.
Quarter:	A fourth of an academic year. There are three quarters in an academic year.		
Semester:.....	Half of an academic year. A semester is usually 16 to 18 weeks.		

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2010-2011 CATALOG

YOUR PATHWAY TO A FUTURE
OF OPPORTUNITIES



MANSUR ZAHIR

*Bio-chemist, Genentech
Vacaville, California*

“Contra Costa College gave me my start
and the counseling staff made all the
difference in helping me understand my
goals and how to achieve them.”



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