



CONTRA
COSTA
COLLEGE

2016-17 CATALOG

Español

Divulgación Obligatoria acerca de la política de Anti-Discriminación por la falta de habilidades del idioma Inglés.

El Distrito Escolar de Contra Costa College se compromete a ofrecer igualdad de oportunidades en programas educativos, empleo y actividades en general. El Distrito no discrimina con respecto a edad, raza, color, incapacidad, sexo, estado civil, nacionalidad, religión, orientación sexual, o por ser veterano. La carencia del idioma Inglés no es un impedimento para la admisión a Contra Costa College y la participación en programas y servicios vocacionales.

El Distrito Escolar de Contra Costa está comprometido a la igualdad y no discriminación conforme a: El Acta de los Derechos Civiles; Título IX de las enmiendas Educativas de 1972; El Acta de Rehabilitación de 1973 (Sección 503 y 504); El Acta de Americanos con Discapacidad de 1990; Las Ordenes Ejecutivas 11246 y 11375; El Acta de Reajuste de los Veteranos de la Era de Vietnam de 1967; El Acta de Discriminación por la Edad en Empleo de 1967; y las leyes no discriminatorias del estado de California. Si tiene preguntas acerca de esta información, por favor contacte a Mariles Magalong, Directora de los Servicios de Negocios, al (510) 215-3847.

Proceso de admisión a Contra Costa College

Admisión es el proceso en el cual usted es admitido a Contra Costa College y considerado elegible para la inscripción en cursos escolares semestrales o de verano.

Quien es elegible para admisión

Usted es elegible para admisión si cumple con cualquiera de las siguientes categorías:

- Es mayor de 18 años.
- Es un estudiante graduado de la secundaria.
- Es un estudiante que pasó el examen de Habilidades Secundarias de California (California High School Proficiency Exam) y obtuvo el certificado de aprobación.
- Es un estudiante de secundaria entre los grados K-12 y el director de su escuela o persona asignada ha aprobado un permiso para su ingreso a Contra Costa College.
- Es un estudiante que posee una visa F-1 y ha sido admitido a Contra Costa College.
- Es aprendiz contratado matriculado en un programa de entrenamiento relacionado a su trabajo.

Quien no es elegible para admisión

Usted no podrá ser admitido a Contra Costa College si cualquiera de las siguientes categorías le es aplicable:

- Usted no ha saldado una deuda pendiente de matrícula.
- Si usted debe dinero a la biblioteca por algún material perdido o que no entregó.
- Usted tiene cualquier otro tipo de deudas con el colegio o el Distrito.
- Si usted ha sido suspendido académicamente o está con un estado académico probatorio.

Pasos para ser admitido a Contra Costa College

- Presentar una Solicitud de Admisión
- Aplicar para Ayuda Financiera
- Completar la Evaluación de Inglés y Matemáticas
- Inscribirse en COUN -108
- Inscribirse en las Clases y Pagar por Éstas
- Obtener su Tarjeta de Identificación de Estudiante

Costo de los cursos en Contra Costa College basados en el Estatus de Residencia

La Legislación del estado de California requiere que las universidades y los colegios Comunitarios de California apliquen reglas uniformes para determinar si un estudiante debe ser considerado como residente o como no residente al registrarse a dichas instituciones y consecuentemente determinar el costo de los cursos a tomar. La información a continuación está basada en el Código de Educación de California, Sección 54001, y del 68000 al 68023. Más detalles están disponibles en la oficina de Admisión en SSC-115.

En Contra Costa College su estado de residencia se determina en el momento en que su aplicación de admisión es aceptada.

El distrito escolar requiere que usted complete un cuestionario de residencia y certificar sus respuestas al cuestionario.

Usted es considerado "residente" de California si ha vivido legal y físicamente por más de un año y un día en este estado al momento en que comienza el semestre. Para poder ser clasificado como estudiante residente, usted debe de proveer pruebas de residencia. Para los estudiantes graduados de una escuela secundaria de California existe la estipulación 540 (Assembly Bill 540), que se hizo efectiva el 1ro de enero del 2002. Ésta establece que algunos estudiantes de secundaria considerados no residentes legales, quienes han asistido a las escuelas secundarias de California por tres años y recibido su diploma de bachiller o su equivalente, pueden ser excluidos de los requisitos de residencia y pagar su educación al precio que pagaría un ciudadano o residente legal de California. Si usted no es considerado residente legal de California, usted puede matricularse como No Residente y pagar un precio más alto por unidad de clase.



**CONTRA
COSTA
COLLEGE**

2016-2017 CATALOG

**2600 Mission Bell Drive
San Pablo, CA 94806
Phone: (510) 235-7800
Fax: (510) 236-6768
www.contracosta.edu**

School Nickname/Acronym: CCC
School Mascot: Comets
School Colors: Silver and Columbia Blue
Academic Year: Semester

**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 continuously enrolled. 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 Classes," 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 a published addendum.

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Message from the President



Welcome to Contra Costa College (CCC) where our vision is to transform the lives of our students and the communities we serve. Since opening in 1949, CCC has provided exemplary educational services as the only public institution

of higher learning in the West County area. CCC is proud of its diverse student body comprised of 38 percent Latino, 21 percent African American, 20 percent Asian/Filipino/Pacific Islander, 11 percent White, and a growing population of international students. The college serves over 10,000 students annually and is located on 83 acres of a beautiful, naturally landscaped site accentuated by Wildcat Creek running through the rolling hills of San Pablo and Richmond.

We hope you take the time to walk the campus and enjoy the beautiful oasis that is CCC. You will observe that the campus facilities have recently undergone a major transformation. Fall 2016 marks the opening of the brand new College Center where students will enjoy a lively Student Activities and Administration Building, housing student functions including an expansive bookstore, cafeteria, student lounge, and a new facility for the culinary arts program. Included is the Aqua Terra Grill, a restaurant run by our culinary students providing reasonably priced gourmet dining experiences for students and community. The College Center also includes the General Education Building with state of the art classrooms to foster learning; and Fireside Hall, a community meeting facility.

Contra Costa College is dedicated to providing a nurturing educational experience delivered through programs and services that foster student success. Our cadre of professional faculty are experts in their field and in teaching pedagogy - developing and

delivering the courses and programs needed in the current marketplace. Our exceptional staff provide a positive and rewarding experience beginning with Welcome Services to greet and guide students through the Steps to Success, to Enrollment and Registration Services, Financial Assistance, Disability Support Services, Educational Counseling and Career Planning, Tutoring support, and so much more.

Please peruse the contents of this catalog to learn more about the wide range of programs and services offered at Contra Costa College. You will quickly learn that CCC is a premier learning environment having been recognized for many of its academic and career technical education programs locally, statewide and nationally. The Center for Science Excellence, a mentoring program providing a solid foundation in the sciences, mathematics and engineering as well as transfer preparation, recently received multiple grants from the U.S. Department of Education and the National Science Foundation. The college is also a Hispanic Serving Institution (HSI) and recipient of the Title III Science, Technology, Engineering, and Math (STEM) grant to continue the goal of increasing the number of under-represented students in these fields. CCC continues to be a leader in journalism, with its college newspaper, *The Advocate*, winning state and national honors for excellence. Our programs in Nursing, Automotive Technology, Early Childhood Education, Administration of Justice, and Culinary Arts are well recognized throughout the region. Should you endeavor to complete your freshman and sophomore years at Contra Costa College and transfer as a junior to a UC, CSU, or other university of choice, we provide an easy pathway to get you there.

Thank you for choosing Contra Costa College. I am confident the experience you will have here will be life altering. Please don't hesitate to contact me if I can be of assistance.

— **Mojdeh Mehdizadeh**, *President*

Administration and College Organization

Contra Costa Community College District

Governing Board Members: **Chancellor**
 Vicki Gordon, President Dr. Helen Benjamin
 Greg Enholm, Vice President
 Tim Farley, Secretary
 John E. Marquez
 John T. Nejedly
 Gary S. Walker-Roberts, Student Trustee

Contra Costa College Administration

Mojdeh Mehdizadeh..... *President*
 Tameil Gilkerson *Vice President*
 Donna Floyd, Psy.D. *Senior Dean of Instruction*
 Jason Berner *Dean, Liberal Arts Division*
 Vicki Ferguson *Dean, Student Services Division*
 Dennis Franco *Dean, Enrollment Services Division*
 Susan Lee, Ed.D. *Dean, LAVA Division*
 Ghada Al-Masri, Ph.D. *Dean, NSAS Division*
 Catherine Frost *Admissions & Records Director*
 Mariles Magalong *Business Services Director*
 Kelly Schelin *Director of Economic & Workforce Development*
 John Wade *Athletic Director*
 Brandy Howard *Director of Marketing & Media Design*
 Yasuko "Sue" Abe *Disabled Students' Program & Services Manager*
 Karl Debro, Ed.D. *Gateway to College Manager*
 Evan Decker *Career Pathways Manager*
 James Eyestone *Technology Systems Manager*
 Bruce King *Buildings & Grounds Manager*
 George Mills *EOPS/CARE & CalWORKS Manager*
 Mayra Padilla, Ph.D. *HSI-STEM Grants & Metas Program Manager*
 Darlene Poe *Custodial Manager*
 Nick Dimitri *Business Office Supervisor*
 Monica Rodriguez *Financial Aid Supervisor*

Constituent Leadership

Academic Senate President Beth Goehring (510) 215-4799
 Classified Senate President Erika Greene (510) 215-4923
 Student Union President Safi Ward-Davis (510) 215-3855

Contra Costa College Academic Calendar

Fall Term 2016	
April 27	fall registration begins
August 12	first day of instruction
September 5	Labor Day holiday
September 23	Native American Day holiday
November 11	Veterans Day holiday
November 24-25	Thanksgiving holiday
November 26-27	no classes
December 16	last day of instruction
December 21-January 2	Winter recess
Spring Term 2017	
November 21	spring registration begins
January 23	first day of instruction
January 16	Martin Luther King Jr. Day holiday
February 17	Lincoln's Birthday holiday
February 18-19	no classes
February 20	Washington's Birthday holiday
April 3-9	spring recess
May 26	last day of instruction
May 26	graduation

Campus Offices & Service Centers

Admissions & Records Office	SSC-115	(510) 215-6027	Disabled Students' Programs & Services	SSC-109	(510) 215-3969
Assessment Center	SSC-104	(510) 215-3896	Economic & Workforce Development	SAB-223	(510) 215-3871
Associated Students Union	SAB-100	(510) 215-3855	EOPS/CARE & CalWORKS	SSC-106	(510) 215-3949
Athletics Office	GA-90	(510) 215-4801	Fitness Center	GA-30	(510) 215-4795
Bookstore	SAB-170	(510) 215-4958	Financial Aid Office	SSC-102	(510) 215-6026
Buildings & Grounds	R	(510) 215-4853	Gateway to College	AA-219	(510) 215-3835
Business Services	SAB-208	(510) 215-3843	International Education Office	SSC-110	(510) 215-3954
Campus Police	CP	(510) 215-2820	Library Reference Desk	LLRC	(510) 215-4897
Campus Dining			Marketing and Communications	SAB-217	(510) 215-3836
• Aqua Terra Grill	SAB-130	(510) 215-3846	Media Lab	LLRC	(510) 215-4919
• Pronto	SAB-147		President's Office	SAB-205	(510) 215-3800
• Student Cafeteria	SAB-159		Scholarships	SSC-102	(510) 215-6026
Career Technology	SAB-223	(510) 215-3871	Student Life Center	SAB-100	(510) 215-4923
Cashier's Office	SSC-115	(510) 215-4892	Supported Education Services	SSC-106	(510) 215-3904
Center for Science Excellence/MESA	PS-109	(510) 215-4005	Technology Services	SAB-215	(510) 215-3866
Childcare Services & Lab	ELC	(510) 215-4885	The Advocate	AA-215	(510) 215-3819
College Skills Center	LLRC	(510) 215-4898	Tutoring Program	LLRC-121	(510) 215-4898
Cooperative Education Office	LLRC-212	(510) 215-4916	Veterans Affairs	SAB-109	(510) 215-3959
Counseling	SSC-108	(510) 215-3935	Vice-President's Office	SAB-204	(510) 215-3841
Custodial Services	C	(510) 215-4809	Welcome Center	SSC-111	(510) 215-4110

Division/Department Organization

Liberal Arts (LA)

Division Office: General Education Building (GE), Room-210

Dean.....Jason Berner..... jberner@contracosta.edu (510) 215-4131
 Administrative Secretary.....Zolayma Martin..... zmartin@contracosta.edu (510) 215-4993

Department	Chairperson	Email	Phone Ext.
Fine & Media Arts	Ellen Seidler	eseidler@contracosta.edu	(510) 215-3968
Drama	Carlos-Manuel Chavarria	cchavarria@contracosta.edu	(510) 215-4136
English	Kathleen Donlan	kdonlan@contracosta.edu	(510) 215-4129
(co-chairs)	Dr. Joy Eichner Lynch	jlynch@contracosta.edu	(510) 215-4931
English as a Second Language	Elisabeth Xiezopolski	exiezopolski@contracosta.edu	(510) 215-4137
Foreign Languages	Irena Stefanova	istefanova@contracosta.edu	(510) 215-4134
Journalism	Paul DeBolt	pdebolt@contracosta.edu	(510) 215-3823
Music	Wayne Organ	worgan@contracosta.edu	(510) 215-4822
Philosophy & Humanities	Dr. Michael Kilivris	mkilivris@contracosta.edu	(510) 215-4931
Speech	Sherry Diestler	sdiestler@contracosta.edu	(510) 215-3885

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

Division Office: Library & Learning Resources Center (LLRC), Room-212

DeanDr. Susan Lee..... slee@contracosta.edu (510) 215-4908
 Administrative AssistantMagda Mercado..... mmercado@contracosta.edu (510) 215-4916
 Athletic Director.....John Wade jwade@contracosta.edu (510) 215-4904

Department	Chairperson	Email	Phone Ext.
Public Safety	Dr. Richard Ramos	rramos@contracosta.edu	(510) 215-3865
Automotive Technology	Lucile Beatty	lbeatty@contracosta.edu	(510) 215-3974
Culinary Arts	Nader Sharkes	nsharkes@contracosta.edu	(510) 215-3877
Early Childhood Education	Dr. Intisar Shareef	ishareef@contracosta.edu	(510) 215-4132
(co-chairs)	Sandra Moore	smoore@contracosta.edu	(510) 215-4940
Health & Human Services	Aminta Mickles	amickles@contracosta.edu	(510) 215-4395
Medical Assisting & Office Technician			
(co-chairs)	Julie Shieh-Cook	jshieh@contracosta.edu	(510) 215-4936
Library	Judith Flum	jflum@contracosta.edu	(510) 215-4996
(co-chairs)	Andrew Kuo	akuo@contracosta.edu	(510) 215-4997
Nursing	Dr. Cheri Etheredge	cetheredge@contracosta.edu	(510) 215-4115
Physical Education & Kinesiology		(Contact Division Office)	(510) 215-4826

Natural, Social & Applied Sciences (NSAS)

Division Office: Physical Science Building (PS), Room-115/116

Dean	Dr. Ghada Al-Masri	galmasri@contracosta.edu.....	(510) 215-4006
Administrative Secretary.....	Maritza Guerrero.....	mguerrero@contracosta.edu	(510) 215-4008

Department	Chairperson	Email	Phone Ext.
Africana/Chicano/ Ethnic Studies... (co-chairs).....	Carolyn Hodge	chodge@contracosta.edu.....	(510) 215-4934
	Dr. Agustin Palacios	apalacios@contracosta.edu	(510) 215-4933
Anthropology, Geography, and	Manu Ampim.....	mampim@contracosta.edu.....	(510) 215-4133
History, Astronomy , Physics,	Jon Celesia	jcelesia@contracosta.edu	(510) 215-4095
Engineering, & Geology			
Biology	Dr. Ellen Coatney	ecoatney@contracosta.edu.....	(510) 215-3997
Business, , Computer	Pamela Rudy	prudy@contracosta.edu	(510) 215-4223
& Related Electronics, Economics & Real Estate			
Chemistry	Dr. Thuy Dang	tdang@contracosta.edu	(510) 215-4079
Mathematics	Terrill Mead	tmead@contracosta.edu	(510) 215-3816
Political Science	Dr. Vanna Gonzales	vgonzales@contracosta.edu.....	(510) 215-4943
Psychology.....	Michel Arnold	marnold@contracosta.edu.....	(510) 215-4944
Sociology & Social Sciences.....	Dr. Vern Cromartie.....	vcromartie@contracosta.edu	(510) 215-4937

Student Services(SS)

Office: Student & Administration Building (SAB), Room-221

Dean.....	Vicki Ferguson	vferguson@contracosta.edu.....	(510) 215-3921
Administrative Secretary.....	(Contact Division Office).....		(510) 215-3960

Office: Student Services Center (SSC), Room-111

Dean	Dennis Franco.....	dfranco@contracosta.edu.....	(510) 215-3900
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Department	Chairperson/Director	Email	Phone Ext.
Admissions & Records	Catherine Frost.....	cfrost@contracosta.edu	(510) 215-3928
Counseling (chair person)	Najia Azizi.....	nazizi@contracosta.edu.....	(510) 215-3906
DSPS	Yasuko "Sue" Abe	sabe@contracosta.edu.....	(510) 215-3920
EOPS/CARE & CalWORKS	George Mills	gmills@contracosta.edu	(510) 215-3903
Financial Aid	Monica Rodriguez.....	mrodriguez@contracosta.edu	(510) 215-3958
Student Life	Erika Greene	egreene@contracosta.edu	(510) 215-4923
Transfer Services	Andrea Phillips	aphillips@contracosta.edu	(510) 215-3914

CHAPTER

1

- **The College: Who We Are**
- **Accreditation**
- **What We Believe**
 - Vision
 - Beliefs
 - Values
 - Mission
 - Goals
- **Academic Freedom**
- **Conceptual Framework for Shared Governance and CCC Faculty Commitment to Mentoring**
- **Disclosure Statements**
- **Student Rights and Responsibilities**

General Information

The College: *Who We Are*

Contra Costa College is a comprehensive community college located in San Pablo, California. We primarily serve 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 on 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 two colleges in the district in addition to Contra Costa College: 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) 506-023} 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 and the California Board of Vocational Nurse Examiners. 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 strives to be a premier college that celebrates innovation, collegiality and diversity, and is committed to transforming student's lives.

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 businesses 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 socio-economic 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 from strength and guidance that promotes institutional values. As a community of educators, we value:

- **COMMITMENT** to helping students learn and to improve the economic and social vitality of communities through education;
- **RESPONSIVENESS** to the varied and changing learning needs of those we serve;
- **DIVERSITY** of opinions, ideas and peoples;
- **FREEDOM** to pursue and fulfill educational goals in an environment that is safe and respectful for all students, all faculty, all classified, and all managers alike; and
- **INTEGRITY** in all facets of our college interactions and operations.

Mission

Contra Costa College is a public community college serving the diverse communities of West Contra Costa County and all others seeking a quality education. The College equitably commits

its resources using inclusive and integrated decision-making processes to foster a transformational educational experience and responsive student services that ensure institutional excellence and effective student learning.

Strategic Goals

1. **Equitably Improve Student Access, Learning and Success**
Create opportunities for thoughtful reflection that uses quantitative and qualitative data to improve student outcomes.
2. **Strengthen Community Relationships and Partnerships**
Build pipelines that guide and prepare both K-12 students and the adult population for success in higher education and employment.
3. **Promote Innovation, Create a Culture of Continuous Improvement and Enhance Institutional Effectiveness**
Provide opportunities to enhance institutional effectiveness and opportunities for employees at all levels to continually gain new skills and knowledge, seek out effective practices, and share ideas with one another in order to continually enhance learning and improve student success.
4. **Effectively Optimize Resources to Support Student Learning and Success**
Demonstrate sound judgement to effectively optimize the college's human, physical, financial and organizational resources to better serve its students and community.

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.

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.

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; AB540-Immigration Act of 2001 (EduCode: 68130.5 2001), AB541- 2012 and nondiscrimination laws of the State of California, AB540 2001, AB130 2012, and AB131 2013.

Participants with Disabilities: If you are in need of special accommodations for college events, submit your request at least five business days in advance of the event. Please allow 10 days for a sign language interpreter. Phone: (510) 215-3961.

If you have any questions regarding this statement, please contact Vicki Ferguson, Dean of Student Services, Title IX Coordinator, and section 504/ADA Coordinator, SSC-113, phone (510) 215-3961.

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) 229-1650. The campus coordinator for purposes of this regulation is Vicki Ferguson, Dean of Student Services, Title IX Coordinator, and Section 504/ADA Coordinator, SSC-113, phone (510) 215-3961, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806.

Open Course Policy

Every course offered by the college is 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, and 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 college.

CCC is a Restricted Non-Smoking Campus

Contra Costa College is a restricted 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 college counselor, who can provide the student with information about available treatment resources. The district does not provide substance abuse treatment.

Student Gender Equity Policy (Title IX)

Title IX of the Education Amendments of 1972 (Title IX), California Education Code 212.5, and the U. S. Department of Education's implementing regulations prohibits discrimination on the basis of sex in federally financially assisted education programs and activities.

Members of the college community, guests and visitors have the right to be free from sex stereotypes in education, sexual violence, and sexual harassment. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The college believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is forwarded to the appropriate administrator, and it is found that the policy has been violated, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been established to preserve the principles and to adhere to the regulations set forth within Title IX.

As a condition of receiving Title IX federal funds from the U. S. Department of Education, the college is required to comply with Title IX and the Department's Title IX regulations. The policy is intended to define the campus community's expectations of equality and access to a public education.

For more information or to file a complaint, contact Vicki Ferguson, Dean of Student Services and Title IX Coordinator, located in the Student Services Center, Room 113, at (510) 215-3961.

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 employee or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon an 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.

For more information or to file a complaint, contact Vicki Ferguson, Dean of Student Services and Title IX Coordinator, located in the Student Services Center, Room 113, at (510) 215-3961.

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/ Student Life (AA-109) or the Counseling Center (SSC-108).

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is designed to protect students from having their records released to persons or institutions without the student's written consent. FERPA also provides students with the right to review their education records to ensure that no inaccurate or otherwise inappropriate information has been included in their file. If the student discovers that there

is inaccurate information in their record, they can challenge the content of such record.

Under FERPA, post-secondary educational institutions are not required to provide parents access to the educational records of their children regardless of the student's age since all rights have been transferred to the student by statute.

FERPA rights extend to both current and former students and are implemented as follows:

1. Review of records: students may request to review their records by filing a written request with the Admissions & Records Office. Within five working days the education records will be made available for inspection.
2. Directory information: directory information, as defined by the college, may be released without prior notice to the student unless the student provides a written notice to the Admissions & Records Office that they do not want such information to be released without their consent.

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 2010, 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, 23.55 percent attained a certificate or degree or became "transfer prepared" during a three-year period, from Fall 2010 to Spring 2013. Students who are "transfer-prepared" have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 12.47 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 Spring 2011 to Spring 2013.

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

Student Services Procedure 3027

I. Introduction

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 nonacademic. 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.

II. Definitions

For the purpose of these rules and regulations, the following words and terms are defined as follows:

- A. "Student" shall mean all persons enrolled in any courses at the colleges in the district, regardless of where courses are taught, whether they are enrolled fulltime or part-time, for credit or non-credit or not-for credit or contract education, and whether or not she or he is planning to earn a degree, certificate or other certification. Persons who are enrolled in online or hybrid courses are also considered 'students'. Persons who are not officially enrolled for a particular term, but who have been admitted to the college and enroll in courses from time to time, and have a continuing relationship with the college, are considered "students".
- B. "Governing Board" shall mean the governing board of the Contra Costa Community College District.
- C. "District" shall mean the Contra Costa Community College District, including, but not limited to, its administrative staff and each of its colleges.
- D. "College" shall mean a college operated and maintained by the district.
- E. "Member of the College Community" shall mean the district trustees, the academic personnel, support staff, and administrative personnel of the district, the students of the district and any other person while on district or college property or at a district or college function or activity.
- F. "Day" shall refer to a college instructional day unless otherwise noted.
- G. "Good Cause" as defined in Education Code, Section 76033 includes, but is not limited to, the following offenses:
 1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

3. Assault, battery, or any threat of force or violence upon a student or college personnel.
 4. Willful misconduct which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
 5. Use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in section 4160 of the Business and Professions Code.
 6. Willful or persistent smoking in any area where smoking has been prohibited by law, by regulation of the governing board, or by college policy.
 7. Persistent serious misconduct where other means of correction have failed to bring about proper conduct.
 8. Other behavior that may warrant disciplinary action.
- H. "Sexual harassment" is unwelcome conduct of a sexual nature, including, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.
- I. "Sexual violence" means any physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to minority/or an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment.
- J. "Complainant" shall mean any member of the college community (student, faculty or staff member) who submits a charge alleging that a student violated this code. A complainant who accuses a student of sexual harassment or sexual violence and who believes they are a victim of these prohibited actions will be guaranteed the same rights as the student accused, including the right to present witnesses and other evidence and to be accompanied by an advisor at a hearing, the right to be notified of the outcome of the complaint and the same appeal processes as are provided to the accused student. Complainants may not be entitled to know the exact level of discipline imposed due to privacy rights.
- K. "Preponderance of the evidence" standard means the greater weight of the evidence, i.e. it is more likely than not that misconduct occurred.
- L. "Hate violence" means any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of ethnicity, race, color, national origin, religion, sex, sexual orientation, gender identity expression, disability or political or religious beliefs of that person or group.

III. Grounds for disciplinary action

Students shall conduct themselves consistent with the Student Code of Conduct while on campus or participating off campus in online or hybrid courses, or at college sponsored events or programs including, but not limited to, field trips, student conferences, debate competitions, athletic contests, club-sponsored events, and international study programs, regardless of location. Students shall also conduct themselves consistent with the Student Code of Conduct in any matter related to school activity or attendance. Students shall be suspended or expelled only for good cause. The college may have an obligation to respond to student-on-student harassment that initially occurred off campus. If a student files a complaint with the college, regardless of where the conduct occurred, the college must process the complaint in accordance with its established procedures if the complaint relates to college activities. Because students often experience the continuing effects of off-campus harassment in the educational setting, colleges should consider the effects of off-campus conduct when evaluating whether the district has jurisdiction to process the complaint. The college should take steps to protect a student who was assaulted off campus from further harassment or retaliation from the perpetrator and his or her associates, if the district has jurisdiction over the matter.

Misconduct that constitutes grounds for disciplinary action includes, but is not limited to:

1. Acts of academic dishonesty including, but not limited to:
 - a. cheating defined as unauthorized copying or collaboration on a test or assignment, or the use, or attempted use of, unauthorized materials;
 - b. tampering defined as altering or interfering with evaluation instruments or documents;
 - c. fabrication defined as falsifying experimental data or results, inventing research or laboratory data or results for work not done, falsely claiming sources not used or fabricating or falsifying documentation to try to change a course grade;
 - d. lying;
 - e. plagiarism defined as representing someone else's words, idea, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the internet) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own; or
 - f. assisting others in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students;
2. Other forms of dishonesty, such as lying, plagiarism, knowingly furnishing false information, or reporting a false emergency to any college official, faculty or staff member or office or to the district;
3. Forgery, alteration, misappropriation or theft, misuse of any district or college document, record, key, electronic device,

- or identification including, but not limited to, unauthorized grade changes and forged signatures on official college forms;
4. Misrepresentation of oneself or of an organization to be an agent of the district;
 5. Obstruction or disruption on or off district property of teaching or of the district's educational process, administrative process, disciplinary procedures, or other district functions and activities, on or off district property;
 6. Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, hate violence, intimidation, bullying, hazing, or stalking of any member of the college community. Harassment includes the infliction of psychological and/or emotional harm upon any member of the college community through any means, including but not limited to e-mail, social media/networking, text messages, and other technological forms of communication. When harassment, abuse, intimidation and bullying are motivated by bias against students based on their actual or perceived race, ethnicity, color, national origin, sex, disability, sexual orientation, gender identity/expression or political or religious beliefs, students found responsible for violating the code may receive enhanced sanctions;
 7. Vandalism, graffiti, or other willful misconduct which results in cutting, defacing, or other damages to any real or personal property owned by the district or a member of the college community;
 8. Assault, battery, violence or threat of violence, or any willful misconduct which results in an injury or death of a student or district personnel or behavior that threatens the health and safety of any member of the college community;
 9. Theft of district property, or property in the possession of, or owned by, a member of the college community;
 10. 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;
 11. Failure to comply with the directions of the district or college officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
 12. 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. Use of a prescription drug if the prescription was not issued to the student, or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued. Intentionally or recklessly inhaling or ingesting substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state is also prohibited. Possession of drug paraphernalia including, but not limited to, bongs or glass pipes. 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;
 13. 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;
 14. 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;
 15. Engaging in lewd, indecent, or obscene behavior on district-owned or controlled property or at a district-sponsored or supervised function;
 16. Rape, date rape, sexual harassment, sexual violence, 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;
 17. Unauthorized use of, or misuse of district property, including, but not limited to, unauthorized possession, duplication or use of district keys and/or unauthorized entry into, unauthorized use of, or misuse of district property;
 18. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board, or college policy;
 19. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct;
 20. 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;
 21. Willful disruption of the orderly operation of the campus;
 22. Leading or inciting others to disrupt scheduled and/or normal authorized activities;
 23. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised events;
 24. Unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym locker room or a restroom;
 25. 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;
 26. 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 § 76036).
- Nothing in these procedures shall preclude a student with a disability from receiving appropriate accommodations as identified by Disability Support Services.

IV. Types of disciplinary action

The following discipline may be imposed, individually or in various combinations, on any student found to have violated the Student Code of Conduct:

WARNING: A warning is a written or oral notice to the student that continuation or repetition of certain conduct may result in further disciplinary action.

RESTITUTION: Restitution is reimbursement by the student for damage to, loss of or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise compensate for damage.

PROJECTS AND ASSIGNMENTS: Projects and assignments may include educational projects, service to the college, and other related discretionary assignments.

DISCIPLINARY PROBATION: Probation is a status imposed for a specific period of time in which a student must demonstrate that his or her conduct conforms to district standards of conduct as set forth in these regulations. Conditions may be imposed at the discretion of the district or the president's designee. Misconduct during the probationary period or violation of any conditions of the probation may result in more serious disciplinary action, such as loss of privileges, suspension, or expulsion.

LOSS OF PRIVILEGES: Loss of privileges is the denial of extra-curricular activities or other special privileges for a designated period of time. Violation of any conditions or campus regulations during the period of sanction may result in far more serious disciplinary action, such as suspension or expulsion.

REMOVAL: Removal of a student from class by an instructor or with the assistance of police services, if necessary.

SUSPENSION: Suspension is a separation from the district for a designated period of time after which the student will be eligible to return. A suspension may consist of (a) a period of time from one or more classes for a period up to ten (10) days of instruction; (b) from one or more classes for the remainder of the school term; and (c) from all classes or activities of the college for one or more terms for up to three (3) years.

EXPULSION: Expulsion is the permanent termination of student status by the governing board for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. A student who is expelled is prohibited from participating in any college activities or programs and from entering district premises.

REVOCAION OF DEGREE OR CERTIFICATION: A degree or certificate awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining a degree or certification, or for other serious violations committed by a student prior to graduation.

V. Reciprocity of sanctions

During a period of suspension or expulsion, a student shall not be enrolled in any other college within the district. Disciplinary actions or sanctions shall apply to the student at all district colleges.

VI. Conduct related to college

After a hearing, the president's designee may impose an immediate suspension on a student when such action is required in order to protect property, safety, and to ensure the maintenance of order on the campus or at a campus function. No student may be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance.

VII. Record of disciplinary action

In accordance with Education Code section 76220, community college districts shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The president's designee will create a record of disciplinary actions, along with relevant supporting documents and evidence. Consistent with the Family Educational Rights and Privacy Act and District Student Services Procedure 3009, this record shall be maintained as a confidential student education record and may not be released without the permission of the student, except as permitted by law and policy. The student shall have a right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with federal and state law and district policy, and may be destroyed in a manner consistent with District Administrative Procedure 1900.01. In accordance with Education Code section 76234, whenever there is included in any student record information concerning any disciplinary action taken by the college or district in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the college and the results of any appeal, provided the student keeps this information confidential.

VIII. Removal by instructor

An instructor, for good cause, may remove a student from his or her class for the day of the removal and the next class meeting. (Ed. Code §§ 76032 and 76033)

A. Procedures before the removal:

1. The instructor shall notify the student of the instructor's consideration of the removal from class and the reasons for the proposed removal;
2. The instructor may remove the student from the classroom immediately. Under normal conditions, the instructor should permit the student an opportunity to present a rebuttal to the accusation or otherwise offer relevant comment on the proposed removal. There need be no delay between the time notice is given to the student and the time of such a review;
3. The instructor shall decide whether or not to proceed with the proposed removal after hearing the student's explanation and considering all of the information relative to the issue. There need be no delay between the time notice is given to the student and the removal;
4. The decision may be given to the student either orally or in writing;

5. The instructor's decision is final and may not be appealed.
- B. Procedures after the removal:
1. Immediately following the removal, the instructor must notify the college president or president's designee of the removal;
 2. If the student removed is a minor, the college president or president's designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference;
 3. The instructor may request that the student meet with the college president or president's designee within three (3) days of removal, prior to returning to class;
 4. During the period of removal, the student shall not be returned to the class without the concurrence of the instructor;
 5. After the student returns to class, if there are additional incidents of disruption or other behavior constituting good cause, the faculty member will provide the necessary documentation to the president's designee so that more serious consequences, such as suspension from this particular class or from all classes for the rest of the semester, can be assigned.

IX. Preliminary procedures for suspension by president's designee

The following procedures shall be taken before suspension except in the event that an emergency/interim suspension is made as set forth in Section XIV.

- A. Administration: The president's designee shall administer these procedures and take appropriate action, subject to the approval of the college president and the governing board if required herein or otherwise by law.
- B. Disciplinary action which may be imposed: The president's designee may suspend or impose a lesser sanction on a student. A suspension may consist of a period of time as follows:
 1. From one or more classes for a period up to ten (10) days of instruction;
 2. From one or more classes for the remainder of the school term;
 3. From all classes and activities of the college for one or more terms. A suspension shall not exceed three (3) years.
- C. Reporting of conduct: Alleged student misconduct shall be reported to the president's designee. The president's designee shall be the Dean of Student Services at Contra Costa College, the Dean of Student Life at Diablo Valley College, and the Senior Dean of Student Services at Los Medanos College. Other officials may be designated as the president's designee, whenever necessary for the efficient operation of the district.
- D. Investigation: Upon receiving a report of alleged student misconduct, the president's designee shall initiate an investigation.
- E. Notice: Before imposing discipline, the president's designee shall give or make reasonable efforts to give the student oral or written notice of the reason for the proposed disciplinary action. If the student is a minor, the president's designee shall also notify the parent or guardian of the investigation and charges.
- F. Preliminary hearing: Within a reasonable period of time (normally within five (5) days following the delivery to the student of the notice referred to above), the president's designee shall offer the student an opportunity to attend a meeting ("Preliminary Hearing") at which time the student may present a rebuttal to the accusation or otherwise offer relevant comment on the proposed discipline. There need be no delay between the time of the notice given to the student and the time of the meeting. If the student fails to arrange a preliminary hearing (or if he/she fails to appear for a preliminary hearing within five (5) days of the service or mailing of the notice or if he/she fails to appear for the preliminary hearing he/she has arranged), the decision of the president's designee will be final and not subject to a further appeal hearing.
- G. Determination after preliminary hearing: Based on the evidence presented, the president's designee shall decide whether or not to proceed with the proposed suspension and/or to recommend expulsion after hearing the student's explanation and considering all of the information. If the decision is to suspend for up to five (5) days, the president's designee may inform the student of the decision and send a written confirmation to the student's last known address within five (5) working days. The confirmation shall include a statement that the decision to impose a suspension for five (5) days or less, or a lesser sanction, is not appealable. If the decision is to suspend for more than five (5) school days or to recommend expulsion, the president's designee shall send the student a written notice via personal delivery or certified mail to the student's last known address as set forth below.
- H. Notice to the college president: The president's designee shall report any disciplinary action imposed to the college president.
 1. Notification after a suspension of more than five (5) days: If the president's designee imposes a suspension of more than five (5) days, the president's designee shall promptly send the student a letter of notification that is hand delivered or sent via certified mail to the student's last known address. The notification shall include:
 1. A statement of the charges, the reason for the suspension or recommended expulsion offer, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s).
 2. A copy of the Student Code of Conduct and board policy.
 3. An explanation that a student who has been suspended for more than five (5) days is entitled to appeal the decision and has a right to a further hearing ("Appeal Hearing"). The notification shall also state that a request for an appeal hearing shall be filed within five (5) business days of the service or mailing of the notification, whichever is earlier. The written request for an appeal hearing must be submitted to the president's designee, and must cite the specific

grounds for the appeal (from those listed below), and provides information which substantiates the grounds on which the appeal is being made.

4. Grounds for appeal - A student may appeal the decision of the president's designee on grounds that:
 - (a) Fair consideration was not provided to the student (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious).
 - (b) New and significant information, not reasonably available at the time of the initial hearing, has become available.
 - (c) The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.
5. A statement that the student has the right to be accompanied at an appeal hearing by an on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor must be submitted to the president's designee at the time the appeal is filed.
6. The president's designee may note that he or she will also recommend expulsion.
7. The notification shall include the date, time, and location of an appeal hearing if requested by the student.

J. Student right to appeal a suspension of more than five (5) days: The student may accept a suspension in excess of five (5) days without admitting the conduct charged. In such a case, the decision of the president's designee will be final and not subject to a further appeal hearing. Should the student not accept a suspension in excess of five (5) days, the student has a right to appeal. A suspension appeal must be filed by the student no later than five (5) business days from the date the notification letter is personally served or mailed.

K. Schedule of hearing: The president's designee shall schedule an appeal hearing no later than ten (10) working days from the date of the suspension.

X. Hearing authority for appeal hearing

- A. The college president will assign either an administrative hearing officer or may utilize a student discipline committee ("committee") to conduct appeal hearings at the college ("Hearing Authority").
- B. An administrative hearing officer shall be a college official.
- C. A committee shall include: one faculty member, one administrator or manager, and one student. The selection process for the committee, if any, will normally occur at the beginning of each academic school year.
 1. The Academic Senate will select a faculty representative and alternate(s). Vacancies will be filled by an action of the Academic Senate.
 2. The Associated Student Body will select a student representative and alternate(s). Vacancies of student members shall be filled by an action of the Associated Student Body.
 3. The college president will select the administrative or management representative and alternate(s). The administrative

or management representative will serve as the committee chair. The student or the college employee shall notify the committee if he or she has a conflict of interest because he or she is involved in the discipline matter, or has a personal relationship with any of the involved parties, and, therefore, is unable to serve as a neutral party.

4. Alternate faculty, administrative, and student members shall be appointed to ensure that a standing committee can always be convened promptly.

XI. Appeal hearing procedures

- A. The president's designee shall submit to the Hearing Authority: a description of the charges, notices, evidence, and a copy of the proposed decision. The president's designee shall present relevant evidence regarding the alleged misconduct. The accused student may then present any relevant evidence. Each party may call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury. The Hearing Authority may also question witnesses. Opening and closing statements shall be limited to five (5) minutes. The president's designee shall speak first, followed by the student.
- B. The Hearing Authority shall rule on all questions of procedure and admission of evidence.
- C. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.
- D. The Hearing Authority shall consider no evidence other than that evidence received at the hearing. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding.
- E. A student may be accompanied by an advisor of his or her choosing, at the student's request. The role of the advisor is passive in this procedure. The advisor may be present at the hearing and may counsel the student. The advisor may not address the Hearing Authority and shall not be permitted to participate in any way during the hearing except to offer counsel to the student. If the student decides to be accompanied by an attorney, the name and address of that attorney must be submitted to the president's designee at the time the request for hearing is filed.
- F. The appeal hearing shall be closed to protect the privacy and confidentiality of everyone involved unless the student and district agree in writing to have a public hearing at least five (5) days in advance of the hearing. A closed hearing will be closed to everyone except the following:
 1. The student charged;
 2. The Hearing Authority;
 3. An advisor for the student charged, if so desired;
 4. The president's designee;
 5. A witness, while presenting evidence;
 6. An on-campus advisor for a witness while presenting evidence.
- G. An official audiotape recording of the hearing shall be kept. The record shall be the property of the district. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy at his or her own expense.

XII. Hearing authority's consideration and recommendation

Following presentation of the evidence, the Hearing Authority shall privately consider the evidence with all persons excluded. The Hearing Authority shall send a written report to the college president within five (5) working days of the termination of the hearing. The report shall contain the following information:

- A. A summary of factual findings and a determination that the accused student did or did not commit the act(s) charged;
- B. A finding that the student's act(s) did or did not constitute a violation of the Student Code of Conduct;
- C. A recommendation for upholding or modifying the proposed discipline. The Hearing Authority may also recommend further investigation.

XIII. College president's decision

- A. The college president shall reach a decision after reviewing the report submitted by the Hearing Authority. The college president may refer the matter back to the committee or hearing officer for further clarification on details of the case, such as evidence and findings of fact. The college president may uphold the suspension, uphold the recommendation by the Hearing Authority, or adopt a lesser sanction, if appropriate. A written statement of the decision shall be sent via certified or registered mail to the student's last known address within three (3) working days of the college president's receiving the Hearing Authority's recommendation.
- B. The decision of the college president to suspend or impose a lesser sanction shall be final and not subject to further appeal.
- C. The college president shall report a disciplinary suspension of any student to the governing board at its next regular meeting after the suspension has been imposed. A copy of the suspension determination, including the reasons for the suspension, shall be placed in the student's permanent disciplinary record (not the transcript).
- D. If the college president determines that a student should be expelled, he or she will forward that recommendation through the chancellor, to the board of trustees for determination.
- E. In the event that a college president is or will be unavailable for the making of a prompt decision, the college president may appoint an unbiased designee to act on the appeal.

XIV. Emergency interim suspension

- A. An emergency/summary suspension is an immediate suspension imposed upon a student for good cause. (Ed. Code § 66017.)
- B. Notwithstanding the foregoing, the college president or the president's designee may impose an emergency/summary suspension. It is an extraordinary measure and shall be utilized when necessary to protect lives or property and to ensure the maintenance of order pending a hearing.
- C. A preliminary hearing shall be provided within ten (10) calendar days of an emergency/summary suspension. (Ed. Code

§ 66017). The procedures set forth in Sections IX and X shall apply to the preliminary hearing and any appeal hearing.

- D. An emergency/summary suspension shall be reported to the governing board at its next regular meeting after such suspension has been imposed. A copy of the suspension may be placed in the student's permanent record at the discretion of the college president.

XV. Notification

The college president or president's designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of section 245 of the Penal Code (Ed. Code § 76035).

XVI. Extensions of time

Calendar restraints may be extended with the agreement of both parties.

XVII. EXPULSION

The governing board has the sole authority to expel a student. If the college president determines that a student should be expelled, he or she shall send the recommendation through the chancellor to the governing board.

- A. Within thirty (30) instructional days of the receipt of the recommendation from the college president, and with the agreement of the chancellor, the governing board shall conduct an appeal hearing in closed session with the accused student and the college president (or president's designee).
 1. The hearing shall be closed to protect the privacy and confidentiality of everyone involved, unless:
 - a. the accused student requests an open hearing, in writing, within forty-eight (48) hours of being notified of the hearing, and
 - b. it is determined that holding the hearing in open session would not lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.
 2. A closed hearing will be closed to everyone except the following:
 - a. The student charged.
 - b. An advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the district in writing of his/her intent to bring an attorney at least five (5) business days prior to the hearing. Failure to notify the district will result in a waiver of the right to be accompanied by an attorney, or a one month postponement of the hearing.
 - c. The college president and/or president's designee.
 - d. The governing board.
 - e. The chancellor and/or district legal advisor.
 - f. The student's parent(s) or guardian, if the student is a minor.

- B. The accused student shall be notified in writing of the date and time of the hearing, and shall be provided with a copy of this policy. The notice shall be mailed via certified or registered mail, or served personally, if the student is a minor.
- C. The hearing shall be conducted in accordance with the following procedures:
1. The president of the governing board will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.
 2. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.
 3. Before commencement of the hearing, the governing board shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The governing board shall consider no evidence other than that evidence received in the hearing process.
 4. The college president (or the president's designee) shall make a brief statement to the governing board, referring to relevant evidence regarding the alleged misconduct.
 5. The accused student may then make a brief statement to the governing board and present any relevant evidence.
 6. The statements shall be limited to five (5) minutes.
 7. Upon completion of these statements, the governing board will have an opportunity to ask questions of both the student and the college president (or president's designee).
 8. The governing board will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.
 9. The governing board shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Student Code of Conduct, and a decision as to whether the expulsion proposed by the president would be upheld or modified. The governing board may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the governing board shall be taken in open session, and the result of that action shall be a public record. The name of the student, however, shall not be released.
 10. The chancellor's office will send a written statement of the governing board's decision via certified or registered mail to the student's last known address within three (3) working days of the hearing.
 11. If the governing board's decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student's records.
 12. The decision of the governing board is final, and not subject to further appeal.
 13. The hearing shall be electronically recorded. The record shall be the property of the district. The student charged may listen to the tape at a mutually agreeable location at the col-

lege. An accused student may, upon request, be provided a copy of the recording at his or her own expense.
Education Code, Sections 66017, 66300, 66301, 72122, 76030-76037, 76234

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 Resource Guide" 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 reduction 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 ten (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 informa-

tion 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 fifteen (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 Student Union. For information regarding participating, contact the Student Union office (AA-109).

Student Grievance Process

The student grievance procedure is based on resolving an issue at the most appropriate level in an efficient and equitable manner. A student may file a grievance or grieve an action or decision of the district or one of its colleges when the student's status and/or rights have been adversely affected.

Stage I: Informal Process

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 student will be referred to the division dean who will meet with the student and instructor for an informal conference to 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.
3. If the grievance is not resolved at this stage, then the next step for the student is to start Stage II: Formal Process.

Stage II: Formal Process

1. If the complaint is not resolved at the division dean level, the division dean will refer the student to the grievance officer.
2. If a complaint involves the issue of discrimination or harassment, the grievance officer 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 is not grievable, the grievance officer will direct the student to the appropriate manager.
4. If the grievance officer finds the student complaint grievable after reviewing the student documentation, the grievance committee will be notified in order to schedule a date for a hearing. Examples of grievable actions include, but are not limited to, the violation of: right to confidential records, right of free and unrestricted expression, right to file a grievance/complaint, right to view campus crime statistics, freedom of assembly, etc.
5. 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.
 - A. Membership of the grievance committee is as follows:
 - Three members of the Academic Senate Sub Committee, Student Services Committee, one of whom will serve as chairperson;
 - The grievance officer (resource person);
 - Classified staff representative;
 - Student representative;
 - Dean/Manager (not the involved division);
 - B. Timeline and procedures for formal grievance process:
 - 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 grievance officer 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.
 - While no attorneys are to be present at the grievance committee, both student and instructor may bring one representative to the grievance committee meeting.
 - Grievance committee meetings will be taped.
 - Both student and instructor will be present during the grievance committee meeting.
 - C. Format of the grievance committee meeting is as follows:
 - The intent of the meeting is to clarify the issues and facts of the situation. It is not intended to be adversarial in nature.
 - Student grades given by an instructor are final "in the absence of mistake, fraud, bad faith, or incompetency". (Education Code, 76224 (a))
 - The meeting will begin with the student's presentation of the issue. The committee will ask the student questions to clarify the issues.
 - The instructor will address and answer questions from the committee to clarify the issues.
 - 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.
 - The chairperson and the grievance committee will forward the recommendation of the committee to the vice president.
 - The vice president notifies the student and the instructor of the final decision within five (5) working days of receiving the recommendation of the grievance committee.
 - D. Appeal process:
 - If the decision of the vice president is unfavorable to student or instructor, either can appeal the decision to the president of the college within three (3) working days of receiving the decision from the vice president.
 - The college president notifies the student and the instructor of the final decision within five (5) working days of the final decision.
 - In reference to a grade grievance, 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.
 - 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.
 - 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]
 - 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

2

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Admissions, College Policies, and Services

As one of California's 113 community colleges, Contra Costa College is organized under the California Code of Regulations and 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 which are offered for credit and for which course work is evaluated and a grade assigned.
- Noncredit courses for which no college credit or grades are given.
- Community Education (fee based) classes for which there is no college record, credit or grades 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 and various other sites throughout the service area. Courses are also offered online. Most courses are term-length, but we also offer short-term courses in six (6) and eight (8) week options. Courses are offered during the day, in the evening, and on weekends.

Associate & Transfer Degree, Certificate of Achievement, Certificate of Accomplishment

Students who want to be prepared for today's workforce can earn an associate in arts or science degree, an associate for transfer degree, or a certificate of achievement at CCC. Some programs also offer certificates of completion for individual courses.

Associate degree studies prepare students for a wide variety of jobs, providing students a depth of educational exposure, well-roundedness, and the 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. With a few additional courses, students may transfer to a four-year institution to complete a bachelor's degree.

Certificates of achievement are granted for completion of a program of study in a given area. Certificates of achievement are posted to a student's transcript.

Certificates of accomplishment are offered in some career and technical programs as proof that a student has acquired specific skills by the successful completion of a course or courses. Certificates of accomplishment are not noted on a student's transcript.

Fee-Based Classes

Contra Costa College offers several fee-based classes in support of life-long learning. These classes do not offer college credit towards an academic degree or transfer program.

Fee-based classes are not state-funded and are supported solely by class enrollment fees. Enrollment fees cover the direct costs of instruction, supplies, field trips, course materials, facility rental, and other relevant indirect administrative cost.

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, online courses, 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 Workforce and Economic Development Office, SAB-207, (510) 215-3871.

Distance Learning

In an effort to provide more flexibility in the delivery of instruction, Contra Costa College offers distance learning that includes online classes.

Non-credit Courses

Contra Costa College also offers a number of non-credit 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. Non-credit course offerings provide lifelong learning opportunities in art, music and other areas.

Transfer

Contra Costa College offers a full selection of courses that fulfill the lower division requirements for a bachelor's degree, 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 to transfer.

Study Abroad

Contra Costa College offers its students opportunities to take community college courses for credit in semester length and short-term programs. Spending a semester studying abroad is both an adventure and a truly unique learning and life-changing experience. Students have the opportunity to live and study in a rich and unique environment as they learn more about other people, cultures, history and perspectives on the world, while learning more about themselves, gaining independence and developing personal growth. It also can be a significant factor in increasing the options for transfer to the best 4-year universities.

To be eligible for the Study Abroad semester programs, you must be at least 18 years of age, have completed a minimum of 12 semester units of credit at CCC or any other college/university with a GPA of 2.25 or better. You will take 12-15 units of transferable community college courses during your semester abroad. Scholarships and financial aid are available for these programs.

Semester Programs

Every spring semester, we offer a study abroad program in Florence, Italy, our most popular program. The cultural and historical impact of Florence is overwhelming and the city is filled with world-renowned art, architecture, historical culture and wonderful, friendly people to interact with as your classes and coursework take on an exciting, rich dimension.

Fall semester programs alternate among three of Europe's major and most significant cities: London, England; Paris, France; and in Barcelona, Spain.

For more information on either the semester or summer programs, contact the CCC Study Abroad Office (International Students Office) in SSC-115.

Admissions

If you are a new student, new transfer student, returning student or returning transfer student as defined below, file an application for admission online at www.contracosta.edu before you enroll in courses. Hard copy 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) do not need to submit a new application for admission.

Defining Your Student Status

- New student: You have never 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, attended another college, and are now returning to Contra Costa College.
- Continuing student: You were enrolled at Contra Costa College during the last fall or spring term.
- Full-time student: You are enrolled in 12 or more units of credit (6 or more units in the summer).

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.
- You have passed the GED.
- You are a secondary school student in grades K-12 and are recommended by your principal, or designee, to take college courses.

Concurrent Enrollment:

K-12 Students & Home-Schooled Minors

1. Once admitted to the college, K-12 students must submit a Concurrent Enrollment Form signed by the principal, counselor and parent/guardian every semester.
2. Home-schooled minors must submit an admissions application, a Concurrent Enrollment Form signed by the parent/guardian, and a Private School Affidavit. The Private School Affidavit can be obtained online from the California Department of Education (CDE) at <http://www.cde.ca.gov/sp/ps/rq/affidavit.asp>.
3. 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 on the Concurrent Enrollment Form.
4. Concurrent enrollment in fall and spring courses is contingent upon available space. Concurrent students register for courses at the Admissions & Records Office on their scheduled day or after.

Assembly Bill (AB) 397 Notice to Males

Attention Male Applicants to the College:

Assembly Bill 397 requires the college to inform male students who are 18 years of age or older that they have an obligation to register for the Selective Service. Failure to do so may affect your ability to receive financial aid.

Residence Status

The State of California requires public colleges to apply uniform rules to determine a student's residency status. The following residency information is based on the California Code of Regulations, Sections 54001, and the California Education Code sections 68000 through 68134.

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 first day of the term. In order to be classified as a resident student, you must also 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 did nothing inconsistent with your intent to maintain your California residency.

- If you are 19 years of age or older 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).
- If you are under 19 years of age or older, 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 over one year. Students under the age of 19 derive their residency from their parents or guardian.

Residency

If you have not lived in California for two years, you will be required to provide objective evidence of your intent to make California your home. The Admissions & Records Office can give you a complete list of acceptable documents that can be used to show proof of residency. Among the accepted documents are the following examples:

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;
5. maintaining active savings and/or checking accounts in California banks.

Nonresident

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, and you now meet the residency requirements, you may be reclassified as a resident with proof of intent and physical presence.

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

Non-Citizen Resident

If you are a non-citizen but you meet the residency requirements and want to enroll as a California resident, you must be eligible to establish residency. Undocumented students currently enrolled 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. Undocumented students in high school can also have their nonresident fees waived under the provisions of SB150. A residency reclassification form and high school transcript must be completed to initiate the SB150 waiver.

DACA (Deferred Action for Childhood Arrivals)

On June 5, 2014, the United States Citizenship and Immigration Services (USCIS) clarified that individuals granted deferred action are not precluded from establishing domicile in the United States.

Students with DACA status, who meet the minimum requirements of California law related to physical presence with intent to make California their home for other than a temporary purpose, can be classified as a resident for fee purposes. Contact the Admissions and Records Office for additional information.

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 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 parents. If you are an unmarried minor and your parents are permanently separated, your residence is that of the parent with whom you reside.

If you are an unmarried minor, but you support yourself, you may be entitled to resident classification for attendance purposes. Check with the Admissions and Records Office for more information.

Assembly Bill (AB) 540 - Exemption from Non-Resident Tuition

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

- attended high school in California for three or more years;
- received a high school diploma or equivalent from a California high school;
- registered as a new student at an accredited institution of higher education in California;
- provided documentation of high school completion (certificate of completion/equivalency, high school transcript diploma) to the Admissions & Records Office.

Assembly Bill (AB) 130 California DREAM Act (Deferred Relief Education Alien Minor)

As of January 1, 2012, students attending a California community college who are undocumented citizens are exempt from paying nonresident fees under the provision set forth by the DREAM Act Legislation. Eligible students are as follows:

- attended a California high school for at least 3 years;
- graduated from a California high school before enrolling in CCC;
- shown efforts of applying for citizenship.

For more information contact the Admissions & Records Office, SSC-115, (510)215-3924.

Assembly Bill (AB) 131

As of January 1, 2013, students attending a California community college who are not legal citizens are exempt from paying nonresident tuition fees under the AB 130 provision above, and are eligible to apply for any student financial aid program administered by the State of California and the Board of Governors Fee Waiver. AB 130 and AB 131 allows AB 540 eligible students to apply for and receive several types of financial aid, including:

- Board of Governors Fee Waiver;
- state financial aid such as Cal Grants and Chafee Grants;
- assistance from EOPS, CARE or CalWORKs;
- privately funded scholarships.

For more information contact the Financial Aid Office at SSC-102, (510) 215-3952.

International Students (F-1 Visa)

International students must file their application and related documents with the International Students Office by April 1 for summer term, July 1 for the fall term, and November 15 for the spring term. International students are admitted to summer on a case by case basis. Application materials are available in the CCC International Students Office (SSC-115) and online on the CCC website.

Requirements for International Student Admissions

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

The following documents are required and are available in the international student admission packet along with a convenient checklist to ensure submission of all required materials:

1. a completed international student application form;
2. if you are transferring from another U.S. educational program, documentation from all prior schools or colleges verifying that you have maintained full-time status throughout your attendance period at those institutions;
3. a completed financial certification form, including supporting bank documents (translated into U.S. currency), verifying that you have the required funds for the first full year of study;
4. a completed and signed F-1 Student Conditions Agreement form;
5. official transcripts (in English) of all high school and college course work completed, both in your home country and elsewhere;
6. A TOEFL score of 400 Paper based (PBT) or 40 Internet based (IBT) or IELTS score of 4.5 with a minimum band requirement of 4.0.
7. a written personal statement providing your background and future academic and career goals.

Notification of Acceptance

Upon receiving a completed application for admission and supporting documents, eligible students will receive an official letter of acceptance and I-20. Out of country students will need to take these documents to the U.S. Embassy in their country 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 to remain in legal status. Students must also maintain a cumulative grade point average of 2.0 or higher.

English Language Ability

CCC requires English proficiency to be admitted. Students must submit proof of English proficiency prior to admissions. We define English proficiency as students who have completed a paper based TOEFL test of 400 (40 Internet based) or 4.5 IELTS score with a minimum band requirement of 4.0. English proficiency will be assessed when you arrive at Contra Costa using our local assessment tool. Students without adequate English proficiency will study in the English as a Second Language (ESL) program until they successfully complete level four. After completing the advanced level of ESL, students are allowed to enroll in college level courses.

Many of our international students go on to further their education at four-year colleges and universities including UC Berkeley. Contra Costa College prepares our international students to be successful in all of their academic endeavors.

If you need more information, please contact the International Students Office at (510) 215-3954.

Fees

Tuition and enrollment fees are due and payable at the time of registration. International student fees at the time of publication of this catalog are a total of \$283 per unit of credit. International students must file a financial certification form which verifies that they have approximately \$23,000 per academic year to cover the cost of education. **Please note:** Enrollment fees are established by the California State Legislature and are subject to change.

Housing

The college does not 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 homestay is provided by the International Student Office.

International Student Adviser

The services of a counselor are available to all international students by appointment or on a drop-in basis. If you are a foreign student with an F-1 visa, you may contact the Counseling Office to schedule an appointment at (510) 215-3936.

Veterans Benefits

If you are a veteran, or a dependent of a veteran, you may be eligible for educational benefits while attending Contra Costa College. For assistance contact the Admissions & Records Office, SSC-115, (510) 215-3931 or go to our website at www.contracosta.edu. This office provides information on veteran's educational benefits, assists with inquiries to the Veterans Administration, helps resolve benefit payment difficulties, and certifies veterans for educational benefits.

The following requirements apply to veterans receiving benefits:

1. **New students** (never enrolled in any college) must provide the following to the Admissions & Records Office:
 - certified copy of service discharge papers (DD-214);
 - declaration of your educational major on your application for admission;
 - a full educational plan developed with a counselor. If you change your major, you must obtain a new educational plan which must be on file before you can be certified;
 - once registered, submit a Request for VA Certification form to the Admissions and Records Office. Register during your priority registration date and submit your form early. It can take up to 3-4 weeks to be certified so it is important to plan ahead and register for classes early.
2. **Transfer students** must provide Admissions and Records with the following:
 - official transcripts of academic records from all prior colleges attended. All transcripts must be on file by the end of your first semester;
 - evidence of completing the VA form 1995 changing the place of training to Contra Costa College (letter of eligibility).

All veterans receiving benefits are responsible for the following:

1. Adhere to your educational plan to avoid a delay in benefits. If you change your major, meet with a counselor to obtain a new educational plan. You will only be certified for courses listed on your educational plan.
2. Each semester, register on your priority registration date and submit a completed "Request for VA Certification" form to the Admissions and Records Office after you register.
3. Report any change in academic program to the Admissions and Records Office immediately. Failure to do so 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 benefits received in excess of the appropriate entitlement.
4. Maintain a cumulative grade point average of 2.0 to remain in good academic standing. Failure to maintain a grade point average of 2.0 for two consecutive terms is considered unsatisfactory progress. Repeated withdrawals also constitutes unsatisfactory progress. Both of these circumstances could result in a termination of benefits.

Nursing Program Admissions

Students who wish to enroll in the Contra Costa College Registered Nursing program should check with the Nursing Department Office (HS-103) for special admissions requirements. There are courses that must be completed before you will be admitted to the program. You will find a separate application to the nursing program and specific timelines for submission of required materials on the Nursing Program website.

All students admitted to the Contra Costa College Registered Nursing Program will be required to purchase and utilize three

Table 1. Nursing Student Fees Structure (Approximations)

Learning Environment	Access Cost/Access Timeframe	Total Cost
Kaplan Integrative Testing	\$112.50 per Semester x 4 Semesters	\$450.00
RealEHRPrep With Cerner Academic Electronic Health Record	\$100.00 per Year x 2 Years	\$200.00
Pearson The Neighborhood	\$50.00 per Year x 2 Years	\$100.00
Total Cost For RN Program		\$750.00

learning systems. These systems are essential to your success as a CCC student nurse. Please be advised that any lapse in the payment and/or utilization of these learning systems on the part of the student is grounds for dismissal from the nursing program. The learning systems and the payment information are explained below.

- **Kaplan Deluxe Integrated Testing:** Supports and evaluates a student's competency, as well as a group's competency, relative to the NCLEX-RN examination. Students will take proctored examinations each semester.
- **RealEHRPrep with Cerner Academic Electronic Health Record (EHR):** A structured learning path that allows students to document and view patient data in order to evaluate patient status and to support critical thinking and quality patient care.
- **Pearson The Neighborhood:** An online, interactive, virtual suite of instructional materials that focus on bridging the gap between lectures and the clinical experience.

Note: Students will pay the cost of these learning systems directly to the vendor each semester and each year as stated in Table 1. CCC nursing will provide the vendors with a list of student names in order for them to initiate and maintain contact with CCC nursing students.

For more information, please call (510) 215-4103 or visit the nursing department website.

Student Success and Support Programs

FOLLOW THE STEPS TO SUCCESS TO RECEIVE PRIORITY REGISTRATION

Step 1 – Submit an Application for Admission

Go to www.contracosta.edu to complete your application online. Click on the "Apply Now" button. To submit an application in person visit the Admissions and Records Office, Room 115, in the Student Services Center.

Step 2 – Apply for Financial Aid

If you need help paying for college you have several options. You may be eligible for a Board of Governors (BOG) fee waiver or other state and federal opportunities to help you pay for your classes, books and supplies. To apply, go to www.fafsa.gov and follow the instructions to complete the Free Application for Federal Student Aid (FAFSA). You can also submit an application for a fee waiver at https://secure.cccapply.org/BOG_Waiver.

The California Dream Act allows certain students who meet Assembly Bill (AB) 540 requirements to apply for and receive state financial aid. For more information on the Dream Act and AB 540 eligibility requirements, visit <https://dream.csac.ca.gov/>.

Step 3 – Complete the Assessment

Make an appointment to take a math and English or English as a Second Language (ESL) assessment. This will assist you in getting an accurate picture of your English and math skills and help you choose the best classes for you. Register online for an appointment to take the assessment at <http://www.contracosta.edu/assessment/>, or in-person at the Assessment Center in Room 104 of the Student Services Center. If you have already completed a college level English or math class, take your unofficial transcripts to Admissions and Records (SSC-115) to have this requirement cleared.

Step 4 – Complete Online Orientation or Enroll in ESL-108*

New students at Contra Costa College are required to complete orientation. Orientation is offered online through self-paced modules where you will learn a wealth of information about programs, classes, support services, and campus policies. You will receive an email after you submit your application for admission, providing a link to the online orientation.

* For non-native English speakers and learners, an in-person class was designed as an alternative to the online orientation. Information on available classes of ESL-108 can be found at www.contracosta.edu by clicking on the Steps to Success button on the homepage.

Step 5 – Enroll in Counseling-108 (COUNS-108) and Develop an Educational Plan

An educational plan is a map to help you identify the courses required to complete your goals. By enrolling in COUNS-108: Introduction to Educational Planning, you will engage with a counselor to identify your specific program of study and the most direct route from start to finish. Information on available classes of COUNS-108 can be found at www.contracosta.edu by clicking on the “Steps to Success” button on the homepage.

Step 6 – Register for Classes

Registering for classes is simple. Log into your InSite/WebAdvisor student account from the Contra Costa College website, www.contracosta.edu, to register for classes directly from your student educational plan. If you need help in person, visit the Welcome Center or the Admissions and Records Office located in the Student Services Center (SSC).

Get Your Student ID

Visit the Welcome Center in the Student Services Center (SSC) Room 111 to get your student ID. Bring proof of enrollment and personal identification.

Additional Support and the Welcome Center

If you need additional support and guidance getting started with the admissions or registration process, please visit the Welcome Center in the Student Services Center (SSC) Room 111. Call (510) 215-4110 for current center hours of operation.

Parking Information

A parking permit is needed to park on campus. You may purchase a parking permit for the semester online via the InSite/WebAdvisor portal. Log in and click on “Students” tab then select “Academic Services”; have your vehicle registration information ready to enter. You may also purchase daily permits at machines located in multiple campus parking lots.

Follow-up

Counselors are committed to providing follow-up services to support students who:

- are enrolled in basic skills courses;
- need assistance clarifying their educational or career goals;
- need to discuss any personal issues that are getting in the way of their success;
- need additional assistance with academic planning;
- are on academic or progress probation.

Registration and Enrollment

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

Registration in Classes

Registration is the process by which you register in courses for a specific term. You must have a current application on file to register, and you must be officially registered to attend courses. All debts to the college must be paid in full before you will be allowed to register.

Priority Registration

The Student Success Act (SB1456) required community colleges to make changes to enrollment priorities. The California Community Colleges Board of Governors approved changes that established system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer, and to reward students who make progress toward their educational goals. The changes are as follows:

- new students who have completed college orientation, assessment and developed education plans will have priority over students who do not participate in these activities.
- continuing students in good academic standing who have not exceeded 100 units of degree applicable coursework (not including units in basic English and math or some English as a Second Language) will have priority over students who have more than 100 units of degree applicable coursework. Students in this category will no longer be eligible for priority registration and will be assigned an appointment after priority registration has concluded.

Students are assigned priority registration dates in the following order:

1. Group 1 – CalWORKs, DSS/DSPS, EOPS, foster youth, and Veterans
2. Group 2 – Note takers, early graduation applicants, athletes
3. Group 3 – Continuing, new students who have completed the Student Success program, and returning students as follows:
 - continuing students with 45-75 degree applicable units within the district;
 - continuing students with 0-44.99 degree applicable units within the district;
 - recent high school graduates (spring high school graduate for a fall start);
 - continuing students with 75.01-99.99 degree applicable units within the district;
 - new students (other than recent high school graduates) who have completed the student success program.

All other groups will be assigned a registration date based on their status. For specific information, please review the Academic Calendar in the front of this catalog.

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 overdue or lost books;
- you have other outstanding debts to the college or district;
- you have been placed on dismissal status.

Unit Load

Academic credit is measured and awarded by semester 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 course of study is 12 or more units in the fall or spring and 6 units in the summer.

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. Students enrolled in ESL courses or who are officially identified as having a learning disability are exempt from the 30-unit limit.

Unit Overload

No student is permitted to register in more than 19 semester units for the fall and spring term and 12 units for the summer session without approval of a Contra Costa College counselor (SSC-108). To register in more than 22 units in the fall and spring, or to register in more than 14 units in the summer, you must have approval from the Dean of Student Services.

Course Prerequisites/Co-requisites

Students registering in a course with a prerequisite must complete that prerequisite with a C grade or higher before they are allowed to register. A course has a prerequisite to ensure that a student has the appropriate body of knowledge to be successful. Courses with a co-requisite require that a student has successfully completed the course in a prior term or is registered in the co-requisite course in the same term. Please note that dropping a class with a co-requisite will result in a drop from both classes.

For example: Students may not register in MATH 164 (Introduction to Probability and Statistics) without first passing MATH 120 (Intermediate Algebra) or equivalent with a C grade or higher. Generally, a co-requisite course is a lab or a course that provides supplemental instruction.

Current students attending any college within the Contra Costa Community District will be allowed to register in a course with a prerequisite provided they are currently registered in the prerequisite course. In-progress courses from other colleges are not accepted as completion of the prerequisite requirement. If you complete a prerequisite course at another college, you must have your prerequisite cleared by the Admissions and Records Office prior to enrollment. To do so, submit an official transcript and a completed

Prerequisite Verification/ Challenge form at least two weeks before your registration date to the Admissions and Records Office.

To see which courses have prerequisites and/or co-requisites see the individual course offerings in the catalog.

Prerequisite and/or Co-requisite Challenge

Students who are denied registration in a class because they do not meet the prerequisite requirement may challenge the prerequisite if one of the following situations exists. Challenge petitions are available in the Admissions and Records Office.

You may challenge a prerequisite if:

- the prerequisite has not been established in accordance with the district's process for establishing prerequisites;
- the prerequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- the student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite;
- the student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite course has not been made reasonably available.

Contact the Admissions and Records Office regarding information and forms for challenging prerequisites.

Waitlist Option

The waitlist is a process whereby you add your name to a priority waitlist after the class has filled to its maximum capacity. When you attempt to register in a course with a waitlist, the system will inform you that the class is full. You will be asked if you would like to add your name to the waitlist. Not all classes have waitlists.

If you are on the waitlist and **space becomes available before instruction begins, you will be notified via your InSite email that you can register in the course.** You will have three days to register. If you do not register within that time period, you will be dropped from the waitlist and the next person on the list will be offered a seat in the class. The process occurs every day of the week including weekends.

If you are not moved into the course from the waitlist during the regular registration period, you must attend the first meeting of the class to be considered for enrollment from the waitlist. If there is space available and you are not present, you will lose your place on the waitlist and another student will be added instead.

Important details you should know:

1. All co-requisites or prerequisites must be completed before you will be placed on a waitlist.
2. Any waitlist course must not conflict with the times of any courses in your existing class schedule. If there is a time conflict when you go to enroll, it will not allow it.
3. Waitlist units will be counted as enrolled units for the purpose of determining the maximum unit limit.
4. If you wish to be removed from a waitlist, you may do so through InSite/WebAdvisor.
5. Students are responsible for checking their InSite email account regularly. The college is not responsible for information missed because the student failed to monitor their college email account.

Registering in Conflicting Courses

InSite/WebAdvisor does not permit registration in courses that conflict in meeting time. The division dean has the option to approve a course conflict with special circumstances. If your conflict is approved, the conflict form will be completed and forwarded to the Admissions and Records Office. Most time conflicts are not approved. It is better to register in another section that doesn't conflict in time with another course.

Changes in Course Registration

Adding Courses

You may register for courses using InSite/WebAdvisor up to midnight the day before the first day of instruction.

You may also register in a course after it has begun if certain conditions are met through the end of the late add period. To add a course during the late add period, you must obtain a late add code from the instructor. Use the late add code to add the course through InSite/WebAdvisor. The late add code will expire if it is not used during the late add period. The late add period is shorter in length for short-term courses. Dates specific to short-term courses can be obtained from your instructor.

Students should be aware that classes may be cancelled if there are not enough enrolled in the class before it begins.

Dropping Courses

To drop a course, log in to InSite/WebAdvisor and select the student menu choice for dropping courses. You may also drop in person at the Admissions & Records Office. Please make note of the various deadlines associated with dropping courses. You will find them listed for each class using the "My Schedule" option in InSite/WebAdvisor. You can also find deadlines for semester-length courses in the schedule of classes and on the college website. California law requires a grade to be assigned if a student is enrolled after 75% of the class has passed.

Course Repetition

The following guide will help you further understand course repeatability rules (T5, Sections 55040-55046).

Allowable Repeats:

1. Non-Credit courses (no limit).
2. Disability-related accommodation.
3. Intercollegiate athletic courses.
4. Intercollegiate academic courses.
5. Alleviation of substandard grade (2 repeats including withdrawals).
6. Cooperative work experience (up to a total of 16 semester units).
7. Legally mandated training requirement.
8. Repeat of an open entry/open exit variable unit course is repeatable upon petition up to the number of times it takes to complete one time the entire curriculum of the course.
9. Significant change in industry or licensure standards.
10. Courses for programs that have a recency requirement.
11. Under extenuating circumstances, which are verified cases of accident, illness, or other circumstances beyond the student's control.

Limitations On Enrollment

Enrollment limits have been placed on certain types of courses offered within the Contra Costa Community College District. Students are limited to a total of four enrollments in courses that are considered "active participatory courses that are related in content."

Courses that are "active participatory courses that are related in content" have been assigned to "families" and students are limited to four aggregate enrollments within the "family". The "families" are district-wide and the limitation to four enrollments applies to courses taken at any college within the district.

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 Office of Admissions & Records.

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. 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. All audit forms must be submitted by the last day to add the course;
5. once audit enrollment is completed, no student will be permitted to change his or her enrollment to receive credit. Students are not allowed to change his or her enrollment from credit to audit.

NOTE: ESL classes may not be audited.

Instructions for Auditing a Course

1. Pick up a course audit request form from the Admissions & Records Office, SSC-115.
2. Enrollment for auditors will not be allowed until Monday of the second week of instruction.
3. Obtain the signature of approval from the instructor of the course.
4. Submit the signed audit request form and auditing fee to the Admissions & Records Office, SSC-115 no later than the last day to add a course.

College Costs

Enrollment Fees & Tuition

Registration fees are established by the governor and California State Legislature and are subject to change. Registration fees are due at the time of registration. If the fees increase after you enroll, you will have the option to drop the course without penalty or pay the additional fees.

Nonresident of the State of California

Non-U.S. citizens who cannot establish California residency pay an enrollment fee of \$46 per unit of credit, plus \$211 in tuition, and \$26 for a capital outlay fee, per unit. This is a total of \$283 per unit.

Permanent Resident of Another Country

If you are a permanent resident of another country (international student, F-1 Visa), you will be charged a tuition fee of \$237 per unit, plus the enrollment fee of \$46 per unit, for a total of \$283 per unit. See "International Students" under the "Admissions" section of this catalog.

Course Audit Fee

If you enroll in a course on an audit basis, you will be assessed a non-refundable fee of \$15 per unit. This fee is due at the time you submit your request to audit form to the Admissions and Records Office, SSC-115.

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.

Instructional Material Fees

Instructional material fees for certain 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. Material fees may be charged 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 more information on the instructional material fees.

At the beginning of the term, the instructor will inform you of required materials. If you elect to purchase the material on your own, you will need to obtain a letter from your instructor which can be submitted to the Cashiers Office. Instructional material fees 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 by the Contra Costa Community College District office.

Paying Outstanding Debts

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 where the fee originated (i.e. the Admissions & Records for enrollment fees, the Library for library fines).

Student debts are carried over until paid. Students with debts are blocked from enrolling in courses. Contra Costa College will also withhold transcripts, certificates, and diplomas from any student or former student who has failed to meet their proper financial obligation due to the district or 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. If this occurs, a 33 1/3% administrative fee will be added to your delinquent balance. This balance will be forwarded for collection to the State Franchise Tax Board (FTB). California 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 by individuals and to redirect these funds to pay the individual's debts owed to the agencies/colleges.

Student Activity Fee

The Student Activity Fee of \$5 allows the Associated Student Union (ASU student government) to provide funding for campus clubs, events, activities, and other campus-based opportunities that will benefit the student population. Such programs and opportunities include:

- student scholarships
- textbook scholarships
- transportation assistance
- multi-cultural events & celebrations
- community outreach

If students do not want to participate in these opportunities, they can opt out of paying these fees by completing a fee waiver form and submitting the form to the cashier's office at the time they register and/or BEFORE the last day of the refund period. Refund deadlines are listed in the academic calendar within the class schedule and catalog. Fee waiver forms are available online on the ASU and Student Life website. Hard copies of the waiver are also available in the Student Life Department.

Transcript Fees

Transcript requests from current CCC students are to be submitted electronically online via InSite/WebAdvisor. Through InSite/WebAdvisor, students can check on the status of a transcript request. The levels of transcript service and associated fees, payable in advance, are listed below.

Standard Service: (mailed in 7 to 10 business days) First two transcripts are free, \$5 per transcript thereafter. Mailed via United States Postal Service (USPS).

Rush Service: (available for student pickup at 10 a.m. the next business day, or mailed by USPS): \$15 per transcript/\$10 if the student has not received free copies. Students must submit their request for rush service no later than 3pm for delivery the following day.

Express: (same day service): \$30 per transcript/\$25 if the student has not received free copies.

Special Delivery: For an additional \$19.50, the transcript can be mailed overnight, but the request must be received by 12 noon. If received after 12 noon, the transcript will be sent the next business day. International destinations may take longer.

Only rush and express transcripts may be picked up. Transcripts will be mailed to the address exactly as it is provided by the student. The college is not responsible for transcripts delivered to incorrect addresses provided by the student.

The two free transcript requests can be used at any of the Contra Costa Community Colleges. This does NOT mean a student can obtain two free transcripts at each college in the district.

Each college within the district maintains its own set of transcripts. Transcript requests processed through CCC will only contain academic history for coursework completed at CCC.

A transcript request form is available on the college website and at the Admissions & Records Office. It can be mailed or faxed to (510) 412-0769. All requests must include payment for associated fees. This includes electronic transcripts.

Verification of Enrollment

Free copies of an official verification of enrollment can be obtained (24 hours a day, 7 days a week) through InSite/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). Students can also obtain enrollment or degree verifications by contacting the National Student Clearinghouse:

Website: 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. The National Student Clearinghouse is the authorized provider of CCC verifications.

Parking Fees

If you want to park on campus, you must purchase a parking permit. The cost of a vehicle parking permit is \$48 per spring and fall term, \$25 for summer intersession for automobiles. Motorcycles and mopeds are \$30 per spring and fall and \$15 for summer. You may purchase a mid-semester vehicle parking permit for the fall and spring terms for \$24. Mid-semester motorcycle permits are \$15. 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.

Note: Board of Governors fee waiver recipients receive a discount on parking permits

Replacement of Diplomas

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

Financial Assistance

The Office of Financial Assistance is passionate about and committed to delivering student aid advisory services and financial aid awards to make higher education affordable for our diverse community. We facilitate efforts to improve student recruitment, enrollment, and retention by providing students with the guidance and resources needed to ensure equitable access to a quality education at Contra Costa College.

Financial Assistance is available through grants, fee waivers, work study, and student loans. All students are encouraged to apply for financial aid. For more information about our services, log on to www.contracosta.edu and click on "Financial Aid."

Office of Financial Assistance

The Office of Financial Assistance is located in the Student Services Center, Room 102. Office hours are 8:00am - 4:30pm Monday through Thursday, and 8:00am-12:00pm on Fridays. We offer extended office hours throughout the semester. Please visit our office web site for a list of extended office hours.

Need help applying for financial aid online? We also offer open Financial Aid Computer Lab hours, located in Student Services Center, Room 108. Check our web site for a list of lab hours. For general information, call our office at (510) 215-6026.

Scholarships

The Contra Costa College Foundation offers numerous scholarships to students of Contra Costa College. Each scholarship has its own criteria and requirements.

We also provide students with information on other, outside scholarship opportunities. All students are encouraged to apply for scholarships!

The Office of Financial Assistance is pleased to administer the scholarship program and assist students with application materials. For more information about CCC scholarships and external scholarships, log on to <http://www.contracosta.edu/scholarships/>.

Ability to Benefit

Contra Costa College accepts for admission, as regular students, persons who do not have a high school diploma or the recognized

FEES AND TUITION

FEE TYPE	AMOUNT *	COMMENTS
Enrollment Fee.*	\$46 per unit	California residents pay an enrollment fee of \$46* per unit of credit.
Nonresident Fee	\$283 total per unit	Nonresidents of California pay an enrollment fee of \$46* per unit of credit, plus \$211 in tuition per unit of credit, plus \$26 for a capital outlay fee, per unit.
Non-U.S. Citizen Tuition (Including International Students)	\$283 total per unit	Non-U.S. citizens who cannot establish California residency pay an enrollment fee of \$46* per unit of credit, plus \$211 in tuition per unit of credit, plus \$26 for a capital outlay fee, per unit of credit.
Health Insurance for International Students	\$465 for Fall per student \$651 for Spring/Summer 2017 per student	Health insurance for international students is mandatory. Students who do not provide proof of health insurance to the international office before the term begins will be automatically enrolled in a health plan offered by the district.
Parking Permit	\$48 per semester for a car or \$3 per day, (subject to change at any time without notice) and, \$30 per semester for a motorcycle. Mid-semester parking - \$24 cars & \$15 Motorcycles	Term-length parking permits can only be purchased online through your WebAdvisor account. BOGW (fee waiver) recipients receive a discount on parking permits.
Instructional Material Fees	Variable by course	See policy statement below.
Student Activity Fee* (This is an optional fee)	\$5.00 per semester	The Student Activity Fee allows the Contra Costa College Associated Students (student government) to provide funding for campus clubs, events, activities, and campus-based programs that will benefit the student population. Examples of programs which the activity fee could support are student scholarships, textbook scholarships, multi-cultural campus events, and community resource outreach programs.
Student Representation Fee	\$1 per semester, required. Non-refundable.	All students.
Student ID Card	No charge for ID card or semester stickers;	Student ID cards and semester stickers can be obtained in the Welcome Center located in the Student Services Center. All students must show proof of registration.
Transcript Fee*	All requests require written authorization and advance payment. Standard: First 2 copies in the district are free ¹ , \$5 thereafter Rush: \$15 per transcript; \$10 if the student qualifies for either of his/her 2 free copies. Express: \$30 per transcript; \$25 if the student qualifies for either of his/her 2 free copies	Standard: Mailed through the U.S. Postal Service within 7-10 business days. No student pickup allowed for standard service. Rush: Mailed by U.S. Postal Service mail next business day or for pickup. Express: Same day service prepared for student pickup (may not always be available).
Verification Fee	\$2 per copy First 2 copies are free; \$5 letterhead verification	Written authorization is required. Verifications requested through the Admissions & Records Office will be assessed at \$2 for each request. Students can receive free verifications of enrollment through WebAdvisor.

* This amount may be changed by the Governor/State Legislature without notice.

** Fee is voluntary. Refund forms are available at the Student Life Office. Refund forms must be submitted in person at the Cashier's Office.

Refund forms must be received within the first two(2) weeks of instruction. Refund checks will be issued monthly after the first two(2) weeks of instruction each term.

1. Transcripts: Students may receive two(2) free transcripts across the district (i.e. one(1) at CCC and one(1) at DVC equals two(2)).
2. Instructional Material Fees: For your convenience the bookstore offers required course materials at a reasonable cost. You have the option to purchase your materials from another vendor. If you choose this option, please obtain a note from your instructor and take it to the Cashier's Office to have the fees removed from your account.

A Transcript Request Form is available on the college website and at the Admissions & Records Office. It can be mailed or faxed to (510) 412-0769. All requests must include payment for associated fees. This includes electronic transcripts.

equivalent, and who are beyond the age of compulsory school attendance in California.

If these students apply for financial aid, 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.

Effective July 1, 2012, those students who do not have a high school diploma or a recognized equivalent (e.g., GED), or do not meet the home school requirements, will not be eligible to receive Title IV Student Aid for their eligible program of study.

Students will qualify for Title IV Student Aid under one of the ability-to-benefit (ATB) alternatives if the student was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six credit hours.

For more information about this test, contact the Assessment Center, SSC-104, phone (510) 215-3952.

For more information about this new regulation, please contact the Office of Financial Assistance at (510) 215-6026.

Board of Governors Fee Waiver (BOGFW)

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:

2016-2017 Income Standards*

Family Size	Income
1	\$17,655.00
2	\$23,895.00
3	\$30,135.00
4	\$36,375.00
5	\$42,615.00
6	\$48,855.00
7	\$55,095.00
8	\$61,335.00

Each Additional Family Member \$ 6,240

Applications for the Board of Governors Fee Waiver are accepted throughout the semester. Please visit the Office of Financial Assistance for more information on application deadlines. For more information, please contact the Office of Financial Assistance, SSC-102, phone (510) 215-6026.

Academic Standards for Financial Assistance

New BOG Fee Waiver Regulations: Beginning in fall 2016, students must meet minimum academic and progress standards to avoid losing eligibility for the BOG Fee Waiver Program. In short, students must sustain a GPA of 2.0 or higher and complete more than 50% of coursework. Students who do not meet these two standards in two consecutive terms (excluding summer) may lose

their fee waiver eligibility. Students may appeal their loss of BOG Fee Waiver. For more information, log on to <http://www.contracosta.edu/wp-content/uploads/2014/03/Fall-2016-BOG-Fee-Waiver-Changes.pdf>.

If you receive financial aid, you are required to maintain satisfactory and measurable academic progress. This is called Financial Aid Satisfactory Academic Progress, or SAP. Students not meeting the SAP requirements, including a minimum pace of progression and GPA, may lose their eligibility for financial assistance. To read the policy in its entirety, log on to <http://www.contracosta.edu/wp-content/uploads/2014/03/SATISFACTORY-ACADEMIC-PROGRESS-POLICY1.pdf>.

The types of financial aid listed below are based on financial need. Some are generally available, while others are restricted to students meeting certain eligibility criteria. Inquire at the Office of Financial Assistance about other grants and loans that may be available.

- **Pell Grant** — This is the first element in a financial aid package. The actual amount is based on each student’s expected family contribution (determined on the FAFSA), the cost of attendance, and the number of units in which you are enrolled.
- **Federal 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.
- **Supplemental Educational Opportunity Grant** — This campus-based grant program is available to students that demonstrate the most financial need and meet the Free Application for Federal Student Aid (FAFSA) March 2nd priority filing deadline, have at least a cumulative 2.0 G.P.A., are meeting satisfactory academic progress standards, and are enrolled at least half-time for the award period.
- **Federal Direct Loan** — This federal student loan program offers subsidized and unsubsidized loans to students meeting all eligibility requirements. Students must be prescreened by the Office of Financial Assistance.
- **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.

Refund Policy and 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 (or after 10% of a class that meets for a term shorter than 18 weeks). Refund checks will be mailed to students the first week of each month.

You may receive a refund if:

1. You drop the class prior to the deadline. 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 a class that meets for shorter than 18 weeks). Ask your instructor for the drop date for short-term and summer session classes.
2. You become eligible for financial aid and receive an enrollment fee waiver or deferral after you have paid your enrollment fees.
3. 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.
 - you qualified for state financial aid later in the term.
 - 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)
- Student Representation Fee

Returned Check Fee

A \$15 fee will be charged for all checks returned for nonpayment, 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. If you pay this fine online please inform the Cashier.

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." Policies are based on California law and the California Education Code.

Refunds for Residents and Nonresidents

- Enrollment fee refunds will be calculated and sent automatically if you are eligible.
- Complete withdrawal: Refund checks for complete withdrawal from the college will be processed immediately upon student request if eligible.
- 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 returned check fee.
- A refund will not be made if you have other outstanding debts to the college.
- Refund checks will be mailed to the student address on file in the Admissions & Records Office.
- If you have a new address, please change your address on In-Site/WebAdvisor, and notify the Admissions & Records Office.

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 or paid by someone else.

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 dropped 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. Mid-semester parking permits are non-refundable.

Academic Policies

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. 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. Only substandard grades may be “renewed”.
2. 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.
3. Academic renewal may be applied for up to 24 units. District courses are combined to obtain 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 to each college.
4. Courses/related grades that have already been removed from the cumulative grade point average based on course repetition will not be “renewed”.
5. There is no time limit for academic renewal.
6. Students who qualify for academic renewal must complete a petition, obtain a counselor’s signature and submit it to the Admissions & Records Office. If the student is using non-district courses to qualify for the 20 units (see item #2 above), official transcripts must be on file in Admissions & Records prior to submitting a request for academic renewal.

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. 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 course meetings. When you are forced to be absent, the reason for the absence should be reported to your instructor(s) as soon as possible. Your absence does not excuse you from completing required course work. You will be expected to make up any course work missed.

Withdrawing From Courses

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

All fees are due and payable for courses dropped after the last day to receive a refund.

Responsibility to Drop

It is your responsibility as a student to officially withdraw from courses by the deadline 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 on In-Site/WebAdvisor, you may drop a course by sending a letter to the Admissions & Records Office. Be sure to include the course title, number and section of the course you wish to drop, your name, the semester, and your student identification number. Courses cannot be dropped by phone.

Change of Address and/or Personal Information

You are to report a change of address immediately to the Admissions & Records Office. You will be held responsible for any mail sent to the wrong address. Any change in name as a result of marriage or court action should be reported to the Admissions & Records Office. Proper documentation to substantiate a name change is required.

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”, or “NP”) for a course, she or he may enroll in the course a second time without special permission. This is known as remediation by course repetition.

Students are limited to enrolling in a non-repeatable credit course a maximum of three times. If a student wishes to attempt the same course a third time (after all previous attempts resulted in substandard grades or withdrawals), s/he must request special permission to do so. This request must 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, the units and the grade points from the first attempt will be removed from 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. To pursue such a repeat, a student must file a Petition to Repeat with Admissions & Records. Approval will only be granted under certain circumstances in accordance with California Code of Regulations (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.

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.

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 submit a request for Pass/No Pass grading no later than the end of the fifth week for term-length courses or 30% of the term for shorter courses. However, once you have made the decision and filed the request, you cannot change back to a letter grade. You should also be aware that choosing the Pass/No Pass option may affect the transferability of a course.

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 student’s 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 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.”
2. Add up the grade points earned in all courses to determine total grade points.

3. 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.

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 earned less than a C grade in the course. No grade points are recorded, no units are achieved, and 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 if such work is incomplete for 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 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. Contact your 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.

Note: If you enroll in a course, you are considered enrolled until you officially drop the course online. This applies even if you do not ever attend a class meeting. 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:

1. a withdrawal reported during the first two weeks of instruction in a regular term course, or during the first 20 percent of instruction in summer intersession or short-term courses, will not appear on your official academic record;
2. a withdrawal reported between the end of the third (3rd) 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". For summer intersession and short-term courses, a withdrawal reported between the completion of 20 percent and 75 percent of instruction will be recorded on your official academic record as a "W" grade;
3. if you do not withdraw from a course by the end of the 14th 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 a grade other than a "W."

MW – Military Withdrawal

A military withdrawal is awarded when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, an "MW" grade will be assigned. Military withdrawals shall not be counted in progress probation and dismissal calculations. "MW" shall not be counted for the permitted number of withdrawals.

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 Change Process

Course grades are final and may only be changed by the instructor.

- A student with questions or complaints regarding grades should contact the instructor.
- If a grade was given in error, or the instructor agrees to a grade change, the instructor will submit a grade change form, with documentation regarding the reasons for the change,

to the appropriate dean. The dean will verify that there is sufficient documentation to support a grade change. The dean will then forward the grade change form to the Director of Admissions & Records, who will implement the change.

- 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.)
- The director of Admissions & Records will keep all documentation related to each grade change.
- There is a one-year time limit for appealing grades. A student who fails to file a complaint or request for grade change with the dean in a timely manner will be denied. The time limit begins at the end of the session in which the grade was 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.

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 & 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 a total unit value of W, IP, and NC that equals 50 percent or more of all units enrolled.

Priority Enrollment: You will lose your priority to register if you have two consecutive semesters of probation.

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 Dean of Student Services (SSC-113).

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.

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. Being on poor academic standing for two consecutive semesters will affect your priority registration date.

Notification of Probation and Dismissal Classification

If you are placed on probation or dismissal, you will be notified of your classification from the college via the students Insite Portal email address. 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 Dean of Student Services 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 Dean of Student Services. You will be notified by letter of the Dean of Student Services decision to approve or deny your petition.

Timeline for Appeals

Appeals for reinstatement into the fall term must be submitted to the counseling department by 5:00 p.m. August 3 (or the last working day before August 3). 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 3 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 working day before April 15).

Petitions received after April 15 will be considered for the fall term if received by the August 3 deadline (or the last working day before August 3).

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.

Other Academic Credit

Advanced Placement Program (AP)

Contra Costa College currently grants credit toward undergraduate degrees for successful completion of examinations of the Advanced Placement (AP) Program of the College Board. The policy for granting credit for specific scores and exams is presented in the table on the pages that follow.

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 units of AP credit 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.

CLEP Examinations

Contra Costa College will grant credit for College Level Examination Program (CLEP) for any combination of general and subject examinations that have been completed with the appropriate score. CLEP credit may be used to meet Contra Costa College graduation requirements but will not be counted toward the 12 unit residency requirement for graduation. Students planning to transfer should be aware that CLEP credits may or may not be accepted by other colleges and universities. It is recommended that students meet with a counselor regarding the use of CLEP in the student's educational plan. The policy for granting credit for specific scores and exams is presented in the table on the pages that follow.

International Baccalaureate Program (IB)

Contra Costa College grants credit towards its associate degrees for successful completion of examinations in the International Baccalaureate Program. Credit awarded through IB may be used to satisfy graduation requirements but the units earned cannot be used to satisfy the 12 unit residency requirement for graduation. Transfer students should check with their receiving institution about specific policies for using IB examination scores and credits toward meeting admission and/or graduation requirements. The policy for granting credit for specific scores and exams is presented in the table on the pages that follow.

Credit by Examination

Basis

As authorized by California Administrative code, Title 5 Section 55050 and Board Policy 7141, Credit by examination may be granted if all eligibility requirements are met and procedures followed.

Philosophy

Credit by examination is to encourage directed self-study and allows students to pursue programs at an accelerated rate. It provides a method for students who have studied at unaccred-

ited institutions or have had life experiences to receive credit for equivalent courses at Contra Costa College.

Eligibility

1. The student is currently enrolled at Contra Costa College in at least one (1) course.
2. The student is in good standing (overall 2.00 GPA or higher).
3. The student may not receive credit by examination for courses previously failed; for courses in which credit has already been granted by a high school or another accredited institution; or for courses in which student participation is the major factor in evaluation of the student's work. In sequence courses, the student may receive credit for only the highest course challenged.
4. All prerequisites must be met or waived by the department chairperson prior to taking an examination for credit. The examination will be given by the appropriate instructor as determined by the department chairperson. The course must not be a prerequisite for one the student has already taken or one in which they are currently enrolled.
5. Courses that may be challenged will only be those that are on the approved credit by examination list.
6. Credit by examination courses are those that are not basic skills, or normally taught at the secondary education level and are approved by the department. The amount of credit given is that which is listed in the catalog in the year in which the examination was taken. Examination will be given for those courses where a single examination can adequately measure the student's proficiency and mastery of the subject.

Credit and Grades

A maximum of 12.0 units toward an associate degree or 6.0 units toward a certificate may be earned by courses for which credit has been earned by examination. Units from other accredited colleges will be allowed and credit by examination will be included in the 12.0 unit maximum.

The student may take the exam for a course one time. The course grades and unit credit will be recorded on the student's transcript at the end of the semester in which the examination was taken. The course grade will be determined by the department/program.

Procedure

1. Obtain the application for Credit by Examination from the Admissions and Records Office. Admissions & Records will evaluate the student's record for eligibility according to items 1-5.
2. The credit by examination fee is payable when the form is submitted.
3. The application is then taken to the division office for the division dean's signature.
4. The department chairperson will assign a time, date and instructor for the examination. The examination must be taken during the semester of application.
5. The department chairperson will report the grade received to the Admissions and Records Office. — *continued on page 46*

Contra Costa College College Credit for Advanced Placement (AP) Tests • 2016-2017

Students may earn credit for College Entrance Examination Board Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE, and AA/AS general education (GE). Students may have the College Board send

AP exam results to the Admissions and Records office. Hand-carried copies may be accepted by the Admissions and Records office for use on the AA/AS or GE patterns as long as the original envelope is unopened.

All units denote semester calendar credits.

AP Exam		Accepted AP Score	AA/AS CCC GE Area Units	Units for CCC Associate Degree	CSU GE Areas Units	CSU Credit	IGETC GE Areas Units	UC Credit	UC Limitations toward Credit
Art History		3, 4, 5	Area C – Arts and Humanities 3 units	6	C1 or C2 3 units	6	3A or 3B 3 units	5.3	
Art, Studio	2-D Design	3, 4, 5	Area C – Arts and Humanities 3 units	3	No GE Area Met	3	No GE Area Met	5.3	Max of 5.3 semester units for all exams
	3-D Design	3, 4, 5	Area C – Arts and Humanities 3 units Met	3	No GE Area Met	3	No GE Area Met	5.3	
	Drawing	3, 4, 5	Area C – Arts and Humanities 3 units	3	No GE Area Met	3	No GE Area Met	5.3	
Biology		3, 4, 5	Area B – Natural Science w/ Lab 4 units	6	B2 and B3 4 units	6	5B and 5C 4 units	5.3	
Chemistry		3, 4, 5	Area B – Natural Science w/ Lab 4 units	6	B1 and B3 4 units (6 units if taken prior to FA'09)	6	5A and 5C 4 units	5.3	
Computer Science	Computer Science A	3, 4, 5	No GE Area Met	3 Max of 6 units for both Computer Science exams	No GE Area Met	3 ¹	No GE Area Met	1.3	Max of 2.7 semester units for both exams
	Computer Science AB	3, 4, 5	No GE Area Met	6 Max of 6 units for both Computer Science exams	No GE Area Met	6 ¹	No GE Area Met	2.7	
Economics	Macroeconomics	3, 4, 5	Area D - Social Sciences 3 units	3	D2 3 units	3	4B 3 units	2.7	
	Microeconomics	3, 4, 5	Area D - Social Sciences 3 units	3	D2 3 units	3	4B 3 units	2.7	
English	English Language and Composition	3, 4, 5	Area A1 Language and Rationality 3 units	6	A2 3 units	6	1A 3 units	5.3	Max of 5.3 semester units for both English Language/Comp and Literature/Comp
	English Literature and Composition	3, 4, 5	Area A1 Language and Rationality and Area C – Arts and Humanities 6 units	6	A2 and C2 6 units	6	1A or 3B 3 units	5.3	
Environmental Science		3, 4, 5	Area B – Natural Science w/ Lab 4 units	4	B1 and B3 4 units (May apply to either B1+B3 or B2+B3 if taken prior to FA'09.)	4	5A and 5C 3 units	2.7	

¹ If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate.

² If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

AP Exam		Minimum AP Score	AA/AS CCC GE Area Units	Units for CCC Associate Degree	CSU GE Areas Units	CSU Credit	IGETC GE Areas Units	UC Credit	UC Limitations toward Credit
Government and Politics	Comparative	3, 4, 5	Area D - Social Sciences 3 units	3	D8 3 units	3	4H 3 units	2.7	
	United States	3, 4, 5	Area D - Social Sciences 3 units	3	D8 and US-2 3 units	3	4H and US-2 3 units	2.7	
History	European History	3, 4, 5	Area C - Arts and Humanities or Area D - Social Sciences 3 units	6	C2 or D6 3 units	6	3B or 4F 3 units	5.3	
	United States History	3, 4, 5	Area C - Arts and Humanities or Area D - Social Sciences 3 units	6	(C2 or D6) and US-1 3 units	6	(3B or 4F) and US-1 3 units	5.3	
	World History	3, 4, 5	Area C - Arts and Humanities or Area D - Social Sciences 3 units	6	C2 or D6 3 units	6	3B or 4F 3 units	5.3	
Human Geography		3, 4, 5	Area D - Social Sciences 3 units	3	D5 3 units	3	4E 3 units	2.7	
Language Other than English	Chinese Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	French Language (Only if taken prior to FA'11)	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units (6 units if taken prior to FA'09)	6	3B and 6A 3 units	5.3	
	French Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	French Literature (Only if taken prior to FA'09)	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	German Language (Only if taken prior to FA'11)	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units (6 units if taken prior to FA'09)	6	3B and 6A 3 units	5.3	
	German Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	Italian Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	Japanese Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	Latin	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	2.7	
	Latin: Vergil (Only if taken Prior to FA'12)	3, 4, 5	Area C - Arts and Humanities 3 units	3	C2 3 units	3	3B and 6A 3 units	2.7	
Latin Literature (Only if taken prior to FA'09)	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	2.7		

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¹ If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate.

² If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

Continuation of Contra Costa College College Credit for Advanced Placement (AP) Tests 2016-2017

AP Exam		Minimum AP Score	AA/AS CCC GE Area Units	Units for CCC Associate Degree	CSU GE Areas Units	CSU Credit	IGETC GE Areas Units	UC Credit	UC Limitations toward Credit
	Spanish Language (Only if taken prior to SP'14)	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 6 units	6	3B and 6A 6 units	5.3	
	Spanish Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
	Spanish Literature (Only if taken prior to SP'13)	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 6 units	6	3B and 6A 6 units	5.3	
	Spanish Literature and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
Mathematics	Calculus AB	3, 4, 5	Area E - Mathematics Proficiency	3 (Max of 6 units for both Calculus exams)	B4 ¹ 3 units	3 ¹	2A 3 units	2.7	Max of 5.3 semester units for both Math AB and the Math BC exams; Max of 2.7 units for both Math AB and the Math AB subscore.
	Calculus BC	3, 4, 5	Area E - Mathematics Proficiency	6 (Max of 6 units for both Calculus exams)	B4 ¹ 3 units	6 ¹	2A 3 units	5.3	
	Calculus BC/AB Subscore	3, 4, 5	Area E - Mathematics Proficiency	3 (Max of 6 units for both Calculus exams)	B4 ¹ 3 units	3 ¹	2A 3 units	2.7	
Music Theory		3, 4, 5	Area C - Arts and Humanities 3 units	6	C1 3 units (Only if taken prior to FA'09)	6	No GE Area Met	5.3	Credit for full Music Theory exam. Students who earn only a subscore will not receive exam credit.
Physics	Physics 1	3, 4, 5	Area B – Natural Science w/ Lab 4 units	4 (Max of 6 units for all Physics exams)	B1 and B3 ² 4 units	4	5A and 5C 3 units	2.7	Max of 5.3 semester units for all Physics exams
	Physics 2	3, 4, 5	Area B – Natural Science w/ Lab 4 units	4 (Max of 6 units for all Physics exams)	B1 and B3 ² 4 units	4	5A and 5C 3 units	2.7	
	Physics B (Only if taken prior to FA'15)	3, 4, 5	Area B – Natural Science w/ Lab 4 units	6 (Max of 6 units for all Physics exams)	B1 and B3 ² 4 units (6 units if taken prior to FA'09)	6	5A and 5C 4 units	5.3	
	Physics C: Electricity and Magnetism	3, 4, 5	Area B – Natural Science w/ Lab 4 units	4 (Max of 6 units for all Physics exams)	B1 and B3 ² 4 units	4	5A and 5C 3 units	2.7	
	Physics C: Mechanics	3, 4, 5	Area B – Natural Science w/ Lab 4 units	4 (Max of 6 units for all Physics exams)	B1 and B3 ² 4 units	4	5A and 5C 3 units	2.7	
Psychology		3, 4, 5	Area D - Social Sciences 3 units	3	D9 3 units	3	4I 3 units	2.7	
Seminar		3, 4, 5	No GE Area Met	3	No GE Area Met	3	No GE Area Met		
Statistics		3, 4, 5	Area A2 - Oral Communication and Critical Thinking 3 units and Area E - Mathematics Proficiency	3	B4 3 units	3	2A 3 units	2.7	

¹ If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate.

² If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

Contra Costa College College Credit for College-Level Examination Program (CLEP) Exams • 2016-2017

Students may earn credit for College-Level Examination Program (CLEP) exams with scores of 50 or higher. CLEP credit can be used to meet CSU GE and AA/AS general education (GE) and/or major requirements. Students may have College Board

send CLEP exam results to the Admissions and Records office. Hand-carried copies may be accepted by the Admissions and Records office for use on the AA/AS or GE patterns as long as the original envelope is unopened. UC does not accept CLEP exams.

All units denote semester calendar credits.

CLEP Exam		CLEP Score	AA/AS CCC GE Area Units	Units for CCC Associate Degree	CSU GE Areas Units	CSU Credit
American Government		50+	Area D - Social Sciences 3 units	3	D8 3 units	3
Biology		50+	No GE Area Met	3	B2 3 units	3
Business	Financial Accounting	50+	No GE Area Met	3	No GE Area Met	3
	Information Systems and Computer Applications	50+	No GE Area Met	3	No GE Area Met	3
	Introductory Business Law	50+	No GE Area Met	3	No GE Area Met	3
	Principles of Accounting	50+	No GE Area Met	3	No GE Area Met	3
	Principles of Management	50+	No GE Area Met	3	No GE Area Met	3
	Principles of Marketing	50+	No GE Area Met	3	No GE Area Met	3
Chemistry		50+	No GE Area Met	3	B1 3 units	3
Economics	Principles of Macroeconomics	50+	Area D - Social Sciences 3 units	3	D2 3 units	3
	Principles of Microeconomics	50+	Area D - Social Sciences 3 units	3	D2 3 units	3
English ¹	American Literature	50+	Area C – Arts and Humanities 3 units	3	C2 3 units	3
	Analyzing and Interpreting Literature	50+	Area C – Arts and Humanities 3 units	3	C2 3 units	3
	English Literature (Only if taken prior to F11)	50+	Area C – Arts and Humanities 3 units	3	C2 3 units	3
History ²	United States I	50+	Area D - Social Sciences 3 units	3	D6 and US-1 3 units	3
	United States II	50+	Area D - Social Sciences 3 units	3	D6 and US-1 3 units	3
	Western Civilization I	50+	Area C - Arts and Humanities <u>OR</u> Area D - Social and Behavioral Sciences 3 units	3	C2 or D6 3 units	3
	Western Civilization II	50+	Area D - Social Sciences 3 units	3	D6 3 units	3
Human Growth and Development		50+	Area D - Social Sciences 3 units	3	E 3 units	3

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¹ CLEP College Composition, College Composition – Modular, English Composition (no essay), English Composition with Essay and Freshman College Composition are not accepted for general education units or elective credits.

² CLEP Social Sciences and History exam is not accepted for general education units or elective credits.

Continuation of Contra Costa College College Credit for College-Level Examination Program (CLEP) 2016-2017

CLEP Exam		CLEP Score	AA/AS CCC GE Area Units	Units for CCC Associate Degree	CSU GE Areas Units	CSU Credit
Humanities		50+	Area C – Arts and Humanities 3 units	3	C2 3 units	3
Language Other than English	French Level I	50+	No GE Area Met	6	No GE Area Met	6
	French Level II	59+	Area C – Arts and Humanities 3 units	9 (12 units if taken prior to FA'15)	C2 3 units	9 ³ (12 if taken prior to FA'15)
	German Level I	50+	No GE Area Met	6	No GE Area Met	6
	German Level II	60+	Area C – Arts and Humanities 3 units	9 (12 units if taken prior to FA'15)	C2 3 units	9 ³ (12 if taken prior to FA'15)
	Spanish Level I	50+	No GE Area Met	6	No GE Area Met	6
	Spanish Level II	63+	Area C – Arts and Humanities 3 units	9 (12 units if taken prior to FA'15)	C2 3 units	9 ³ (12 if taken prior to FA'15)
Mathematics	Calculus	50+	Area E – Mathematics Proficiency	3	B4 3 units	3
	College Algebra	50+	Area E – Mathematics Proficiency	3	B4 3 units	3
	College Algebra – Trigonometry	50+	Area E – Mathematics Proficiency	3	B4 3 units	3
	Pre-Calculus	50+	Area A2 - Oral Communication and Critical Thinking 3 units and Area E – Mathematics Proficiency	3	B4 3 units	3
	Trigonometry (Only if taken prior to FA'06)	50+	Area E – Mathematics Proficiency	3	B4 3 units	3
Natural Sciences		50+	No GE Area Met	3	B1 or B2 3 units	3
Psychology	Introductory Psychology	50+	Area D - Social Sciences 3 units	3	D9 3 units	3
	Introduction to Educational Psychology	50+	No GE Area Met	3	No GE Area	3
Introductory Sociology		50+	Area D - Social Sciences 3 units	3	D10 3 units	3

¹ CLEP College Composition, College Composition – Modular, English Composition (no essay), English Composition with Essay and Freshman College Composition are not accepted for general education units or elective credits.

² CLEP Social Sciences and History exam is not accepted for general education units or elective credits.

Contra Costa College College Credit for International Baccalaureate (IB) Exams 2016-2017

Students may earn credit for International Baccalaureate (IB) Higher Level exams with scores of 5, 6, or 7. IB credit can be used to meet IGETC, CSU GE, and AA/AS general education (GE). Students may have the International Baccalaureate Organization

send IB exam results to the Admissions and Records office. Hand-carried copies may be accepted by the Admissions and Records office for use on the AA/AS or GE patterns as long as the original envelope is unopened.

All units denote semester calendar credits.

IB Exam	Accepted IB Score	AA/AS CCC GE Area Units	Units for CCC Associate Degree	CSU GE Areas Units	CSU Credit	IGETC GE Areas Units	UC Credit	UC Limitations toward Credit
Biology HL	5, 6, 7	No GE Area Met	6	B2 3 units	6	5B 3 units	5.3	The units granted for IB exams are not counted toward the maximum number of credits required for declaration of a major or the maximum number of units a student may accumulate prior to graduation. Students who enter the UC with IB credit do not have to declare a major earlier than other students, nor are they required to graduate earlier.
Chemistry HL	5, 6, 7	No GE Area Met	6	B1 3 units	6	5A 3 units	5.3	
Economics HL	5, 6, 7	Area D - Social Sciences 3 units	6	D2 3 units	6	4B 3 units	5.3	
Geography HL	5, 6, 7	Area D - Social Sciences 3 units	6	D5 3 units	6	4E 3 units	5.3	
History (any region) HL	5, 6, 7	Area C – Arts and Humanities or Area D - Social Sciences 3 units	6	C2 or D6 3 units	6	B or 4F 3 units	5.3	
Language A1 (any language, except English) HL	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
Language A2 (any language, except English) HL	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	6	C2 3 units	6	3B and 6A 3 units	5.3	
Language A Literature HL (Prior to F13 known as Language A1 (any language) HL)	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	6	C2 3 units	6	3B 3 units	5.3	
Language A Language and Literature HL (Prior to F13 known as Language A2 (any language) HL)	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	6	C2 3 units	6	3B 3 units	5.3	
Language B (any language) HL	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	6	No GE Area	6 ²	6A 3 units	5.3	
Mathematics HL	5, ¹ 6, 7	Area E - Mathematics Proficiency	6	B4 3 units	6	2A 3 units	5.3	
Physics HL	5, 6, 7	No GE Area Met	6	B1 3 units	6	5A 3 units	5.3	
Psychology HL	5, 6, 7	Area D - Social Sciences 3 units	3	D9 3 units	3	4I 3 units	5.3	
Theatre HL	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	6	C1 3 units	6	3A 3 units	5.3	

¹ For CSU, an IB score of 4 or higher may meet this requirement.

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

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.

Credit Already Earned

Transcripts & Transfer Credit

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

Academic Credit for Military Experience

Contra Costa College will award credit for military experience to any veteran who submits a copy of their DD-214. You may also receive credit for training taken in military service schools. To receive credit, submit your DD-214, and official copies of training records to the Admissions & Records Office (SSC-115) for verification and evaluation. You will also receive priority registration. 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 ACE standards.

Student Resources

Academic Support Services, Learning Resources and Support Services

Admissions & Records Office

Student Services Center, Room-115, (510) 215-6027

The Admissions and Records Office is where you can submit a request to have your transcripts evaluated, enroll in courses, apply for veteran's benefits, file proof of prerequisite completion, apply for graduation, and obtain many other services.

HSI STEM at CCC: Building a Successful Community in STEM

CCC's Hispanic Serving Institution Science, Technology, Engineering, and Math (HSI STEM) grant closes the gaps in the STEM pipeline. By providing intentional access and comprehensive support to Latino and low-income high school and college students, it increases course performance, persistence, degree attainment and successful transfer to four-year institutions in STEM disciplines.

The CCC STEM pipeline supports students from PreK through Transfer, and its programs include:

- Metas
- Math Jam
- Adelante STEM Academy
- Center for Science Excellence

These programs share a commitment to student success and building a strong community in STEM at CCC that is welcoming to all students, including Latino and low-income students who have been traditionally under served in the STEM fields.

The philosophy of our programs include an emphasis on giving back to the community and leadership development at all levels of our students' academic trajectory. Best practices from these programs will help inform institutional change and growth.

Metas Program

Applied Arts Building, Room-111, (510) 215-4992

Metas is a free weekend tutoring and academic support program for PreK-12th grade students offered on the CCC campus. Since 1987, the program has been a roadway to success for thousands of students.

Metas strives for 100% high school graduation rates and 100% college enrollment. A college-going culture is promoted through academic skills development courses, academic tutoring, personal and career exploration workshops and by fostering intergenerational relationships with college student mentors and parents that inspire student success.

The Metas program includes the following components:

Tutoring - Tutoring sessions are the heart of the program. College student mentors help students build proficiency in reading, writing and math as well as increased self-confidence and self-perception.

Academic courses - We offer three non-credit courses: one for elementary, another for junior high and a third for high school students. These concurrent enrollment courses cultivate basic academic skills through an exploration of culturally relevant topics and develop the students' leadership capacities.

STEM exploration: Every semester we facilitate a STEM Career Exploration Day where STEM college students and professionals engage Metas 4th-12th graders and their parents in hands-on activities and workshops.

Parent group - In the parent group, parents receive comprehensive resources that enhance their understanding of our academic system, promote their children's personal development

and academic success, and improve the overall wellbeing of the family.

Los Pollitos – This is an early literacy group for children from PreK-3rd grade including a tailored curriculum to introduce students to key concepts in Science, Technology, Engineering, and Math.

To learn more about Metas visit our office AA-111 or email us at metas@contracosta.edu. Hablamos Español.

Math Jam

Applied Arts Building, Room-111, (510) 215-4992

Math Jam is a free math preparation program that supports students in a relaxed setting, to successfully complete Algebra (Math 118), Algebra II (Math 120), Statistics (Math 164), Pre-Calculus (Math 171), Calculus (Math 190), and Calculus II (Math 191) before each new semester begins.

Math Jam is designed to help students face and overcome their fears and anxiety about math, reflect upon their past math experiences, and deconstruct the myths about math in a safe environment. Students will review key concepts for their upcoming math course, learn to develop a growth mindset, and evaluate how math is relevant to their daily lives and careers. Students will also learn best practices for student success, while building a community of support in math that includes faculty, staff, tutors and peers.

The program offers instructor led adaptive math preparation courses and counselor led college success skills-building workshops. All students who complete the program will be given their semester math textbook on loan through the HSI STEM Department.

To learn more about Summer Math Jam, visit us at our office AA-111 or email us at mathjam@contracosta.edu.

Adelante STEM Academy

Applied Arts Building, Room-111, (510) 215-4992

Adelante STEM Academy is a program built on innovative, student-centered, and research-driven best practices that have shown lead to student success.

The aim of this program is to improve personal, academic, and professional development for students in order to increase their confidence, interest and success in STEM disciplines. Adelante STEM Academy participants typically earn higher GPAs and persist at higher rates than their peers in STEM courses. The academy hosts multiple events and workshops throughout the semester that include: major and career exploration, student educational planning, career panels, networking events, transfer field trips, academic success skill building, and much more. Adelante students working on transfer-level coursework are encouraged to apply to the Center for Science Excellence.

Student participants in Adelante with STEM receive:

- Academic counseling
- Weekly tutoring
- Personal and professional development workshops
- Exposure to STEM majors/careers

- Mentoring and leadership development
- Opportunities to participate in Center for Science Excellence activities

The support each student in Adelante receives comes from the heart and seeks to respond to the unique needs of our community. Applications for Adelante are accepted during the spring semester, previous to fall enrollment. Program activities are open and free to all CCC students exploring STEM.

For more information please visit our office AA111 or email us at adelantewithstem@contracosta.edu.

Bookstore

Student & Administration Building, Room-170, (510) 215-4958

The bookstore has extended evening hours at the beginning of each semester for your convenience; please see hours listed in the current term course schedule. The bookstore sells and rents required textbooks as well as snacks, coffee, sodas, school supplies and college memorabilia. The bookstore will accept MasterCard, VISA, 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. Visit www.contracostabooks.com for updated information.

CalWORKs

Student Services Center, Room-106, (510) 215-3902 or (510) 215-3903

California Work Opportunity and Responsibility to Kids (CalWORKs), is a state funded program provided through individual counties which supports students in their efforts towards self-sufficiency.

Contra Costa College offers many of the certificate and degree programs approved by Contra Costa, Alameda, and Solano Counties CalWORKs divisions.

The CalWORKs Office at Contra Costa College offers students a variety of resources and services in collaboration and advocacy with our on and off campus community partners.

For more information, visit the CalWORKs office, SSC-106, or contact (510) 215-3902 or (510) 215-3903.

Center for Science Excellence

Physical Sciences Building, PS-109, (510) 215-4005

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 enrolls 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.

Community Education

The Community Education Program meets various academic, continuing education and lifelong learning needs of West Contra Costa County residents by providing convenient and affordable educational opportunities in three different formats:

Credit courses: Receive the same quality education that is provided on our main campus and earn college credit at local high schools.

Non-credit courses: Perfect for individuals who love the intellectual stimulation of the classroom, but who do not want or need the stress of earning units through a grading system. Classes are open-entry/open-exit, which means individuals may start attending a class at any time. These classes are tuition free!

Fee-based classes: These classes do not offer college credit toward an academic degree, certificate, or transfer program. Fee-based classes are not state-funded and are supported solely by class enrollment fees. Enrollment costs are determined based on length of class, instructor's salary, administrative and operating costs, course materials, minimum enrollment and possible facility rental factors. Please call (510) 215-3836.

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.

Confidential Referral Program

This student assistance program provides confidential counseling and referral services for the resolution of personal problems. Contact the Counseling Center in the SSC Building (SSC-108) for information.

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, business associates, industry and education. Donations are tax-deductible under the regulations of the Internal Revenue Service. Members serve as partners in the fund development of scholarships and program support.

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;
- purchase of instructional equipment;
- staff development and improvement programs.

For further information on how you may help the Contra Costa College Foundation, please contact (510) 215-3805 or cccfoundation@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 of new members. For more information, click on the Friends of the Library button on the library's website at www.contracosta.edu/library.

Cooperative Education (Work Experience)

See Division Dean, Library and Learning Resource Center, Room-212, (510) 215-4916

You may receive college credit for paid or volunteer work by enrolling in cooperative education (also called work experience). 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) 215-3935

Counselors are available to assist students and provide services in the following areas:

- Academic counseling to clarify educational goals and develop educational plans in order to aid in their achievement.
- Career counseling to help understand interests, skills, values, work attitudes, and personality traits and explore and evaluate future career options and trends in the workplace which affect decision-making.
- Personal counseling to uncover factors serving as barriers to future success and to strategize ways to overcome them.
- Provide information on satisfying requirements necessary for transferring to four-year public, private, and out-of-state colleges and universities.
- Vocational rehabilitation for students with disabilities.
- Academic and progress probation counseling.
- Veterans counseling and educational planning services.

Students may schedule either a half-hour or up to one hour educational planning appointments in order to get assistance from a counselor. Drop-in counseling services for ten to fifteen minute intervals are normally offered on a daily basis. During the fall and spring terms counselors are normally available Monday through Thursday from 8:30am to 6:30pm and Fridays between 8:30am and 1:00pm. Hours are subject to change.

Disabled Students' Programs & Services (DSPS)

Student Services Center, Room-109, (510) 215-3969

Hours are subject to change. Please check our website for the most updated hours.

DSPS specialized assistance and resources are available for individuals with learning, intellectual, mental health or physical disabilities, as well as blind and low vision, deaf and hard of hearing, ADHD, autism spectrum, and other health conditions.

Services include: assessment for learning disabilities, specialized instruction, counseling and advising on-campus transportation, adaptive equipment, coordination of note-takers, sign language interpreters/real-time captioning, alternate media and educationally mandated classroom/rest accommodations, as well as enhanced access to community resources and specialized computer training with adaptive computer technology.

Early Learning Center (Child Care Center)

(510) 215-4885

The Early Childhood Education department operates an on-going campus childcare facility for young children of students, faculty and the community. The Early Learning Center is a model preschool program designed to support the optimal development of children, their families, and students of the college. It provides a model of best practice and serves as a placement site for student teachers and volunteers interested in the field of early childhood education.

Eligibility

Children must be between the ages of 2 years 9 months and 5 years of age, and be fully potty trained.

Hours

The Center is open year round, Monday through Friday from 7:00am to 6:30pm. Both full-day and part-day morning and afternoon schedules are offered.

Fees

There is a one-time registration fee. Tuition rates are based on usage. Call (510) 215-4885 for current rates. Subsidy payments are accepted.

After School Program for Kindergarten

This program is for children five to seven years of age. Hours of operation are Monday - Friday, 12:30pm- 6:30pm Students should register children for the entire academic school year. For more information call the Early Learning Center at (510) 215-4885.

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 (510) 215-4149. The police will assess the situation and call an ambulance if necessary.

- **Evening courses:** Immediately contact (510) 215-4858.
- **Weekends and holidays:** Immediately contact (925) 383-0872.

Extended Opportunity Programs and Services (EOPS)

Student Services Center, Room-106, (510) 215-3949

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 at (510) 215-3949.

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 places 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 (510) 215-4858 to request an escort for you.

Office of Financial Assistance

Student Services Center, Room-102, (510) 215-6026

The Office of Financial Assistance is located in the Student Services Center, Room 102. Office hours are 8:00am - 4:30pm Monday through Thursday, and 8:00am - 12:00pm on Fridays. Extended hours are available throughout the academic year. Please visit our web site for a list of extended hours.

The Office of Financial Assistance at Contra Costa College strives to provide financial assistance to eligible students who, without such support, would otherwise be unable to attend college.

Students may apply for financial aid online for free by logging on to www.fafsa.gov or www.caldreamact.org (for AB540 students).

To get one-on-one help completing your online financial aid application, check our web site for Financial Aid Computer Lab dates, times, and locations log on to www.contracosta.edu and click "Financial Aid."

The Office of Financial Assistance is now on social media! Follow us for important financial aid information and updates! @finaidatccc on Twitter and Instagram, "Office of Financial Assistance at Contra Costa College" on Facebook.

The Aqua Terra Grill

Student & Administration Building, Room-130, (510) 215-3846

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.

Pronto, offers sandwiches, drinks, and a variety of freshly-made meal and snack items. Open Monday from 10:00 a.m. to 6 p.m., Tuesday through Thursday from 10:00 a.m. to 1:30 p.m. and 3:00 p.m. to 7:00 p.m., and Fridays from 9:00 a.m. to 1:30 p.m.

Vending Machines, traditional vending machines with soft drinks, snacks or candy, are located in front of the AA Building lower level and in various places on campus.

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., offers coffee, bottled water, soda, and assorted snacks.

Gateway to College Program

Applied Arts Building, Room-219, (510) 215-3835

Gateway to College offers a second chance for high school aged students (16-20) who were not successful in the traditional high school setting and are not on track to graduate on time. Gateway to College empowers students to get their education back on track in an environment rich in support, inspiration, and respect. Through Gateway to College, students complete their high school diploma requirements while simultaneously earning credit toward an associate degree, certificate, or transfer to a four-year college. For more information, call (510) 215-3835 or visit AA-219.

Health Insurance

Student Life Center, Student & Administration Building, Room-109, (510) 215-4923

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-115, (510) 215-3954

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.

In addition, the ISO staff:

- provides students with immigration advising on staying in status;
- assists potential students in applying for change of status;
- assists students, if necessary, in applying for reinstatement;
- interprets rules from Department of Homeland Security that apply to F-1 students;
- provides orientation for new F-1 students.

Library & Learning Resource Center

Library & Learning Resource Center

Circulation Desk, (510) 215-4921

Reference Desk, (510)-215-4897

Please see the Library websites for summer hours and any changes in library hours including dates closed.

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, compact discs, DVD's, videos, 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 (see below: Learning Specialist Program).

Fines are charged for overdue and lost library materials. In accordance with Governing Board Policy 5018, grades, transcripts, and registration privileges shall be withheld until all library books or other library materials are returned. A hold may also be placed on student records if the amount of fines owed is excessive.

Learning Specialist Program Classes

Student Services Center, Room-109, (510) 215-3969

The Learning Specialist Program is designed to provide assistance to students with learning disabilities. In the classes, specialized instruction is provided to help facilitate student mastery of basic academic information. For more information, contact the learning specialist in SSC-109 or call (510) 215-3969.

Lost and Found

Campus Police Building, (510) 215-2820

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

Middle College High School

Applied Arts Building, Room-103B & 116, (510) 215-3881

Middle College High School (MCHS) at Contra Costa College was founded in 1989 as a unique partnership between Contra Costa College (CCC) and the West Contra Costa Unified School District (WCCUSD). Middle College High School is recognized as an Early College High School. This concept combines high school and the first two years of the community college into an articulated educational sequence, which enables students to earn a high school diploma and complete two years of a rigorous college education leading to an associates degree or 60 transferable credits to a UC/CSU simultaneously in four years. We have always fostered a career and college readiness culture. The entire staff continually works to maintain and enhance the school as a challenging, stimulating, caring and supportive place where we assist students with the development of 21st century skills that will take them through college and career.

The Per Ankh Academy

The Per Ankh Academy is a program which continues in the tradition of the original institution of learning and is dedicated to enhancing the educational and cultural experiences of students of African descent. Per Ankh actively serves and cultivates student success through a curriculum and pedagogy responsive to the legacy of the African diaspora.

Academy Requirements:

- Maintain a minimum 2.5 GPA
- Qualified for ENGL 142B
- Qualified for MATH 115
- Enroll in all Per Ankh courses
- Attend orientation
- Participate in cultural events/activities
- Submit timely progress reports

Admissions Process:

- Complete a Per Ankh Academy application
- Write a personal statement
- Academic letter of reference
- Submit latest transcripts

Interested students contact ssharufa@contracosta.edu (510) 215-3810 or aphillips@contracosta.edu (510) 215-3914.

Police Services

Campus Police Building, (510) 215-2820

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) 215-2820.

Publications

The **College Catalog** is exhibited by this publication, and the **Course/Class Schedule** is the one publication nearly every student will see. It contains information essential for enrolling in courses and a list of the classes 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 course schedule is available online at www.contracosta.edu before enrollment begins for the upcoming term.

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, (510) 215-3819 or website at www.accentadvocate.com.

Puente Project

The Puente Project is a *transfer preparation program* designed to increase the number of educationally underserved students who transfer to four-year colleges and universities, earn degrees, and return to their communities as mentors. The program is offered as a partnership between the University of California and the California Community Colleges.

Puente students take a rigorous two-course English class sequence (ENGL 142B & ENGL 1A) and personal development classes (PSYCH 103A & PSYCH 103B) taught by Puente-trained teachers and counselors. The English class provides a supportive environment with a focus on Latino and multicultural authors. The personal development classes focus on college success, transfer preparation, and self-exploration. Students work closely with their Puente counselors to prepare an academic plan, focus on academic and professional goals, and transfer to a four-year university. Members of the professional community provide one-on-one mentoring. Additional program activities such as educational and cultural fieldtrips are designed to engage the student in an exciting learning community that creates a foundation of support for student success.

Puente works! Data has proven that Puente students transfer at over twice the average rate of non-Puente students. Students are admitted to the program on a first-come, first-served basis. To be eligible, the student must meet criteria for English 142B placement (appropriate score on the English COMPASS assessment, successful completion of English 139 or equivalent) AND attend a Puente Project orientation. The Puente Project is open to ALL students.

For more information, please call (510) 215-3916.

Tutoring & Skills Center

Library and Learning Resource Center, Room-121, (510) 215-4898

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 throughout the day to help students, as are peer tutors.

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 English program section of the catalog and class schedule for more information).

To use tutoring services, or any of the other CSC services or facilities, student must be enrolled in ENGL102, a co-requisite for ENGL 092, ENGL 139, ENGL 142A, and ENGL 142B. If they are not enrolled in any of these courses, student may sign up for ACSKL 875N, a free non-credit class.

Transfer Services

Student Services Center, Room-111

The Transfer Center is an extension of the Counseling Department, offering both transfer and career exploration and support. The office is open during fall and spring semesters.

The Transfer Center helps you learn about the many transfer programs and colleges available to you through individual and group appointments with four-year college representatives, an annual Transfer Day, and access to an online database which includes extensive information for public and private colleges throughout the United States; such as admissions requirements, majors available, tuition and fees, as well as scholarship resources.

The center also holds workshops on completing the four-year institution admissions application, writing personal statements and other transfer programs.

The center offers career assessments, either onsite or online, to help you make choices about majors, careers, and job opportunities.

Counselors are available to assist you through individual counseling referral and interpretation of career assessments.

Parking and Public Transportation

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. Anyone who parks on campus will be held accountable for knowing these rules and regulations.

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 **\$48** for automobiles and **\$30** for motorcycles or mopeds. The permits may be purchased from the Bookstore. **The Board of Governors Fee Waiver (BOGFV) recipients receive a discount on parking permits.**

Parking permits are sold online through *Credentials*, a third party vendor, which is accessible through *InSite*. 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 \$25.

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 Student & Administration Building, Student Services Center or from Campus Police.

Enforcement

Parking is regulated 24 hours a day, Monday through Thursday, and midnight to 5:00 p.m. on Friday. Parking regulations 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 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, 10, 14, 16, 17, Parking Annex, Castro Street, Mission Bell Drive.

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, 9, 10, 11, 13 and 15 are designated staff parking lots. Students may not park in lots 3, 9, 11, or 13 at any time. After 4:00 p.m. on weekdays, students with valid parking permits may park in certain faculty and staff lots. These lots are identified with special signs.

Parking for Persons with Disabilities

Special parking spaces are designated for persons with disabilities who have appropriate DMV placards. If you have a temporary disability, you can obtain a temporary disabled placard from the DMV. Persons with disabilities who have placards may park in any parking space on campus; however, it is a parking violation to park in a disabled-designated space without a disabled placard visibly displayed.

Violations

Parking regulations are enforced 24 hours a day, seven days a week, except as previously noted. Citations for parking violations are issued by the Campus Police. Fines can either be paid online at www.contracosta.thepermitstore.com or by mail at:

iParq
PO Box 60309
San Diego, CA 92166

If you have any questions, please call (925) 231-7607.

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 permit purchase
- bring the permit remnants and the receipt to the Cashier's office (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.

Public Transportation

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 \$2.10 for adults, \$1.10 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 operates weekdays during fall and spring semesters. 7:54 a.m. to 10:55 p.m. at hourly intervals. Adult fare is \$1.75 and seniors are \$.75.

The bus from El Cerrito Del Norte BART station on Bus #72 is the most direct to the campus. It leaves every 10-15 minutes during the week. Buses #71 and 76 also stop at CCC.

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

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, directly to the CCC campus.

Student Life Department

Student Life Center

Student & Administration Building, Room-100

The Student Life Center 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.

The Student Life department provides personal, academic and financial support through its varied programs, services, and collaborative partnerships. Our goal is to nurture student development from outreach to goal completion through social and cultural activities and leadership development.

In addition to these services, Student Life houses the Associated Student Union, Inter Club Council, Student Ambassadors/Junior Senators, and various campus clubs. All students are encouraged to stop by, hang out, and see what is going on around campus!

We Offer the Following Services:

- Campus and community resources
- Associated Student Union offices and meetings
- Inter-Club Council office and club contact information
- Campus Freedom of Expression and vendor check in
- Campus event information and coordination
- Leadership development

Associated Student Union

All enrolled students at Contra Costa College are considered to be members of the Associated Student 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 Student 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;
- attendance at mandatory weekly ASU Board meetings.

Student Ambassadors

Student Ambassadors serve as the first point of contact to thousands of students each year. The goal of the Student Ambassadors is to educate prospective students, families, school groups and general public on the programs, resources and student life at Contra Costa College (CCC).

Requirements

- Minimum 2.50 overall GPA
- Must be enrolled in a minimum of 5 units

Expectations

- Conduct campus tours.
- Offer CCC overview presentations at middle schools, high schools and community based organizations.
- Participate in college fairs and provide information about CCC.
- Provide event assistance during departmental and campus events.
- Provide assistance in the office.
- Attend all Ambassador meetings and trainings.
- Greet all visitors and answer questions.
- Staff "Ask Me" information desk at the Student Life Department.

Student Photo ID Cards

Students can obtain a Student ID Card from the Welcome Center located in the Student Services Center. These free cards will permit access to the library, computer labs, Skills Center, and other campus services.

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.



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, men's 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 (510) 215-4804.

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, (510) 215-4801.

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) 215-3934, or the athletic department office, GA-90, (510) 215-4801.

CHAPTER

3

- **CCC Certificates and Degrees**
- **Transfer to a Four-Year College or University**

Educational Planning for Certificates, Degrees, and Transfer

This chapter provides information to help construct a student education 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 a local associate in science (AS) or an associate in arts (AA) degree; or an associate degree for transfer (AA-T/AS-T)
- general education and major courses leading to transfer to private or public universities to complete a bachelor's degree

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. For more information please refer to the website: www.assist.org or schedule an appointment with a counselor.

Contra Costa College Certificates and Degrees

Certificate of Accomplishment

Contra Costa College offers a certificate of accomplishment in several specific career technical areas. 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 "Major and Program Codes for Degrees and Certificates."

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.

Associate Degree Requirements

The general education component of the curriculum at Contra Costa College is designed to provide you 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 inter-

relatedness 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 course work, including breadth, proficiencies and major requirements;
- maintain a "C" grade or better in all major courses;
- maintain a minimum grade point average of 2.0.

You may receive credit for courses completed at other colleges, but at least 12 units must be completed at Contra Costa College.

Associate Degrees for Transfer

The associate in arts (AA-T) or associate in science (AS-T) degrees are intended for students who plan to complete a bachelor's degree in a similar major at their transfer institution. Students completing these degrees are guaranteed admission with junior standing somewhere in the CSU system. Priority admission consideration is granted to their local CSU campus or to a program or major deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Requirements for the Associate in Arts (AA-T) or Associate in Science (AS-T) Transfer Degrees

The following is required for all AA-T or AS-T degrees:

1. Complete a minimum of 60 semester units of CSU transferable coursework with a minimum grade point average (GPA) of 2.0 or higher. **Note:** While a minimum GPA of 2.0 is required for admission, some majors may require a higher GPA. Please consult a counselor for more information.
2. Complete all courses in the AA-T or AS-T major with a "C" grade or higher.
3. Complete the required number of courses/units within each of the general education areas for the CSU General Education Breadth or IGETC (Intersegmental General Education Transfer Curriculum) patterns with a grade of "C" or higher.

Note: For certain high unit majors a reduced number of general education units may be completed while still obtaining a transfer degree. Please consult a counselor for information.

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 every spring.

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. Submit a petition to graduate by the deadline of your final semester to the Office of Admissions & Records. If you plan to participate in the

commencement, the petition must be returned to the Admissions and Records Office (SSC-115) by the deadline. You will be notified regarding the outcome of your petition for degree/graduation. We advise you to meet with a counselor to verify that all degree requirements are met prior to submitting your petition for degree/graduation to Admissions and Records. For details contact the Admission & Records Office.

Catalog Rights

Graduation requirements are determined according to the college catalog in effect at the time of first enrollment in any college within the Contra Costa Community College District. Students may follow the catalog requirements that were in effect for the academic year when they began their attendance at Contra Costa College or follow the catalog requirements in effect during any new catalog year that follows their initial enrollment provided that continuous enrollment has been maintained. Continuous enrollment is defined as enrollment in at least one course at Contra Costa College, Diablo Valley College or Los Medanos College in an academic year (fall, spring, summer). The student must receive a grade or notation on their transcript of "A," "B," "C," "D," "F," "P," "NP," "I" or "W" for the course. This continuous enrollment policy applies to students who are new, returning or continuing. If a student breaks continuous enrollment, s/he will be granted catalog rights to the catalog in effect when s/he re-enrolls or applies for the degree or certificate. Catalog rights do not apply to CSU GE or IGETC certification. Students must follow the CSU GE or IGETC pattern in effect when they petition for certification. Courses used for certification must be on the approved list at the time they are completed.

Major and Program Codes For Degrees & Certificates

Associate Degrees & Program Codes (Career Technology Education (CTE) programs are noted with an asterisk*)

*Administration of Justice		English	
Corrections	AS.ADJC.C	English	AA.ENGL.C
Law Enforcement	AS.ADJL.C	English for Transfer	AAT.ENGLISH.C
Administration of Justice for Transfer	AST.ADJUS.C	Geography	AA.GEOG.C
African American Studies	AA.AFRAM.C	Geography for Transfer	AAT.GEOG.C
Anthropology	AA.ANTHR.C	*Health & Human Services: Human Services	AA.HSHS.C
Anthropology for Transfer	AAT.ANTHR.C	History	AA.HIST.C
Art	AA.ART.C	History for Transfer	AAT.HIST.C
*Automotive Services		*Journalism	
Automotive Collision Repair Technician	AS.AUSC.C	Journalism	AA.JRNAL.C
Biological Science		Journalism for Transfer	AAT.JOURNAL.C
Biological Science	AS.BIOSC.C	Kinesiology for Transfer	AAT.KINES.C
*Biotechnology	AS.BIOT.C	La Raza Studies	AA.LARAZ.C
*Business		Liberal Arts	
Business Administration	AS.BUAD.C	Arts & Humanities	AA.LAAHU.C
Business Administration for Transfer	ASt.BUAD.C	Communication in the English Language	AA.LACE.C
Business Management	AS.BUMT.C	Math & Science	AA.LAMSC.C
*Business Office Technology		Social & Behavioral Science	AA.LASBS.C
Administrative Assistant	AS.BOTAA.C	Mathematics	
General Office	A S.BOTGO.C	Mathematics	AS.MATH.C
Chemistry	AS.CHEM.C	Mathematics for Transfer	AST.MATH.C
Communication Studies for Transfer	AAT.CS.C	*Medical Assisting & Office Technician	AS.MEDIC.C
*Computer and Communication Technology		Music	
Network Technology	AS.CCT.C	Music	AA.MUSIC.C
*Computer Information Systems		Music for Transfer	AAT.MUSIC.C
Computer Operations	AS.CISCO.C	Physical Education/Kinesiology	AA.PEK.C
Computer Programming	AS.CISPR.C	Physics for Transfer	AST.PHYS.C
Computer Science	AS.COMPS.C	Political Science	
*Culinary Art		Political Science	AA.POLSC.C
Classical/Modern Food Prep. & Restaurant Training	AS.CUCFP.C	Political Science for Transfer	AAT.POLSCI.C
Training in Pastry & Baking Skills	AS.CUBAK.C	Psychology	
*Early Childhood Education		Psychology	AA.PSYCH.C
Early Childhood Education	AS.ECHD.C	Psychology for Transfer	AAT.PSYCH.C
Early Childhood Education for Transfer	AST.ECHD.C	*Registered Nursing	AS.NURS.C
Montessori Education Pre Teacher	AS.ECHDMPT.C	Sociology	
Earth Science	AS.ESCI.C	Sociology	AA.SOCIO.C
Economics	AA.ECON.C	Sociology for Transfer	AAT.SOCIO.C
Economics for Transfer	AAT.ECON.C	Spanish	AA.SPAN.C
Engineering	AS.ENGIN.C	Spanish for Transfer	AAT.SPAN.C
		Speech	AAT.CS.C

Certificate of Achievements

*Administration of Justice		*Computer and Communication Technology	
Corrections	CA.ADJC.C	Network Technology	CA.CCT.C
Correctional Specialist	CA.ADJCS.C	*Computer Information System	
Forensic Criminalist	CA.ADJFC.C	Computer Programming	CA.CISPR.C
Law Enforcement	CA.ADJL.C	Computer Operations	CA.CISCO.C
Police Services Specialist	CA.ADJPC.C	*Culinary Arts	
Police Investigative Specialist	CA.ADJIS.C	Classical/Modern Food Prep. & Rest Training	CA.CUCFP.C
Patrol Specialist	CA.ADJPS.C	Training in Pastry & Baking Skills	CA.CUBAK.C
Police & Correct Academy Readiness Prog	CA.ADJPA.C	*Early Childhood Education	
Security Specialist	CA.ADJSS.C	Associate Teacher Preschool	CA.ECHDATP.C
*Automotive Services		Associate Teacher School Age Children	CA.ECHDATC.C
Automotive Technology	CA.AUST.C	Early Childhood Education	CA.ECHD.C
Automotive Collision Repair Technology	CA.AUSC.C	Montessori Education Introductory Level	CA.ECHDMEI.C
Automotive Collision Repair: Body & Refin	CA.AUBR.C	Montessori Education Preschool Teacher	CA.ECHDMT.C
Automotive Collision Repair: Body & Mech	CA.AUBM.C	Violence Intervention & Counseling	CA.ECHDVIC.C
Automotive Collision Repair: Damage Est	CA.AUDE.C	*Emergency Medical Sciences	
Powertrains Level I Technician	CA.AUPLT.C	Emergency Medical Services	CA.EMT.C
Chassis Level I Technician	CA.AUCLT.C	Engineering	CA.ENGIN.C
Automotive Hybrid Technician	CA.AUHT.C	*Health & Human Services	
Biological Science		Human Services	CA.HHSHS.C
*Biotechnology Assistant	CA.BIOTASST.C	Human Services Dual Diagnosis Spec	CA.HHSDDS.C
*Biotechnology Technician	CA.BIOT.C	*Journalism	CA.JRNAL.C
*Business		Liberal Arts	
Accounting Technician	CA.BUAT.C	Science, Technology, Engineering & Math	CA.STEM.C
Business Administration	CA.BUAD.C	*Media	
Business Management	CA.BUMT.C	Digital Film Production	CA.DFP.C
*Business Office Technology		*Medical Assisting & Office Technician	CA.MEDIC.C
Administrative Assistant	CA.BOTAA.C	*Medical Assisting: Health Navigator	CA.HEALTH.C
General Office	CA.BOTGO.C	Pre-Allied Health	CA.PREALIED.C

Certificate of Accomplishments

*Computer and Communication Technology		Geography	
Fiber Optic/Cooper Network Structure	CT.CCTFO.C	Geographical Info Systems	CT.GIS.C
Computer Repair Technology	CT.CCTCRT.C	*Health & Human Services	
Security Systems for Home & Small Business	CT.CCTSS.C	Substance Abuse Case Management	CTHHSSAM.C
Wireless Network for Home & Small Business	CT.CCTWN.C	Dual Diagnosis Screening	CT.HHSDDS.C
Network Communication Technology	CT.CCTNCT.C	Psychosocial Rehabilitation	CT.HHSPR.C
*Culinary Arts		Human Services: Peer Support Services	CT.HHSPSS.C
Restaurant Management	CT.CULNRM.T.C	*Medical Assisting & Office Technician	
Basic Food Services	CT.CULNBFS.C	Medical Terminology	CT.MEDICMT.C
English as a Second Language (ESL)		Physical Education	
High-Intermediate ESL	CT.ESLHIGH.C	Personal Training Prep Course	CT.PEPT.R.C
Low-Intermediate ESL	CT.ESLLOW.C	Physical Education/Kinesiology	
Advanced ESL	CA.ESLADV.C	Fitness Trainer	CT.PEFIT.C

2016-2017 CCC GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

A minimum of 60 units and overall GPA of 2.0 including all required major courses with a "C" grade or higher, is necessary to earn an associate degree.

Name _____

Student ID# _____

Major _____

AREA A1: Language and Rationality (3 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one course from: ENGL 1A, 1B, 2B			
AREA A2: Oral Communication & Critical Thinking (3 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one course from: BUS 240; CIS 125; ENGL 1B, 1C, 2B; ESL 132; MATH 164, 170, 171 PHILO 130; SPCH 120, 121, 121-I, 122, 128, 141, 142, 160B			
AREA B: Natural Science with Lab (4 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one science course with a lab from: ANTHR (140 + 140L); BIOSC 110, 119, 132, 134, 145, 147, 148 BIOSC (157 + 159), (172 + 159), (172 + 172L); CHEM 119, 120, 121, 226, 227 GEOG (120 + 120L); GEOL (120 + 120L); PHYS (110 + 110L), 120, 120H, 121, 121H PHYS 130, 230, 231 (Note: When courses are listed in parentheses, both the lab and the related lecture course must be completed to receive credit in this area)			
AREA C: Arts and Humanities (3 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one course from: ANTHR 150; ART 101, 102, 117, 118, 120, 124, 132, 140, 145, 158, 174, 184, 190 ART 191, 194; CHIN 120, 121; DRAMA 101, 102, 103, 104, 106, 107, 108, 109, 110 DRAMA 122, 123, 125, 165, 230; ENGL 1B, 2B, 163, 200A, 210B, 220B, 230B, 250 ENGL 274, 293, 293H; ESL 195; HIST 110, 120, 121, 122, 123, 124, 127, 140, 141 HUMAN 113, 120, 160, 180; JAPAN 120, 121; LARAZ 127, 130, 165, 190, 250 MEDIA 152, 153, 170; MUSIC 108, 109, 114, 119, 120, 121, 130, 150 (A-B) MUSIC 151 (A-B), 155 (A-D), 158, 159, 163, 167, 170, 171 (A-B), 175 (A-D), 176 MUSIC 177, 190 (A-B), 191 (A-B), 222, 223, 250 (A-B), 251, 258, 259, 270 (A-B) PHILO 110, 130, 220; SPAN 112, 120, 121, 220, 221; SPCH 120, 121, 121-I, 122, 142			
AREA D: Social Sciences (3 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one course from: ADJUS 120, 121, 135 223; AFRAM 110, 120, 125, 226; ANTHR 125, 130, 140, 150 BUS 109; ECHD 120, 144, 220; ECON 220, 221; GEOG 130, 150, 160 HIST 110, 120, 121, 122, 123, 124, 127, 140, 141; JRNAL 130 LARAZ 110, 113, 125, 127, 141; POLSC 125, 130, 140, 225 PSYCH 120, 122, 126, 128, 130, 132, 140, 150, 170, 205B, 220, 222, 237 SOCSC 140, 141; SOCIO 130, 142, 220, 221, 222, 225, 234, 236, 245, 250; SPCH 122			
AREA E: Mathematics Proficiency (0-5 units)	Completed Course	In Progress Course	Planned Course
Complete <u>ONE</u> of the following options: a) One full year of high school intermediate algebra or higher completed with 'C' grade or better OR b) One course from the following list completed with a 'C' grade or better: BUS 240; MATH 120, 121, 135, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292 SOCIO 234			

LOCAL GENERAL EDUCATION REQUIREMENTS
(note area F through H are not required for the AA-T/AS-T degrees)

AREA F: Health Education (0-3 Units)	Completed Course	In Progress Course	Planned Course
<p>Complete: HED 120* <i>Credit by examination option is available for this area</i> (*Students licensed or enrolled in the registered nursing program or medical assisting and office technician program are exempt from this requirement)</p>			
AREA G: Physical Education Activity (2 courses)	Completed Course	In Progress Course	Planned Course
<p>Complete 2 activity courses for 0.5 to 2.0 units each (waived for Veterans): DANCE 118, 161, 163, 164, 166, 167, 168, 169, 170, 171, 172 PE 100 (if activity), 102, 103, 105, 109, 116, 121, 124, 126, 129, 135, 136, 137 PE 140, 142, 152, 156, 157, 165, 173, 174, 202, 203, 208, 209, 211, 214, 215 PE 218, 260, 261, 267, 268, 270, 273, 275, 278, 290, 298 (if activity), 378, 379 PEIC 290 Note: Any levels of the above courses A through D are acceptable</p>			
AREA H: Information Competency (0-1 unit)	Completed Course	In Progress Course	Planned Course
<p>Complete <u>one</u> of the following options: a) LIBST 110 for at least 1 unit with a minimum grade of 'C' or 'P' <u>OR</u> b) LIBST 110A with a minimum grade of 'C' or 'P' <u>OR</u> c) Obtain a passing score of 70% or better on the challenge exam Note: Check the Library Reference Desk for the schedule of the exam dates</p>			
AREA I: Major	Completed Course	In Progress Course	Planned Course
<p>A minimum of 18 units with a C or better is required for courses in the major.</p>			
AREA J: Electives	Completed Course	In Progress Course	Planned Course
<p>Additional degree-credit courses must be completed, if necessary, to meet the 60 units of credit required for all associate degrees. Other Notes: At least 12 semester units must be completed at Contra Costa College to earn an AA, AS, AA-T, or AS-T degree. If continuous enrollment has been maintained over multiple years, see a counselor to assist you in determining the most appropriate catalog for evaluation of your degree or certificate.</p>			

Transfer to a Four-Year College or University

CONTRA COSTA COLLEGE provides students intending to transfer to four-year colleges and universities with their lower division (freshmen and sophomore level) general education requirements and major preparation courses. Students are advised to meet early and regularly with a transfer or general counselor to ensure a smooth transition to the 4 - year institution. Counselors work with students to develop Student Educational Plans (SEPs) that map out general education and major preparation courses needed for successful completion of at least 60 transferable units. Students are also encouraged to meet with 4-year transfer representative on the CCC campus, attend the yearly Transfer Day during October, enroll in Psych 103B - Ensuring Transfer Success during fall, spring, or summer, gain membership in a transfer learning community like the Per Ankh Academy or the Puente Project, participate in University Concurrent Enrollment opportunities at UC Berkeley, JFK University, or Mills College, and attend monthly transfer related workshops. The most current transfer information and services can be found in the Student and Administration Building (SAB) - Career/Transfer Center or Student Services Center (SSC) - Counseling Office RM 108. Students can make individual appointments with Contra Costa counselors, 4 - year transfer representatives, or RSVP for transfer related workshops through the Counseling Office or Career/Transfer Center.

Transfer Preparation

The main components of a typical transfer plan includes at least 60 transferable units of the following:

- **General education requirements (GE)**
To earn a bachelor's degree from the California State University (CSU) system or the University of California (UC) system students must complete a program of general education. The pattern for the CSU system is called CSU General Education Breadth Requirements. The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern acceptable to both the UC and CSU systems. Some high-unit majors and certain UC campuses may have different requirements. Consult a counselor for details.
- **Lower-division major requirements (MAJOR PREPARATION)**
Students must take specific lower-division major preparation courses for their chosen baccalaureate majors at a particular 4 - year institution while attending Contra Costa College. Impacted majors (meaning a major for which more students applying than a school can accommodate) may require all or most major preparation courses completed before transfer.

The lower-division major requirements may differ depending on the institution; therefore, it is important for students to review the agreements for each university considered. If a student is interested in transferring to a CSU or UC, he/ she will refer to ASSIST (www.assist.org). However, if a student wants to transfer to a CA private institution or an out-of-state institution, he/she will refer to the school's website for admissions and major information.

- **Electives**

Electives are additional transferable courses completed in order to meet the total number of units required to transfer.

ASSIST

ASSIST (www.assist.org) is the official articulation information website for community college students who want to transfer to the California State University (CSU)/ or University of California (UC) Systems. ASSIST provides the most up-to-date major requirements as well as all transferable courses at Contra Costa College. It also includes reports of how course credits earned at a California community college may be applied when transferring to a public California university. Students are advised to meet with a counselor to learn how to use the information posted on ASSIST.

Transferability of Courses

Students may transfer a maximum of 70 community college semester units to most California public four-year colleges or universities. Courses in excess of 70 units may still be used to meet transfer requirements. Many baccalaureate level courses offered at Contra Costa College have been articulated with the University of California (UC), California State University (CSU), and a number of private institutions.

California State University (CSU)

Admission Requirements for Transfer to a CSU Campus

To be minimally eligible for junior-level transfer to a CSU campus, students must:

- complete 60 CSU transferable units
- Earn a grade point average of 2.0 or better in all transferable courses
- Be in good standing at the last college or university attended
- Complete at least 30 semester units of general education requirements with grades of "C" or better
- Complete a minimum of 3 semester units with grades of "C" or better in the following Areas (THE GOLDEN 4):
 - A1: Oral communication
 - A2: Written communication
 - A3: Critical thinking
 - B4: Mathematics/quantitative reasoning

Note: Some competitive campuses and/or majors have additional requirements. Consult a counselor for details.

Some CSU campuses may consider students who have completed fewer than 60 units if they meet the following requirements:

- earn a grade point average of 2.0 or better in all transferable courses completed
- are in good standing at the last college or university attended
- meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up high school deficiencies
- meet the eligibility index required of a freshman

CSU General Education Requirements

Contra Costa College offers two general education patterns which enable students to meet all of the lower-division general education requirements. Students may complete one of the following patterns:

- CSU General Education Breadth Requirements
- Intersegmental General Education Transfer Curriculum (IGETC)

Priority Application Filing Dates for CSU Admission

- **For fall semester or quarter admission:** October 1 through November 30 of previous year
- **For winter quarter admission:** June 1 through June 30 of previous year
- **For spring semester or quarter admission:** August 1 through August 31 of previous year
- **For summer admission:** February 1 through 28 of the same year

Note: Not all campuses admit students every semester/quarter.

How to Apply to a CSU Campus

Students must go to the CSU Mentor website – www.csumentor.edu to apply to a CSU campus and receive the most current information regarding application deadlines and which campuses and majors may still be open past the priority filing dates. Students may also explore the locations of each of the 23 campuses and obtain specific information regarding planning for transfer, impacted majors, total enrollment at each campus, estimated costs of attending, and specific financial aid information.

University of California (UC)

Admission Requirements for Transfer to UC

To be minimally eligible for junior-level transfer to a UC campus, students must:

- complete 60 UC transferable units with a grade point average of at least 2.4 in all transferable courses
- complete the following seven-course pattern, earning a grade of “C” or better in each course

English Composition — two transferable college courses (3 semester units each);

Mathematical Concepts and Quantitative Reasoning — one transferable college course (3 semester units);

Arts and Humanities, Social and Behavioral Sciences, and/or Physical and Biological Sciences — four transferable college

courses (3 semester units each) chosen from at least two of these subject areas.

Note: Completion of IGETC will satisfy the above seven-course pattern for UC admission, but not the 60 unit requirement. Some competitive campuses and/or majors have additional requirements.

Note: A maximum of 14 units may be taken Pass/No Pass, only 4 PE activity units, and 8 ESL units can be used towards the 60 UC transferable units required to transfer as a junior.

UC General Education Requirements

Students may complete one of the following:

- Intersegmental General Education Transfer Curriculum (IGETC) courses with C grade or better (a C- grade is not acceptable)
- Campus specific general education requirements of the receiving UC campus

Limitations of the IGETC pattern:

Some UC campuses may not allow use of the IGETC for students who were previously enrolled at a UC campus.

IGETC may not be appropriate in some high unit majors. If selecting a high unit major such as engineering or the sciences, students should focus on lower division major preparation course work and on completing the UC minimum eligibility general education requirements. Consult a counselor or go to www.assist.org to determine more details.

UC San Diego’s Eleanor Roosevelt and Revelle Colleges and UC Berkeley Haas School of Business will NOT accept IGETC.

Priority Application Filing Dates for UC Admission

- **For fall semester or quarter admission:** November 1 - 30 of previous year
- **For winter quarter/ spring semester admission:** July 1 - 31 of previous year
- **For spring quarter:** October 1-31 of previous year

Note: Not all campuses admit students every semester/quarter. Admissions during winter or spring is extremely limited.

UC Resources

Research and apply UC

Go to www.admission.universityofcalifornia.edu to research, TAG (Transfer Admissions Guarantee), and apply to a UC Campus. Receive the most current information on application deadlines and how to write the NEW personal insight questions. Students may also explore the locations of each of the 10 campuses and obtain specific information regarding planning for transfer, impacted majors, total enrollment at each campus, estimated costs of attending, and specific financial aid information.

UC Transfer Admissions Planner (TAP)

The UC TAP tool is designed for use by students transferring from California community colleges, including those students who are



seeking a Transfer Admission Guarantee (TAG) with one of the six participating UC campuses.

Students can use the Transfer Admission Planner to enter their coursework (completed and planned) from the very beginning of their college careers, or at any point when they decide to transfer to a UC campus. The planner helps students track their progress toward meeting UC's minimum requirements, and allows UC staff to communicate important information to prospective transfer students (<http://admission.universityofcalifornia.edu/transfer/transfer-admission-planner/>).

UC Transfer Admissions Guarantee (UC TAG)

Six University of California (UC) campuses offer guaranteed admission to students from all California community colleges (CCC). Interested students must meet campus-specific requirements to qualify for a UC TAG. By participating in a TAG program, students can ensure their admission to a specific UC campus, some of which offer an early review of a students' academic record, early admission notification (no later than November 15 for fall TAG applications), and specific guidance on major preparation and general education coursework (<http://admission.universityofcalifornia.edu/transfer/guarantee/>).

The six participating UC campuses are:

1. Davis
2. Irvine
3. Merced
4. Riverside
5. Santa Barbara
6. Santa Cruz

To pursue a TAG, students must:

- Complete 30 transferable units by the end of the summer prior last year at the community college, have the required GPA (varies from campus to campus), and specific math and English complete (see UC TAG MATRIX)
- Complete the online UC TAG application and submit it during the appropriate filing period – **September 1-30**, for fall admission at uctap.universityofcalifornia.edu
- Once a TAG is submitted, fulfill all remaining coursework and GPA requirements designated on the TAG agreement
- Apply for admission to UC during the appropriate filing period at universityofcalifornia.edu/apply.

Note: Students are strongly encouraged to consult with their community college counselor prior to completing/submitting the TAG application. Additionally, transfer students do not have to participate in TAG to be considered for admission. Non-TAG students must also apply for UC admission during the appropriate application filing period at universityofcalifornia.edu/apply

Certification of General Education for Transfer to CSU & UC

IGETC and CSU GE Breadth certification is the process by which the community college verifies that a student has completed all the coursework as required by a specific CSU or UC campus. Students who transfer without certification may have to meet general

education requirements of the destination campus. Certification is not automatic and must be requested.

To request a CSU or IGETC certification, a student must:

- Review WebAdvisor for posting of final semester grades
- Retrieve the Transcript Request Form through Admissions and Records
- Check the appropriate certification box on the transcript request form
- Submit to Admissions and Records

Admissions and Records will mail Contra Costa College official transcripts and certification to the specific 4-year university.

Private/Independent and Out-of-State Colleges and Universities

Transfer requirements for private and out-of-state colleges and universities vary. Students should consult the transfer institution's catalog or website. Contra Costa College counselors can also advise students on independent college and university requirements and preparation.

Private College and University Articulation Agreements

Contra Costa College has articulation agreements with the following colleges/universities:

- **University of Southern California**
- **Saint Mary's College of California**
- **Brandman University**
- **Argosy University**
- **Dominican University**
- **National University**
- **Holy Names**
- **University of Phoenix**
- **Golden Gate University**

Concurrent Enrollment with UC Berkeley, CSU East Bay, Mills, and JFK University

The Concurrent Enrollment Program allows CCC students to attend a four-year 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 at the Counseling Office (SSC-108) at (510) 215-3934 or (510) 215-3936

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a state-wide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other Califor-

nia community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

Note: The C-ID number system is clearly indicated where it applies within the course descriptions in Chapter 4.

As an example, (C-ID: AJ 110) see below:

ADJUS-120 Introduction to Administration of Justice

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: AJ 110)

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.

2016-2017 IGETC FOR CSU OR UC TRANSFER

Intersegmental General Education Transfer Curriculum

NAME _____

STUDENT ID. # _____

The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern of courses that California community college students can follow to satisfy lower-division general education requirements to any California State University (CSU) or University of California (UC) campus. IGETC is not advisable for all transfer students. Students should meet with a counselor to determine the appropriate general education option for their transfer goal. This is an unofficial document and is subject to change each year. Users should always refer to www.assist.org for the most updated official information.

IMPORTANT NOTE: STUDENTS MUST EARN A 'C' OR BETTER GRADE IN EACH COURSE TO SATISFY REQUIREMENTS FOR EACH AREA.

MAJOR: _____

REQUIRED PREPARATION FOR THIS MAJOR:

_____	_____
_____	_____
_____	_____
_____	_____

Students are strongly encouraged to request an IGETC certification prior to transferring. To request certification, students must check the appropriate box on the transcript request form and file it with the Admissions and Records Office.

AREA 1: ENGLISH COMMUNICATION

Complete one course from area 1A and one course from 1B. CSU transfer students must also complete one course from area 1C.

Area 1A: English Composition	Completed Course	IP Course	Planned Course
ENGL 1A			
Area 1B: Critical Thinking—English Composition	Completed Course	IP Course	Planned Course
ENGL 1C, 2B; SPCH 121-I			
Area 1C: Oral Communication (CSU REQUIREMENT ONLY)	Completed Course	IP Course	Planned Course
SPCH 120			

AREA 2A: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Complete one course from area 2A.

Area 2A: Mathematical Concepts and Quantitative Reasoning	Completed Course	IP Course	Planned Course
BUS 240; MATH 135, 164, 170, 171, 180, 185, 190, 191 MATH 200, 290, 292; SOCIO 234			

AREA 3: ARTS AND HUMANITIES

Complete at least 9 semester units including one course from area 3A, one course from 3B and one additional course from either 3A or 3B.

Area 3A: Arts	Completed Course	IP Course	Planned Course
ART 117, 118, 190, 191, 194; DRAMA 101, 102, 103, 104, 110, 165 ENGL 163; LARAZ 165; MUSIC 108, 114, 119, 120, 121			
Area 3B: Humanities	Completed Course	IP Course	Planned Course
ANTHR 150; CHIN 121; DRAMA 102, 103, 104; ENGL 1B, 2B, 210B, 220B ENGL 230B, 250, 274; HIST 110, 120, 121, 122, 123, 124, 127, 140, 141 HUMAN 113, 120; JAPAN 121; LARAZ 127, 130, 190; PHILO 110, 220 SPAN 121, 220, 221; SPCH 122			
Area 3A or 3B: Complete one additional course from 3A or 3B above (SEE ABOVE COURSE LISTS IN 3A OR 3B TO SELECT A COURSE)	Completed Course	IP Course	Planned Course

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

Complete at least 9 semester units including at least three courses from a minimum of at least two disciplines 4A through 4J.

AREA 4A: ANTHR 125, 130, 140, 150	Completed Course	IP Course	Planned Course
AREA 4B: ECON 220, 221			
AREA 4C: AFRAM 110; HIST 110, 122, 123, 127; LARAZ 110, 113, 127, 141 POLSC 225; PSYCH 140, 222; SOCIO 225			
AREA 4D: PSYCH 120; SOCIO 142; SOCS 140, 141			
AREA 4E: GEOG 130, 150, 160			
AREA 4F: HIST 110, 120, 121, 122, 123, 124, 127, 140, 141; LARAZ 125, 127			
AREA 4G: ADJUS 135; JRNAL 130; SOCS 140, 141; SPCH 122			
AREA 4H: ADJUS 135; POLSC 125, 130, 140, 225			
AREA 4I: LARAZ 141; PSYCH 126, 128, 130, 132, 140, 150, 170, 220, 222			
AREA 4J: ADJUS 135; SOCIO 130, 142, 220, 221, 222, 225, 245, 250; SOCS 141			

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

Complete at least 7 to 9 semester units including one course from 5A (Physical Science) and one course from 5B (Biological Science).

Area 5C may be satisfied by completing any course in 5A or 5B that is underlined. Area 5C may also be satisfied by completing one of the laboratory courses listed as long as a related lecture course (noted in parentheses) is also completed.

AREA 5A: Physical Science	Completed Course	IP Course	Planned Course
ASTRO 120; CHEM <u>119, 120, 121, 226, 227</u> ; GEOG 120; GEOL 120 PHYS 110, <u>120, 120H, 121, 121H, 130, 230, 231</u> *Note: Courses that include a lab are <u>underlined</u> and also satisfy area 5C.			
AREA 5B: Biological Science	Completed Course	IP Course	Planned Course
ANTHR 140; BIOSC <u>110, 119, 132, 134, 140, 141, 145, 147, 148, 172</u> PSYCH 150 *Note: Courses that include a lab are <u>underlined</u> and also satisfy area 5C.			
AREA 5C: Laboratory	Completed Course	IP Course	Planned Course
THIS AREA MAY BE SATISFIED BY COMPLETING ANY UNDERLINED COURSE IN 5A OR 5B OR BY COMPLETING ANY SET OF RELATED (LECTURE + LAB) COURSES NOTED BELOW. ANTHR (140 + 140L); BIOSC (159 + 172); BIOSC (172 + 172L) GEOG (120 + 120L); GEOL (120 + 120L); PHYS (110+110L)			

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

To demonstrate proficiency, one of the following must be completed:

- 1) Satisfactory completion of a course listed below:
CHINESE 120, 121*, JAPANESE 120, 121*, SPANISH 120, 121*, 220*, 221*
- 2) Two years of high school study in one language (three years if ASL) with a grade of "C" or better (verified by official high school transcript)
- 3) Satisfactory completion of a course at a college or university, with a "C" grade or better, that is considered equivalent to 2 years of high school language
- 4) Satisfactory score on the College Board Subject Test (formerly SAT II) in language other than English (Check with your counselor for required scores)
- 5) Score of 3 or better on the College Board Advanced Placement (AP) Exams in a language other than English
- 6) Score of 5 or better on the International Baccalaureate (IB) Higher Level Examination in a language other than English
- 7) Earn a passing grade on the international 'A' level or 'O' level exam in a language other than English
- 8) Satisfactory completion of a proficiency test administered by a community college, university, or other college in a language other than English. The test must assess the student's proficiency at a level equivalent to at least two years of high school English.
- 9) Completion with "C" grades or better, of two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is NOT English (confirmed by appropriate documentation).

Note: * = Courses may be certified in both areas 3B and 6A.

CSU GRADUATION REQUIREMENT: UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS

Complete one course from Group 1 and one from Group 2. If listed, courses may also count toward general education areas 3B or 4.

	Completed Course	IP Course	Planned Course
GROUP 1: (HISTORICAL DEVELOPMENT): HIST 120, 121, 122, 123, 127; LARAZ 127			
GROUP 2: (U.S. CONSTITUTION AND GOVERNMENT): LARAZ 113; POLSC 125			

2016-2017 CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION PATTERN For CSU TRANSFER

NAME _____ STUDENT ID. # _____

The California State University (CSU) General Education Breadth is a pattern of courses that California community college students can follow to satisfy lower-division (freshmen and sophomore) general education requirements at any CSU campus. This is an unofficial document and is subject to change each year. Users should always refer to www.assist.org for the most updated official information.

MAJOR: _____

REQUIRED PREPARATION FOR THIS MAJOR:

MINIMUM REQUIREMENTS TO TRANSFER AS A JUNIOR ARE:

- Complete at least 60 semester CSU transferable units with a 2.0 GPA (C average) or higher.
- Complete one course each from areas A1, A2, A3, and B4 with grades of 'C' or higher.
- Complete at least 30 semester units of general education courses within areas A to E with grades of 'C' or higher

CSU GE CERTIFICATION: Students are strongly encouraged to request a CSU GE Breadth certification prior to transferring. To request certification, students must check the appropriate box on the transcript request form and file it with the Admissions and Records Office.

AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Complete at least 9 semester units including one course in Areas A1, A2, and A3 with grade of 'C' or higher.

A1: Oral Communication	Completed Course	IP Course	Planned Course
ESL 132; SPCH 120, 128, 141, 160B* *Note: SPCH 160B must be completed for a total of 3 units to satisfy Area A1.			
AREA A2: Written Communication	Completed Course	IP Course	Planned Course
ENGL 1A, 1B			
AREA A3: Critical Thinking	Completed Course	IP Course	Planned Course
ENGL 1C, 2B; PHILO 130; SPCH 121, 121-I			

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Complete at least one course in Areas B1, B2 and B4 and at least one course must have a laboratory activity to satisfy Area B3.

AREA B1: Physical Science	Completed Course	IP Course	Planned Course
ASTRO 120; CHEM <u>119</u> , <u>120</u> , <u>121</u> , <u>226</u> , <u>227</u> ; GEOG 120; GEOL 120 PHYS <u>110</u> , <u>120</u> , <u>120H</u> , <u>121</u> , <u>121H</u> , <u>130</u> , <u>230</u> , <u>231</u> Note: Courses that include a laboratory are <u>underlined</u> and also satisfy Area B3.			
AREA B2: Life Science	Completed Course	IP Course	Planned Course
ANTHR 140; BIOSC <u>110</u> , <u>119</u> , <u>132</u> , <u>134</u> , <u>140</u> , <u>141</u> , <u>145</u> , <u>147</u> , <u>148</u> , <u>172</u> ; PSYCH 150 *Note: Courses that include a laboratory are <u>underlined</u> and also satisfy Area B3.			
AREA B3: Laboratory Activity	Completed Course	IP Course	Planned Course
THIS AREA MAY BE SATISFIED BY COMPLETING ANY UNDERLINED COURSE IN B1 OR B2 OR BY COMPLETING ANY SET OF RELATED (LECTURE + LAB) COURSES NOTED BELOW. ANTHR (140 + 140L); BIOSC (172 + 159); BIOSC (172 + 172L) GEOG (120 + 120L); GEOL (120 + 120L); PHYS (110 + 110L)			
AREA B4: Math/Quantitative Reasoning	Completed Course	IP Course	Planned Course
BUS 240; MATH 121, 135, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292 SOCIO 234 *Note: Must have a grade of 'C' or higher to satisfy this area.			

AREA C: ARTS AND HUMANITIES

Complete at least 9 semester units including one course in Area C1, C2 and one additional course in either C1 or C2.

AREA C1: Arts (Arts, Cinema, Dance, Music, Theater)	Completed Course	IP Course	Planned Course
ART 117, 118, 190, 191, 194; DRAMA 101, 102, 103, 104, 106, 110, 165 ENGL 163; LARAZ 165; MUSIC 108, 114, 119, 120, 121, 130; SPCH 142			
AREA C2: Humanities (Literature, Philosophy, Languages Other than English)	Completed Course	IP Course	Planned Course
ANTHR 150; CHIN 120, 121; DRAMA 102, 103, 104, 165; ENGL 1B, 2B ENGL 163, 210B, 220B, 230B, 250, 274, 293, 293H; HIST 110, 120, 121 HIST 122, 123, 124, 127, 140, 141; HUMAN 113, 120; JAPAN 120, 121 LARAZ 127 130, 165, 190; PHILO 110, 130, 220 SPAN 120, 121, 220, 221; SPCH 122			
AREA C1 or C2: Complete One Additional Course from C1 or C2 (SEE ABOVE COURSE LISTS IN C1 OR C2 TO SELECT A COURSE)	Completed Course	IP Course	Planned Course

AREA D: SOCIAL SCIENCES

Complete at least 9 semester units in Area D including at least one course from two different disciplines.

AREA D0: Sociology and Criminology	Completed Course	IP Course	Planned Course
ADJUS 135; SOCSOC 140, 141; SOCIO 130, 142, 220, 221, 222, 225, 245, 250			
AREA D1: Anthropology and Archeology			
ANTHR 125, 130, 140, 150; HIST 110			
AREA D2: Economics			
ECON 220, 221			
AREA D3: Ethnic Studies	Completed Course	IP Course	Planned Course
AFRAM 110, 125; ECHD 144; HIST 110, 122, 123, 127; LARAZ 110, 113, 127, 141; POLSC 125, 225; PSYCH 140, 222; SOCIO 225			
AREA D4: Gender Studies			
PSYCH 120; SOCSOC 140, 141; SOCIO 142			
AREA D5: Geography			
ANTHR 125, 130, 140; GEOG 120, 130, 150, 160			
AREA D6: History	Completed Course	IP Course	Planned Course
HIST 110, 120, 121, 122, 123, 124, 127, 140, 141; LARAZ 125, 127			
AREA D7: Interdisciplinary Social or Behavioral Science			
ADJUS 135; ECHD 120, 220; JRNAL 130; SOCSOC 141; SPCH 122			
AREA D8: Political Science, Government & Legal Institutions			
ADJUS 120, 121, 135; LARAZ 113; POLSC 125, 130, 140, 225			
AREA D9: Psychology			
LARAZ 141; PSYCH 126, 128, 130, 132, 140, 150, 170, 220, 222			

AREA E: LIFELONG LEARNING & SELF-DEVELOPMENT

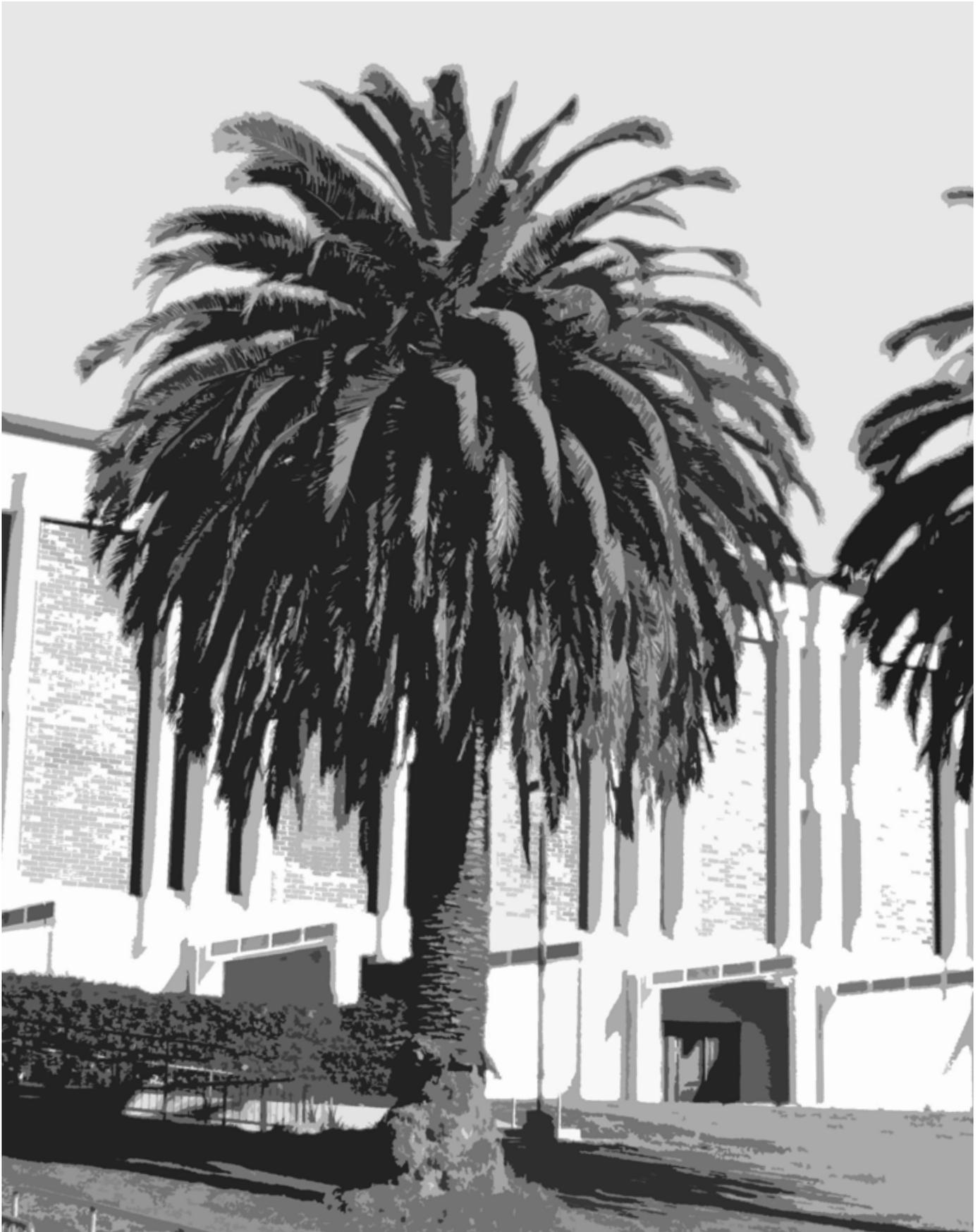
Complete at least 3 units from the list below. Area E may not be fully completed by taking only Dance or PE activity courses (limited to 1.5 units). **Military service:** If a DD-214 is submitted to CCC's Admissions and Records office it will satisfy this requirement.

COUNS 120; DANCE 118A, 161A-B, 163A, 164A-B, 166A, 167A, 169A, 170A DANCE 171A, 172A; HED 120; KINES 199, 201, 205; PE 102A-D, 103A-D, 105A-D PE 109A, 116A-D, 121A, 124A, 126 A-C, 135A-D, 136A, 140A-B, 142, 157A, 165A-D PE 173A-C, 174A, 209, 211, 214, 215, 218A, 260A, 261A-B, 267A, 268A, 270A-B PE 273A, 275A, 278A, 378A-B 379; PEIC 290; PSYCH 118, 120, 128	Completed Course	IP Course	Planned Course

CSU GRADUATION REQUIREMENT: UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS

Complete one course from Group 1 and one from Group 2. Certain courses may also count toward general education area 'C2' or 'D' above.

	Completed Course	IP Course	Planned Course
GROUP 1: (HISTORICAL DEVELOPMENT): HIST 120, 121, 122, 123, 127; LARAZ 127			
GROUP 2: (U.S. CONSTITUTION AND GOVERNMENT): LARAZ 113; POLSC 125			



CHAPTER

4

Part One:
Program
Degrees
and
Certificates

Part Two:
Course
Descriptions

Part Three:
Faculty
and
Staff
Listings

PROGRAMS AND COURSE DESCRIPTIONS

This section describes programs and courses approved by the Contra Costa Community College District Governing Board and offered at Contra Costa College. Students with questions about programs and courses listed in the catalog should consult a counselor (SSC Room-108, 510-215-3934 or 510-215-3936).

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.

Degree Credit (DG)

This designation means the course offers degree credit at Contra Costa College, 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 courses are those courses offered by Contra Costa College for which no college credit or grades are given. These courses 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 of 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 & 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:

The following designations indicate if a course is transferrable to either California State Universities and/or University of California campuses.

CSU=California State University

UC=University of California

C-ID:

The Course Identification Numbering System designation identifies comparable courses at different community colleges. See Chapter 3 for a more detailed explanation of the C-ID. A course that has been C-ID approved will have the C-ID notation.

PROGRAM DEGREE & CERTIFICATE DESCRIPTIONS

Administration of Justice

Program Description

The Administration of Justice program provides students with the legal, ethical and educational background necessary to pursue a career in a criminal justice-related field and/or to successfully transition into a four-year academic program. The program prepares students for successful completion of the California Peace Officer Standards and Training and Department of Corrections academies. The program also supports administration of justice professionals by providing staff development opportunities and promotional pathways.

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.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- effectively use interpersonal communication skills as required by criminal justice professionals.
- successfully create writing assignments related to employment in the criminal justice system.
- apply good ethics and leadership to their decision making process as it relates to performing their jobs.
- successfully complete state training requirements for criminal justice professionals.
- successfully find employment in criminal justice system careers (must also pass POST background procedures).

Associate in Science Transfer Degree

Administration of Justice 18 Units

The Associate in Science in Administration of Justice for Transfer provides students with the legal, ethical and educational background necessary to pursue a career in a criminal justice-related field and/or to successfully transition into a CSU system. Additionally, the successful completion of the AS-T degree supports administration of justice professionals by providing students with opportunities and promotional pathways into the California Peace Officer Standards and Training and Department of Correction academies. 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 Core Courses (6 units):

3 units	ADJUS-120	Introduction to Administration of Justice
3 units	ADJUS-121	Concepts of Criminal Law

Plus 6 units from the following:

3 units	ADJUS-122	Criminal Procedures
3 units	ADJUS-124	Introduction to Corrections
3 units	ADJUS-130	Juvenile Procedures
3 units	ADJUS-221	Legal Aspects of Evidence
3 units	ADJUS-222	Basic Investigations
3 units	ADJUS-223	Community Relations and Cultural Issues

Plus a minimum of 6 units from the following:

3 units	SOCIO-220	Introduction to Sociology
4 units	MATH-164	Elementary Statistics
3 units	PSYCH-220	General Psychology

or

any CSU transferable administration of justice lower division course or courses outside the administration of justice discipline that are articulated as lower division major preparation for the criminal justice or criminology major at any CSU.

Associate in Science Degree**Administration of Justice: Corrections 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.

Required core courses (18 units):

3 units	ADJUS 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 124	Introduction to Corrections
3 units	ADJUS 126	Counseling and Placement
3 units	ADJUS 130	Juvenile Procedures
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 139	Criminal Gangs and Terrorism
2 units	ADJUS 171	Defensive Firearms and Gun Safety
3 units	ADJUS 222	Basic Investigations
4 units	ADJUS 225	Introduction to Forensic Science
3 units	ADJUS 260	Patrol Procedures

Certificate of Achievement**Administration of Justice: 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

Associate in Science Degree**Law Enforcement 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.

The law enforcement degree prepares students for careers in law enforcement with particular preparation for state and federal training academies.

Required core courses (18 units):

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

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 and Gun Safety
3 units	ADJUS 222	Principles of Investigation
4 units	ADJUS 225	Introduction to Forensic Science
3 units	ADJUS 251	Terrorism and Mass Destruction Weaponry
3 units	ADJUS 260	Patrol Procedures

Certificate of Achievement**Administration of Justice: 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
Administration of Justice:
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
Administration of Justice:
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	Basic Investigations
4 units	ADJUS 225	Introduction to Forensic Science

**Certificate of Achievement
Administration of Justice:
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	Basic Investigations

**Certificate of Achievement
Administration of Justice: Patrol 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 122	Criminal Procedures
3 units	ADJUS 125	Report Preparation
3 units	ADJUS 260	Patrol Procedures

**Certificate of Achievement
Administration of Justice:
Police & Correctional Academy
Readiness Program.....15.5-17 Units**

A certificate of achievement may be earned by completing all the courses required for this major with a grade of C or better. Students must have a 2.0 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 1A	Composition and Reading
.5-2 units	PE 156A	Physical Conditioning

**Certificate of Achievement
Administration of Justice:
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.

Required core courses (12 units):

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:

1-4 units	ADJUS 099	Occupational Work Experience
2 units	ADJUS 127	Youth Police Academy
2 units	ADJUS 128	Campus Police Aide Orientation

**Certificate of Achievement
Administration of Justice:
Security 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 121	Concepts of Criminal Law
3 units	ADJUS 122	Criminal Procedures
3 units	ADJUS 125	Report Preparation
3 units	ADJUS 164	Security Academy-Level I
3 units	ADJUS 251	Terrorism and Mass Destruction Weaponry

African American Studies

Program Description

The Africana/African American Studies program is in partnership with the Africana Studies Department at San Francisco State University (SFSU). SFSU was the first four-year college to have a Black Studies Department (later changed to Africana Studies). Here at Contra Costa College we pattern our program description and classes after SFSU.

Our curriculum is interdisciplinary in the areas of humanities and the behavioral and social sciences. Taking Africana Studies classes provides a holistic understanding of the African and African American reality. It provides opportunities to develop higher level reading, writing and critical thinking skills, and prepares students to become agents of change in their community, in society, and the world.

Some Possible Careers

Students can pursue any career with an Africana/African American Studies degree. Our classes meet the general education requirements and transfer requirements. Africana Studies is an excellent preparation for a career in law, public policy, government and politics, journalism, education, public health, social work, health care, business, international relations, and many other careers.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- successfully complete an exit exam that demonstrates competency in the core courses of the major courses in the degree program.

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.

Required core courses (15 units):

3 units	AFRAM 110	Introduction to African American Studies
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 to the Present)
3 units	HUMAN 113	African American Humanities

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	DRAMA 110	African American Theatre
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	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
3 units	LARAZ 110	Introduction to La Raza Studies
3 units	LARAZ 113	Introduction to Analysis of American Political Institutions
3 units	LARAZ 125	Latin American History

Anthropology

Program Description

The Anthropology program is part of the Social Sciences Department and is committed to the highest possible standards in teaching and facilitating learning in a student-centered environment. Anthropologists study human origins, development, culture and behavior. They examine the customs, values and social patterns of different groups around the world through on-site fieldwork. They also compare the languages, archaeological record and physical/biological characteristics of people in a wide range of societies. While some anthropologists focus on the prehistory and evolution of homo sapiens or investigate the lives of apes, monkeys and other non-human primates, others study current human concerns, such as overpopulation, violence, warfare, and poverty.

Anthropologists usually concentrate on one of four subfields: sociocultural, linguistics, biological/physical anthropology and archaeology. Sociocultural anthropologists study the customs, cultures, and social lives of individuals in groups in settings that range from non-industrialized societies to technologically complex communities in urban centers. Linguistic anthropologists investigate the history of, role of, and changes to, language over time in various cultures. Biological anthropologists research the evolution of the human body, look for the earliest evidences of human life, and analyze how culture and biology influence one another. Physical anthropologists, such as primatologists, study our nearest genetic relative species in order to learn more about our differences and similarities with other primates. Archaeologists examine and recover material evidence, including tools, pottery, cave paintings, the ruins of buildings, and other objects remaining from past human cultures in order to learn about the history, customs, and living habits of earlier civilizations.

Some Possible Careers

Cultural anthropologist, interpreter, medical researcher, forensic anthropologist, archaeologist in a private consulting firm or government, primate researcher, and college professor.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- show how the human archaeological past is revealed through the material remains left behind by now extinct societies.
- explain that culture is a major component of human development.
- describe why humans are biological creatures and are a natural development of evolutionary forces.
- demonstrate an understanding of the scientific method as it pertains to anthropological investigation and conclusions.

Associate in Arts Transfer Degree

Anthropology20-21 Units

The Associate in Arts in Anthropology for Transfer (AA-T) degree is designed as a pathway for students who plan to complete a bachelor's degree in anthropology or similar major at a California State University (CSU) campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. With the completion of this program, students will be able to show how the human archaeological past is revealed through the material remains left behind by now extinct societies; explain that culture is a major component of human development; describe why humans are biological creatures and are a natural development of evolutionary forces; and demonstrate an understanding of the scientific method as it pertains to anthropological investigation and conclusions. 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 Core Courses (9 units):

3 units	ANTHR-130	Cultural Anthropology
3 units	ANTHR-140	Introduction to Physical Anthropology
3 units	ANTHR-125	Introduction to Archaeology

Plus 4 units from List A:

4 units	BIOSC-110	Introduction to Biological Sciences
4 units	MATH-164	Introduction to Probability and Statistics

Plus 4 units from List B:

Any course from List A not already used		
4 units	PSYCH-205B	Introduction to Research Methods in Psychology with Lab
4 units	BIOSC-132	Human Anatomy

Plus 3 units from List C:

Any course from List A or B not already used		
3 units	ANTHR-150	Magic, Witchcraft and Religion
3 units	GEOG-160	World Regional Geography
3 units	HIST-110	History of African Civilization
3 units	HIST-127	History of Latinos in the United States (1846-Present)
3 units	PSYCH-222	Culture and Ethnicity in Social Psychology
3 units	SPCH-122	Intercultural Communication

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.

Required core courses (16 units):

3 units	ANTHR 125	Introduction to Archaeology
3 units	ANTHR 130	Cultural Anthropology
3 units	ANTHR 140	Introduction to Physical Anthropology
1 unit	ANTHR 140L	Physical Anthropology Laboratory
3 units	ANTHR 150	Magic, Witchcraft and Religion
3 units	GEOG 120	Physical Geography

Plus at least 6 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

Art

Program Description

The Fine and Media Arts Department seeks to educate and empower students in the creation and study of art in the media of their choice. The department's aim is to teach students who will go on to become successful in four-year colleges and universities, who will appreciate, support and participate in the arts, and who will become patrons of the arts. The Fine and Media Arts Department presents a broad range of classes in (1) art history, including the evaluation of contemporary thinking about art, (2) traditional fine arts media, such as drawing, painting, photography and sculpture, and (3) media arts, such as digital imagery and digital video/film. All courses are designed to meet transfer requirements to the CSU and UC systems.

Some Possible Careers

Painter, printmaker, sculptor, art director, cartoonist, fashion artist, police artist, advertising production manager, art conservation/restorer, designer (industrial, textile, video/film producer, video/film editor, multimedia artist, multimedia producer, 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 effects artist, and arts educator.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- demonstrate an understanding of the elements and principles used in the art form under study.
- demonstrate sensitivity to and creativity with the medium chosen.

Associate in Arts Degree Art 27 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.

Required core courses (9 units):

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 to the Present

At least 18 units from the following, including nine units of a specific art media group (to be taken in consecutive courses):**Art History**

3 units	ART 118	Multi-Cultural Survey of American Art
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Art Media**Group A:**

3 units	ART 175	Drawing and Composition: Beginning II
3 units	ART 274	Drawing and Composition: Intermediate I
3 units	ART 275	Drawing and Composition: Intermediate II
3 units	ART 184	Pastels and Color Theory

Group B:

3 units	ART-140	Sculpture: Beginning I
3 units	ART-141	Sculpture: Beginning II
3 units	ART-240	Sculpture: Intermediate I
3 units	ART-241	Sculpture: Intermediate II

Group C:

3 units	ART 135	Hot Metals Beginning Jewelry I
3 units	ART 136	Hot Metals Beginning Jewelry II
3 units	ART 235	Hot Metals Intermediate Jewelry I
3 units	ART 236	Hot Metals Intermediate Jewelry II

Group D:

3 units	ART 145	Ceramics: Beginning I
3 units	ART 146	Ceramics: Beginning II
3 units	ART 245	Ceramics: Intermediate I
3 units	ART 246	Ceramics: Intermediate II
3 units	ART 143	Decorative Techniques in Ceramics: Beginning I
3 units	ART 144	Decorative Techniques in Ceramics; Beginning II

Group E:

3 units	ART 124	Painting; Beginning I
3 units	ART 125	Painting: Beginning II
3 units	ART 224	Painting: Intermediate I
3 units	ART 225	Painting: intermediate II

Group F:

3 units	ART 132	Digital Art: Beginning I
3 units	ART 133	Digital Art: Beginning II
3 units	ART 232	Digital Art: Intermediate I
3 units	ART 233	Digital Art: Intermediate II

Group G:

3 units	ART 158	Digital Photography: Beginning I
3 units	ART 159	Digital Photography: Beginning II
3 units	ART 258	Digital Photography: Intermediate I
3 units	ART 259	Digital Photography: intermediate II

Group H:

3 units	ART 161	Black and White Film Photography: Beginning I
3 units	ART 162	Black and White Film Photography: Beginning II
3 units	ART 261	Black and White Film Photography: Intermediate I
3 units	ART 262	Black and White Film Photography: Intermediate II

Automotive Services

Program Description

The Automotive Services program provides students with state of the art training in gas and hybrid vehicle repair and collision repair. Program graduates can be certified through Inter-Industry Conference on Auto Collision Repair (ICAR) and/or Automotive Service Excellence (ASE). Students who graduate from the program will be prepared to find employment in the automotive and collision repair industry.

Some Possible Careers

Automotive repair technician, automotive apprentice technician, automotive technician, diagnostic technician, parts technician, smog technician, service advisor, service manager, collision repair technician, custom paint refinisher, customizer, damage appraiser, detailer, insurance appraiser, insurance appraiser, paint technician, and parts technician.

Program Student Learning Outcome Statement

Students who complete the program will be:

- prepared for entry-level positions in the automotive industry.
- prepared for industry certification exams – Automotive Service Excellence (ASE) and Inter-Industry Conference on Auto Collision Repair (ICAR).
- able to successfully complete the safety and pollution exams.

Associate in Science Degree

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	Introduction to Automotive Collision Repair Technology
5 units	AUSER 125	Introduction to Auto Collision Repair Technology (Laboratory)

2nd semester

4 units	AUSER 124	Introduction to Automotive Painting and Refinishing Technology
5 units	AUSER 126	Introduction to Automotive Painting and Refinishing Technology (Laboratory)
3 units	AUSER 153	Automotive Steering and Suspension Systems and Headlamp Aiming

3rd semester

3 units	AUSER 141	Introduction to Damage Report Writing
5 units	AUSER 225	Advanced Auto Collision (Laboratory)

4th semester

5 units	AUSER 226	Advanced Automotive Painting and Refinishing (Laboratory)
3 units	AUSER 238	Automotive Heating and Air Conditioning

**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
4 units	AUSER 171	Automotive Collision Repair

**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 Technology
3 units	AUSER 141	Introduction to Damage Report Writing
4 units	CIS 135	Introduction to Computers (or equivalent)

**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.

Courses 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 (or equivalent)
4 units	CIS 135	Introduction to Computers (or equivalent)

**Certificate of Achievement
Automotive Collision Repair Technology 37 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

4 units	AUSER 123	Introduction to Automotive Collision Repair Technology
5 units	AUSER 125	Introduction to Auto Collision Repair Technology (Laboratory)

2nd semester

4 units	AUSER 124	Introduction to Automotive Painting and Refinishing Technology
5 units	AUSER 126	Introduction to Automotive Painting and Refinishing Technology (Laboratory)
3 units	AUSER 153	Automotive Steering and Suspension Systems and Headlamp Aiming

3rd semester

3 units	AUSER 141	Introduction to Damage Report Writing
5 units	AUSER 225	Advanced Auto Collision (Laboratory)

4th semester

5 units	AUSER 226	Advanced Automotive Painting and Refinishing (Laboratory)
3 units	AUSER 238	Automotive Heating and Air Conditioning

**Certificate of Achievement
Automotive Hybrid Technician 13.5 Units**

The Automotive Hybrid Technician program provides students with basic service and repair training in automotive electrical and hybrid systems. Program graduates are prepared to service and repair hybrid electric vehicles.

A certificate of achievement may be earned by completing all of the courses required for this certificate with a grade of C or better.

Courses required for the certificate:

4 units	AUSER 190	Automotive Electrical
4 units	AUSER 203	Automotive Engine Performance
3 units	AUSER 107	Introduction to Hybrid Electric Vehicles
2.5 units	AUSER 207	Hybrid Electric Vehicle Diagnostics & Repair

Certificate of Achievement Automotive Service Technician 42 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 core courses:

4 units	AUSER 101	Automotive Fundamentals
1.5 units	PSYCH 103A	Personal Development for College Success
5 units	AUSER 111	Automotive Brakes
5 units	AUSER 113	Automotive Suspension & Steering
3 units	AUSER 238	Automotive Heating and Air Conditioning
5 units	AUSER 115	Engine Service & Repair
5 units	AUSER 103	Automotive Electrical/Electronic Systems
4 units	AUSER 117	Automotive Drive Trains
4 units	AUSER 203	Automotive Engine Performance
3 units	AUSER 107	Introduction to Hybrid Electric Vehicles

Electives (2.5 Units or more)

4 units	AUSER 190	Automotive Electrical Systems
2.5 units	AUSER 207	Hybrid Electric Vehicles Diagnostics and Repair
3 units	AUSER 153	Automotive Steering & Suspension Systems & Headlight Aiming
.5-4 units	AUSER 099	Occupational Work Experience
.5-6 units	AUSER 100	Topics in Automotive Services
4 units	AUSER 208	Level I Smog Inspector
3 units	AUSER 209	Level II Smog Inspector

Certificate of Achievement Chassis Level I Technician 15.5 Units

The Chassis Level I Technician program provides students with basic training in automotive brakes, suspension and steering systems. Program graduates are prepared for apprentice level positions in the industry.

A certificate of achievement may be earned by completing all of the courses required for this certificate with a grade of C or better.

Courses required for the certificate:

1.5 units	PSYCH 103A	Personal Development for College Success
4 units	AUSER 101	Automotive Fundamentals
5 units	AUSER 111	Automotive Brakes
5 units	AUSER 113	Automotive Steering and Suspension

Certificate of Achievement Powertrains Level I Technician 14.5 Units

The Powertrain Level I Technician program provides students with basic service and repair training in automotive engine and transmission systems. Program graduates are prepared for apprentice level positions in the industry.

A certificate of achievement may be earned by completing all of the courses required for this certificate with a grade of C or better.

Courses required for the certificate:

1.5 units	PSYCH 103A	Personal Development for College Success
4 units	AUSER 101	Automotive Fundamentals
5 units	AUSER 115	Engine Service and Repair
4 units	AUSER 117	Automotive Drive Trains



Biological Science

Program Description

Courses within the Biological Science Department prepare students for both vocational careers and for transfer to four-year colleges and universities. The courses and laboratories we offer allow students to experience and understand the diversity of life and how it functions on a scale ranging from molecules to ecosystems. Biotechnology courses demonstrate the use of living organisms and bioprocesses in engineering, technology, medicine, and other applications.

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, laboratory assistant, scientist, forensic DNA analyst, greenhouse field technician, quality control technician sales representative, and technical representative.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- demonstrate how organismal function is maintained and controlled through diverse regulatory mechanisms.

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.

Required core courses (7-8 units):

3 units	PHYS 110	Descriptive Physics
and		
4 units	CHEM 109	Introductory Organic and Biochemistry
or		
4 units	CHEM 119	Introductory Chemistry
or		
5 units	CHEM 120	General College Chemistry

Plus at least 13 units from the following:

4 units	BIOSC 110	Introduction to Biological Science
4 units	BIOSC 119	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

Associate in Science Degree**Biotechnology.....30.5-31 Units**

The field of biotechnology (a field of applied biology that involves the use of living organisms and bioprocesses in engineering, technology, medicine, and other applications) touches nearly every aspect of each of our lives.

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. The Biotechnology A.S. degree is appropriate for students wishing to obtain entry-level employment in the biotechnology industry while preparing to advance their career by transferring to a 4-year university.

Required core biotechnology courses: (20 units)

3 units	BIOSC 172	Introduction to Biotechnology
3 units	BIOSC 157	Foundations in Biotechnology
1 unit	BIOSC 159	Foundations in Biotechnology Lab
4 units	BIOSC 147	Cell and Molecular Biology
5 units	CHEM 120	General College Chemistry
4 units	ENGL 1A	Composition and Reading

Plus 4 units from the following laboratory courses:

4 units	BIOSC 148	General Microbiology
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 Application
1 unit	BIOSC 186	Protein Purification and Analysis
1 unit	BIOSC 187	DNA Manipulation and Cloning
2 units	BIOSC 172L	Introduction to Biotechnology Lab

Plus 3 units the following business and communication courses:

3 units	SPCH 120	Public Speaking
3 units	ENGL 166	Technical Communication
3 units	BUS 125	Report Writing
3 units	BUS 120	Introduction to Management
3 units	BOT 248	Business Correspondence

Plus 3.5-4 units the following computer and data proficiency courses:

4 units	MATH 164	Introduction to Probability and Statistics
4 units	CIS 135	Introduction to Computers
3.5 units	CIS 200	Microsoft Access/Information Processing
3.5 units	CIS 201	Microsoft Excel/Information Processing

Certificate of Achievement**Biotechnology Technician.....16.5-17 Units**

A certificate of achievement may be earned by completing all the courses required for this certificate with a grade of C or better. The Biotechnology Technician Certificate of Achievement provides classroom and hands-on laboratory training needed for entry-level employment in the areas of manufacturing, quality control, quality assurance, and research and development in the biotechnology industry.

Required core biotechnology courses: (7 units)

3 units	BIOSC 172	Introduction to Biotechnology
3 units	BIOSC 157	Foundations to Biotechnology
1 unit	BIOSC 159	Foundations in Biotechnology Lab

Plus 3 units from the following advanced laboratory courses:

4 units	BIOSC 148	Microbiology
1 unit	BIOSC 182	GLP and GMP; Principles and Compliance
1 unit	BIOSC 183	Mammalian Cell Culture
1 unit	BIOSC 184	ELISA Methodology & 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

Plus 3 units from the following business and communication courses:

3 units	SPCH 120	Public Speaking
3 units	ENGL 166	Technical Communication
3 units	BUS 125	Report Writing
3 units	BUS 120	Introduction to Management
3 units	BOT 248	Business Correspondence

Plus 3.5 -4 units from the following computer and data proficiency courses:

4 units	CIS 135	Introduction to Computers
4 units	MATH 164	Introduction to Probability and Statistics
3.5 units	CIS 200	Microsoft Access/Information Processing
3.5 units	CIS 201	Microsoft Excel-Information Processing

Certificate of Achievement

Biotechnology Assistant 12.5 Units

The Biotechnology Assistant Certificate of Achievement provides both entry-level workforce skills and a bridge into the rigorous biotechnology training programs at CCC and other programs in the region. Students will receive hands-on laboratory experience utilizing state of the art bio-manufacturing equipment. College-level reading, communication, math, and professional skills are required along with laboratory training for even the most basic of entry-level positions in the biotechnology industry. Students completing this certificate will be able to demonstrate their competence for entry-level employment. This certificate also prepares students for higher-level training and education, which can further increase employability in a field where advanced degrees are highly desirable. A certificate of achievement may be earned by completing all courses required for this program with a grade of C or better.

Required core courses: (12.5 Units)

2 units	BIOSC 172L	Introduction to Biotechnology Lab
1.5 units and	PSYCH 103A	Personal Development for College Success
5 units	MATH 118	Elementary Algebra
or		
5 units	MATH 120	Intermediate Algebra
and		
4 units	ENGL 142B	Writing: Expository – B
or		
4 units	ENGL 1A	Composition and Reading



Certificate of Achievement

Pre-Allied Health 19-21 Units

The Pre-Allied Health Certificate of Achievement provides classroom and hands-on laboratory experience for students to master skills and knowledge in biological sciences needed before applying for many of the allied health fields. Students who achieve this certificate will have completed the basic prerequisite courses required to apply for transfer programs including but not limited to nursing, physician's assistant, radiography, sonography, nuclear medicine, dental hygiene, pharmacy, clinical laboratory assistance, occupational therapy, veterinary technology, and other related fields. A certificate of achievement may be earned by completing all courses required for this program with a grade of C or better.

Required core courses: (12 Units)

4 units	BIOSC 132	Human Anatomy
4 units	BIOSC 134	Human Physiology
4 units	ENGL 1A	Composition and Reading

Plus one course from the following:

4 units	BIOSC 110	Introduction to Biology
4 units	CHEM 119	Introductory Chemistry
5 units	CHEM 120	General College Chemistry I

Plus one course from the following:

4 units	BIOSC 119	Microbiology
4 units	BIOSC 148	General Microbiology
4 units	BIOSC 140	Principles of Biological Science I
4 units	BIOSC 141	Principles of Biological Science II
3 units	BIOSC 160	Nutrition
3 units	BIOSC 172	Introduction of Biotechnology

Business Office Technology

Program Description

Today's businesses require competent, professional office support personnel. A well-organized team player with an attention to detail will successfully work in an office environment. A student who has completed the administrative assistant or general office certificate programs is well-prepared for a variety of positions.

Some Possible Careers

Office receptionist, administrative assistant, data entry clerk, account clerk, medical secretary, legal secretary, and virtual assistant.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- Identify the appropriate software application, type, save, format, edit and print various business documents.
- type at least 35 words per minute with no more than 4 errors.
- access information using the internet.
- prepare an oral presentation using appropriate media and technology.
- interpret proofreading marks and identify appropriate business vocabulary.

Associate in Science Degree

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.

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
3.5 units	CIS 200	Microsoft Access/Information Processing

3rd semester

3 units	BUS 181	Applied Accounting
3 units	BOT	Any BOT Elective

4th semester

3 units	BOT 243	General Office Procedures
3 units	BOT 248	Business Correspondence

Certificate of Achievement

Business Office Technology:

Administrative Assistant..... 31 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	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
3.5 units	CIS 200	Microsoft Access/Information Processing

3rd semester

3 units	BUS 181	Applied Accounting
3 units	BOT	Any BOT Elective

4th semester

3 units	BOT 243	General Office Procedures
3 units	BOT 248	Business Correspondence

Associate in Science Degree**Business Office Technology: 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.

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	Any 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

Certificate of Achievement**Business Office Technology: General Office 20 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	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	Any 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



Business

Program Description

Since most students will likely work in a business-related organization, the business program seeks to 1) help students become aware of, and knowledgeable about, 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, bookkeeper, payroll clerk, employment interviewer, management consultant, personnel trainer.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- successfully secure gainful employment in the accounting or business-related field using the analytical tools acquired through this program.

Associate in Science Transfer Degree

Business Administration 28 Units

The Associate in Science in Business Administration for Transfer (AS-T) degree program is designed as the primary pathway for transfer students intending to earn a baccalaureate degree in business administration at a California State University (CSU). Successful completion of the AS-T in Business Administration allows priority admissions into the CSU system, but not a particular campus or major. Students who complete this program will have completed the lower-division requirements for transfer to the CSU system, and have acquired the necessary analytical tools to successfully secure gainful employment in most business-related fields. The AS-T in Business Administration 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 Core Courses (17 Units)

4 units	BUS 186	Principles of Accounting I
4 units	BUS 187	Principles of Accounting II
3 units	ECON 220	Introduction to Microeconomic Principles
3 units	ECON 221	Introduction to Macroeconomic Principles
3 units	BUS 294	Business Law

Plus 4 units from List A:

4 units	MATH 164	Introduction to Probability and Statistics
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Plus 7 units from List B:

3 units	BUS 109	Introduction to Business
4 units	CIS 135	Introduction to Computers

Associate in Science Degree 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.

Fall semester

4 units	BUS 186	Principles of Accounting I
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 II
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

Certificate of Achievement Business Administration 29 Units

A certificate of achievement may be earned by completing all the courses required for this major with a grade of C or better.

Fall semester

4 units	BUS 186	Principles of Accounting I
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 II
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

Associate in Science Degree Business Management19.5-25 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.

Required courses, with suggested sequence:

1st semester

3 units	BUS 102	Business Mathematics
or		
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 I
1.5-4 units	CIS 110	Computer Literacy (or a higher-level CIS class)*

*Students may not use 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

Certificate of Achievement Business Management19.5-25 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		
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 I
1.5-4 units	CIS 110	Computer Literacy (or a higher-level CIS class)*

*Students may not use 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

Certificate of Achievement Accounting Technician18-24.5 Units

A certificate of achievement may be earned by completing all the courses required in this concentration with a grade of C or better.

Required courses, with suggested sequence:

1st semester

3 units BUS 109 Introduction to Business
1.5-4 units CIS 110 Computer Literacy (or a higher-level CIS class)*
*Students may not use a course taken in high school to meet this requirement.

3 units BUS 102 Business Mathematics
or
5 units MATH 118 Elementary Algebra (or higher)

One course from the following:

3 units BUS 181 Applied Accounting I
4 units BUS 186 Principles of Accounting I

2nd semester

3 units BUS 125 Report Writing
1.5 units BUS 188 Accounting with QuickBooks

Plus at least one course from the following:

3 units BUS 181 Applied Accounting I
4 units BUS 186 Principles of Accounting I
4 units BUS 187 Principles of Accounting II
.5 units Varies Any Business elective needed

Computer and Communications Technology

Program Description

The Computer & Communications Technology (CCT) unit trains students to understand electronic theory and principles, repair computers, connect computers to networks, install operating systems, utilities and applications. CCT also trains students in communication infrastructure, for both copper and fiber optic technologies, facilitating cable television, satellite systems and telephone communication. Courses in alternative energy technology are also offered that allow training in the design and installation of photo voltaic electrical systems.

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.

Program Learning Outcomes

Students who complete the CCT program will be able to:

- understand basic electronic AC/DC theory.
- understand the primary components and devices of a wireless network.
- mathematically calculate digital numbering systems.
- design a fiber optic or copper distribution system.
- install, configure and apply system boards, expansion cards and modules.
- exhibit expertise in designing a security system installation.

**Associate in Science Degree
Computer & Communication Technology:
Network Technology 19-20 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..

Required courses, with suggested sequence:

Fall semester

4 units	CCT 170	Basic Electronics
or		
4 units	CCT 171	Security Systems for Home & Small Business
3 units	CCT 274	Network Communication Technology
or		
4 units	CCT 172	Wireless Networks for Home & Small Business

Spring semester

4 units	CCT 272	Fiber Optic/Copper Network Structure
4 units	CCT 271	Digital Applications and Devices
4 units	CCT 273	Computer Repair Technology

**Certificate of Achievement
Computer & Communication Technology:
Network Technology 19-20 Units**

A certificate of achievement may be earned by completing all the courses required for the 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
3 units	CCT 274	Network Communication Technology
or		
4 units	CCT 172	Wireless Networks for Home & Small Business

Spring semester

4 units	CCT 272	Fiber Optic/Copper Network Structure
4 units	CCT 271	Digital Applications and Devices
4 units	CCT 273	Computer Repair Technology

**Certificate of Accomplishment
Computer & Communication Technology:
Computer Repair Technology 4 Units**

A certificate of accomplishment may be earned by completing the course required for this major with a grade of C or better.

Course required for the certificate:

4 units	CCT 273	Computer Repair Technology
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**Certificate of Accomplishment
Computer & Communication Technology:
Fiber Optic/Copper Network Structure..... 4 Units**

A certificate of accomplishment may be earned by completing the course 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
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**Certificate of Accomplishment
Computer & Communication Technology:
Network Communication Technology 3 Units**

A certificate of accomplishment may be earned by completing the course required for this major with a grade of C or better.

Course required for the certificate:

3 units	CCT 274	Network Communication Technology
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**Certificate of Accomplishment
Computer & Communication Technology:
Security Systems for Home & Small Business..... 4 Units**

A certificate of accomplishment may be earned by completing the course 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
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**Certificate of Accomplishment
Computer & Communication Technology:
Wireless Networks for Home & Small Business 3 Units**

A certificate of accomplishment may be earned by completing the course 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
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Chemistry

Program Description

Chemistry is the science of substances and their interconversions. Subjects studied in chemistry range from microscopic and theoretical properties of atoms and molecules to topics in materials science, biological science, environmental science, agriculture, food science, geology and astronomy. A background in chemistry is important not only for chemists, but also for students going into biology, medicine, pharmacy, engineering, and even in such specialized fields as enology and art conservation. Details of the CCC chemistry program appear below. In addition to chemistry courses, chemistry majors need to have strong backgrounds in math and physics.

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.

Program Student Learning Outcome Statement

Students who complete the program will demonstrate:

- an understanding of chemical equations, pH, solution calculations, molecular structure and other topics at the beginning level.
- a mastery of chemistry at nationally accepted learning levels on topics identified by the American Chemical Society's recommendations.

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
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4th semester

5 units	CHEM 227	Organic Chemistry II
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Computer Information Systems

Program Description

Computer information systems covers the programming, operation, and management of the software and data info, out of and within microcomputers.

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.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- select and successfully use the appropriate program for the assigned task.
- create and effectively complete the appropriate documents with the correct application.

Associate in Science Degree

Computer Information System:

Computer Operations 24 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	CIS 135	Introduction to Computers
3 units	CIS 125	Computer Logic Concepts

2nd semester

2 units	BOT 210A	Keyboard Skills Through Word Processing
1.5 units	CIS 190B	Windows Fundamentals

3rd semester

3 units	BOT 222	Microsoft Word/Information Processing
1.75 units	CIS 166A	Basic Web Page Development
1.75 units	CIS 166B	Advanced Web Page Development

4th semester

3.5 units	CIS 200	Microsoft Access/Information Processing
3.5 units	CIS 201	Microsoft Excel/Information Processing

Certificate of Achievement

Computer Information System:

Computer Operations 24 Units

A certificate of achievement may be earned by completing all the courses required for the major with a grade of C or better.

Required courses, with suggested sequence:

1st semester

4 units	CIS 135	Introduction to Computers
3 units	CIS 125	Computer Logic Concepts

2nd semester

2 units	BOT 210A	Keyboard Skills Through Word Processing
1.5 units	CIS 190B	Windows Fundamentals

3rd semester

3 units	BOT 222	Microsoft Word/Information Processing
1.75 units	CIS 166A	Basic Web Page Development
1.75 units	CIS 166B	Advanced Web Page Development

4th semester

3.5 units	CIS 200	Microsoft Access/Information Processing
3.5 units	CIS 201	Microsoft Excel/Information Processing

**Associate in Science Degree
Computer Information System:
Computer Programming 21.5 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 CIS 135 Introduction to Computers
3 units CIS 125 Computer Logic

2nd semester

2 units BOT 210A Keyboard Skills Through Word Processing
1.5 units CIS 190B Windows Fundamentals

3rd semester

1.75 units CIS 166A Basic Web Page Development
1.75 units CIS 166B Advanced Web Page Development

4th semester

4 units COMP 251 Fundamentals of Computer Science C++
3.5 units CIS 200 Microsoft Access/Information Processing

**Certificate of Achievement
Computer Information System:
Computer Programming 21.5 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

4 units CIS 135 Introduction to Computers
3 units CIS 125 Computer Logic

2nd semester

2 units BOT 210A Keyboard Skills Through Word Processing
1.5 units CIS 190B Windows Fundamentals

3rd semester

1.75 units CIS 166A Basic Web Page Development
1.75 units CIS 166B Advanced Web Page Development

4th semester

4 units COMP 251 Fundamentals of Computer Science C++
3.5 units CIS 200 Microsoft Access/Information Processing



Computer Science

Program Description

The Computer Science (COMP/COMSC) program prepares students to major in computer science, computer engineering, information systems, information technology, or software engineering at four-year colleges and universities. COMP/COMSC assists professionals to refine or update their computer science related skills.

Some Possible Careers

COMP/COMSC is a component in the preparation of students for careers in fields including: Computer programmer, software engineer, systems analyst, chief information officer, civil engineer, structural engineer, mechanical engineer, electrical 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.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- successfully design, implement, test, and debug a program of at least 500 lines that uses advanced data structures such as stacks, queues, trees, and hash tables.
- compare iterative and recursive execution patterns.
- successfully design, implement, test, and debug a program that translates assembly language instructions into machine code.

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 I

3rd semester

4 units COMP 252 Data Structures and Algorithms

4 units MATH 191 Analytic Geometry and Calculus II

4 units MATH 200 Introduction to Linear Algebra

4th semester

4 units COMP 257 JAVA with Object-Oriented Programming

4 units COMP 260 Introduction to Programming-LISP SCHEME

4 units COMP 280 Computer Structure and Organization

Culinary Arts Management

Program Description

The Culinary Arts program provides students with basic knowledge and practical training experiences in food service principles and baking fundamentals. The program curriculum gives students opportunities to practice skills and techniques in the culinary arts field through lab work and various types of catering experiences.

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, restaurant or hotel general manager, or dining room manager.

Program Student Learning Outcome Statement

Students who complete the program will be: attractive candidates for job openings and promotions in the culinary arts field through the development of a strong personal work ethic and outstanding demonstration of acquired culinary skills.

Associate in Science Degree

Culinary Arts: Classical/Modern Food Preparation and Restaurant Training..... 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.

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
3 units	CULIN 127	Becoming ServSafe Certified

Certificate of Achievement

Culinary Arts: Classical/Modern Food Preparation and Restaurant Training..... 37 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 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
3 units	CULIN 127	Becoming ServSafe Certified

**Associate in Science Degree
Culinary Arts: 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.

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 Achievement
Culinary Arts: Training in Pastry
and Baking Skills 48 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 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
Culinary Arts: Basic Food Service 12.5 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 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

**Certificate of Accomplishment
Culinary Arts: 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



Early Childhood Education

Program Description

The Early Childhood Education program provides students with a basic understanding of the theoretical principles and practices in the area of child development. Graduates of the program will be prepared to develop age appropriate curriculum and interact with young children using developmentally appropriate methods and techniques.

Some Possible Careers

Preschool teacher, child care administrator/director, family child care home owner, family services worker, parent educator, re-source and referral specialist, community care licensing analyst.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- be successfully employed in the field and technically proficient.

Associate in Science Transfer Degree

Early Childhood Education 26 Units

The Associate in Science in Early Childhood Education (ECE) for Transfer (AS-T) provides a clearly articulated curricular track for students who wish to transfer to a CSU campus, while also serving the diverse needs of students interested in the breadth and depth of the field of early childhood education. Additionally this degree exposes students to the core principles and practices of the field in order to build a foundation for their future personal, academic, or vocational paths.

The degree was designed to facilitate students' successful transfer to certain California State University (CSU) campuses that prepare them for advanced study in a variety of graduate programs, as well as a variety of careers such as teaching, child development specialist, program directors, and child life specialists. With a BA in ECE/Child Development, students are eligible for the Master Teacher and Site Supervisor levels of the CA Child Development Permit, using the Alternative Qualifications category.

The AS-T in ECE provides students with a major that fulfills the general requirements of the California State University for transfer. Students with this degree will receive priority admission with junior status to certain California State University campuses. The ECE courses required in this program are part of the CA Curriculum Alignment Project, lower division and coursework.

Course required for the major:

3 units	ECHD 121	Child Growth and Development
3 units	ECDH 220	The Child, Family and Community
3 units	ECHD 120	Introduction to Principles and Practices of Early Childhood Education
3 units	ECHD 124	Curriculum Development
3 units	ECHD 109	Observation, Assessment, and Child Guidance
5 units	ECHD 290	Student Teaching/Practicum
3 units	ECHD 133	Health, Nutrition and Safety
3 units	ECHD 144	Teaching in a Diverse Society

Associate in Science Degree**Early Childhood Education 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	ECHD 121	Child Growth and Development (DS1)
3 units	ECHD 123	Creative Activities (DS3)
3 units	ECHD 220	Child, Family and Community (DS2)

2nd semester

3 units	ECHD 109	Observation, Assessment & Child Guidance
3 units	ECHD 120	Introduction to Principles & Practices of Early Childhood Education
3 units	ECHD 124	Curriculum Development (DS3)

3rd semester

3 units	ECHD 144	Teaching in a Diverse Society
3 units	ECHD 161	Violence and Its Impact on Children and Families: An Early Childhood Education Counseling Perspective

4th semester

3 units	ECHD 133	Health, Nutrition and Safety (DS7)
5 units	ECHD 290	Student Teaching/Practicum (DS3)

Certificate of Achievement**Early Childhood Education 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.

Required courses, with suggested sequence:**1st semester**

3 units	ECHD 121	Child Growth and Development (DS1)
3 units	ECHD 123	Creative Activities (DS3)
3 units	ECHD 220	Child, Family and Community (DS2)

2nd semester

3 units	ECHD 109	Observation, Assessment & Child Guidance
3 units	ECHD 120	Introduction to Principles & Practices of Early Childhood Education
3 units	ECHD 124	Curriculum Development (DS3)

3rd semester

3 units	ECHD 144	Teaching in a Diverse Society
3 units	ECHD 161	Violence and Its Impact on Children and Families: An Early Childhood Education Counseling Perspective

4th semester

3 units	ECHD 133	Health, Nutrition and Safety (DS7)
5 units	ECHD 290	Student Teaching/Practicum (DS3)

Associate in Science Degree**Early Childhood Education: Montessori Education
Preschool Teacher... 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.

Courses required for the major/certificate:

3 units	ECHD 121	Child Growth and Development (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 and Curriculum: Language, Geography, and Social Science
3 units	ECHD 128	Montessori Method and Curriculum: Mathematics, Biological & Physical Sciences
1-4 units	ECHD 139	Montessori Method: Student Teaching/ Practicum
3 units	ECHD 144	Teaching in a Diverse Society
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**Early Childhood Education: Montessori Education
Preschool Teacher... 28 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 major/certificate:

3 units	ECHD 121	Child Growth and Development (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 and Curriculum: Language, Geography, and Social Science
3 units	ECHD 128	Montessori Method and Curriculum: Mathematics, Biological & Physical Sciences
1-4 units	ECHD 139	Montessori Method: Student Teaching/ Practicum
3 units	ECHD 144	Teaching in a Diverse Society
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
Early Childhood Education: 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 Principles & Practices of Early Childhood Education
3 units	ECHD 121	Child Growth and Development (DS1)
3 units	ECHD 123	Creative Activities (DS3)
or		
3 units	ECHD 124	Curriculum Development (DS3)
3 units	ECHD 220	The Child, Family and Community (DS2)

**Certificate of Achievement
Early Childhood Education: 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 Education
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
Early Childhood Education: Montessori Education -
Introductory Level.....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.

Required courses, with suggested sequence:

Fall semester

3 units	ECHD 121	Child Growth and Development (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: Sensorial, Music and Gross Motor

**Certificate of Achievement
Early Childhood Education: 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	Child Growth and Development (DS1)
3 units	ECHD 144	Teaching in a Diverse Society
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)

Earth Sciences

Program Description

The earth sciences major is interdisciplinary and designed to introduce the lower-division student to the various disciplines which focus on the earth and its physical environment. It is divided into two basic areas: earth science type classes (geology, geography and anthropology) and supporting science classes (chemistry and physics).

Some Possible Careers

Associate in Arts Degrees in earth science, anthropology, and geography serve to point the way for students transferring to four-year institutions. Students are able to pursue careers in anthropology, geography, and geology.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- describe the structure of the earth.
- differentiate between igneous, metamorphic, and sedimentary rocks.
- explain weathering and mass wasting processes.
- explain how the structure of the earth produces volcanoes, earthquakes, mountains and other landforms.

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	Introductory 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

Program Description

Economics is a social science that investigates how institutions and policies affect the production of goods and services and the distribution of wealth and income among social groups and individuals. An Associate in Arts (A.A.) in Economics will equip students with a solid understanding of key economic theories and the quantitative tools to assess and evaluate economic conditions and outcomes. An A.A. degree in economics will provide students with the lower-division coursework in economics and mathematics to successfully transfer to a four-year program.

Some Possible Careers

To be hired as an economist a graduate degree (M.A. or probably a PhD) is required. However, the excellent quantitative and analytical skills economics majors acquire make them highly competitive in the banking, finance, insurance, data analysis, and marketing industries as well as in the public sector. Economics is a good major for students planning to enter a bachelor's or graduate program in economics, management, law, finance, political science, international relations, planning or environmental studies and many others.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- assess and evaluate macroeconomics conditions and microeconomic outcomes.
- anticipate possible macro-level policy actions and potential micro-level government intervention strategies.
- make sound personal, business and/or civic decisions based on their analysis.

Associate in Arts Transfer Degree

Economics22-25 Units

The Associate in Arts in Economics for Transfer (AA-T) degree is designed as a pathway for students who plan to complete a bachelor's degree in economics or similar major at a California State University (CSU) campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. With the completion of this program, students will possess foundational knowledge and skills that comprise the core content of the lower division requirements of many baccalaureate programs in economics. 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 Core Courses (14-15 units):

3 units	ECON-220	Introduction to Macroeconomic Principles
3 units	ECON-221	Introduction to Microeconomic Principles
4 units	MATH-164	Introduction to Probability and Statistics
4 units	MATH-180	Applied Calculus
or		
5 units	MATH-190	Analytic Geometry and Calculus I

Plus 3-5 units from List A:

3 units	SOCIO-220	Introduction to Sociology
5 units	MATH-170	Finite Mathematics
4 units	MATH-191	Analytic Geometry and Calculus II

Plus 3-5 units from List B:

Any course from the Required Core Courses or List A not already used		
5 units	MATH-290	Analytic Geometry and Calculus III
4 units	MATH-200	Introduction to Linear Algebra

Associate in Arts Degree**Economics21-22 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 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

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

Emergency Medical Sciences**Program Description**

The Contra Costa College Emergency Medical Sciences program prepares its students for employment as emergency medical technicians, working in hospitals and for ambulance companies. The program also provides linked learning pathways for high school health academy students transitioning into post-secondary education.

Some Possible Careers

Emergency medical technician, medical assistant, paramedic, fire technologist, nurse, firefighter.

Program Student Learning Outcome Statement

Students who complete the program will be:

- eligible to take the California Emergency Medical Boards Exam for Emergency Medical Technicians

Certificate of Achievement**EMED: Emergency Medical Services16-17 Units**

This certificate provides a stackable certificate towards health occupations. Students who successfully complete this program will be eligible to take the California Emergency Medical Boards Exam for Emergency Medical Technicians. In addition, students will have completed courses that can lead to other health related occupations as well as firefighting. 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 EMED 107 Introduction to EMS and Health Occupations

6 units EMED 110 Emergency Medical Technician I

3 units SPCH 120 Public Speaking

Plus at least three units from the following:

4 units BIOSC 132 Human Anatomy

3 units EMED 135 BLS/ALS Interface

Engineering

Program Description

Engineering is the discipline of acquiring and applying scientific, mathematical, economic, social, and practical knowledge in order to design and build structures, machines, devices, systems, and materials. A background in engineering is important not only to engineers, but also to students interested in chemistry, physics, biology, and medicine. Details of the CCC engineering program appear below. In addition to engineering courses, engineering students will need to develop a strong background in math and physics.

Some Possible Careers

An Associate in Science Degree in engineering can be used as a strong stepping stone into more advanced studies and a career in engineering fields such as: civil, mechanical, electrical, environmental, aerospace, industrial, chemical, and nuclear engineering. Other related fields include: geology, physics, applied physics, biophysics, biotechnology, and astronomy.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- solve static problems related to structures and machines.
- evaluate the mechanical properties, internal structure, and adaptability of various materials such as cast iron, steel, nonferrous metals, plastics, wood, concrete and composite materials.
- demonstrate a thorough understanding of basic electrical-circuit components, models and techniques.

Associate in Science Degree

Engineering..... 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.

Required courses, with suggested sequence:

1st semester

5 units	MATH 190	Analytic Geometry and Calculus I
5 units	CHEM 120	General College Chemistry

2nd semester

4 units	PHYS 130	General Physics I
3 units	MATH 191	Analytic Geometry and Calculus II

3rd semester

4 units	ENGIN 240	Properties of Engineering Materials
4 units	PHYS 230	General Physics II

4th semester

4 units	ENGIN 230	Introduction to Circuit Analysis
4 units	ENGIN 255	Statics

Certificate of Achievement

Engineering.....20-22 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 core courses (13 units):

5 units	MATH 190	Analytic Geometry and Calculus I
4 units	MATH 191	Analytic Geometry and Calculus II
4 units	PHYS 130	General Physics I

Plus at least three units from each list

List A:

4 units	ENGIN 230	Introduction to Circuit Analysis
4 units	ENGIN 240	Properties of Engineering Materials
or		
3 units	ENGIN 255	Statics

List B:

5 units	CHEM 120	General College Chemistry
4 units	COMP 251	Fundamentals of Computer Science C++
4 units	ENGIN 230	Introduction to Circuit Analysis
4 units	ENGIN 240	Properties of Engineering Materials
or		
3 units	ENGIN 255	Statics

English

Program Description

The major in English provides students with the educational background in literature and composition necessary to pursue a career in any number of writing-related fields such as journalism, teaching, copywriting/editing, law, business administration, and/or to successfully transition into a four-year academic program.

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.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- continue as English majors at the university level using the reading and writing skills acquired through this program.

Associate in Arts Transfer Degree

English 18 Units

The Associate in Arts in English for Transfer (AA-T) degree will help individuals achieve their academic and career goals through developing strong writing and revising skills, research skills, critical reading skills, discussion skills, and the overall ability to organize and present ideas. The AA-T degree in English will provide courses for students so that they may succeed at college level writing by composing effective paragraphs and essays, fulfill the writing requirements for a two-year degree program and prepare students for success into a baccalaureate degree in English with lower-division coursework required to transfer into the California State University (CSU) system.

Required core courses (6 units):

3 units ENGL 1B Composition and Reading: Literature

3 units ENGL 1C Composition and Reading

Plus 6 units from List A:

3 units ENGL 210B British Literature: Late 18th Century to Present

3 units ENGL 220B American Literature: 1850 to Present

3 units ENGL 230B World Literature: 1650 to Present

Plus 3 units from List B:

3 units ENGL 163 Film as Literature

3 units ENGL 250 Introduction to Shakespeare

3 units ENGL 274 Women in Literature

3 units ENGL 293 Creative Writing

or any course from List A not already used

Plus 3 units from List C:

3 units ENGL 200A Topics in Literature

3 units JOUR 120 Newswriting and Reporting

or any course from List A or List B not already used

Associate in Arts Degree English..... 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.

Required core courses (6 units):

- 3 units ENGL 001A Composition and Reading
- 3 units ENGL 001B Composition and Reading: Literature or
- 3 units ENGL 001C Critical Thinking & Advanced Composition

Plus a minimum of 12 semester units from the following:

- 3 units ENGL 002B Advanced Composition, Literature and Critical Thinking
- 3 units ENGL 163 Film as Literature
- 3 units ENGL 200A Topics in Literature
- 3 units ENGL 210B British Literature: Late 18th Century to Present
- 3 units ENGL 220B American Literature: 1850 to Present
- 3 units ENGL 230B World Literature: 1650 to Present
- 3 units ENGL 250A Introduction to Shakespeare
- 3 units ENGL 250B Introduction to Shakespeare-B
- 3 units ENGL 274 Women in Literature
- 3 units ENGL 293 Creative Writing
- or**
- 3 units ENGL 293H Creative Writing (Honors)



English as a Second Language

Program Description

Students whose first language is not English will find that English as a Second Language (ESL) classes will help them read and understand college-level textbooks, write college-level essays and improve their English grammar. Contra Costa College English instructors report that students who complete the highest levels of ESL are more successful in required English classes and are more likely to pass English composition than the average student.

Some Possible Careers

Students who complete any of these certificates will have a greater opportunity to succeed in a career of their choice.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- communicate in writing on a college level.
- understand and express themselves orally on a college level.
- read authentic college-level texts.
- understand college-level academic lectures.

Certificate of Accomplishment

Low-Intermediate ESL 17 Units

Students who complete this certificate will demonstrate the ability to communicate in writing about daily life and introductory academic topics and demonstrate the ability to understand and express themselves orally on basic academic and/or occupational topics.

A certificate of accomplishment may be earned by completing all the courses required for this major with a grade of C or better and concurrent enrollment in a minimum of 4 units in the ESL Department at the time of application.

- 4 units ESL 126 Listening/Speaking II
- 4 units ESL 146 English Fluency & Vocabulary II
- 4 units ESL 166 Grammar II
- 5 units ESL 186 Writing II

Certificate of Accomplishment

High-Intermediate ESL 17 Units

Students who complete this certificate will demonstrate the ability to read simple authentic texts and to write unified, coherent, adequately-supported multi-paragraph compositions, will demonstrate the ability to understand introductory lectures and presentations, and will demonstrate the ability to express themselves through extended conversations or short presentations.

A certificate of accomplishment may be earned by completing all the courses required for this major with a grade of C or better and concurrent enrollment in a minimum of 4 units in the ESL Department at the time of application.

- 4 units ESL 129 Listening/Speaking III
- 4 units ESL 149 Academic & Professional ESL III
- 4 units ESL 169 Grammar III
- 5 units ESL 189 Writing III

Certificate of Accomplishment

Advanced ESL 17 Units

Students who complete this certificate will demonstrate the ability to understand entry-level college texts and to write unified, coherent essays clearly and effectively, will demonstrate the ability to understand academic lectures, and will demonstrate the ability to express themselves orally on a complex topic, incorporating research and/or secondary sources.

A certificate of accomplishment may be earned by completing all the courses required for this major with a grade of C or better and concurrent enrollment in a minimum of 4 units in the ESL Department at the time of application.

- 4 units ESL 132 Oral Communication for Advanced ESL Students
- 4 units ESL 152 Academic & Professional ESL IV
- 4 units ESL 172 Grammar IV
- 5 units ESL 192 Introduction to Essay Writing

Geography

Program Description

The geography program is part of the Social Sciences Department and is committed to the highest possible standards in teaching and facilitating learning in a student-centered environment. Geography is the study of the earth and its land, features, inhabitants, and phenomena from a spatial perspective. Most geographers work in one of two main branches of geography: physical and cultural. Physical geographers examine the physical aspects of a region, including its land forms, climates, soils, vegetation, water, plants, and animals. Cultural geographers analyze the spatial implications of human activities within a given area, including its economic activities, social characteristics, and political organization, and are further classified on the basis of their specific focus.

Geographers incorporate many different technologies into their work, such as geographic information systems (GISs), global positioning systems (GPSs), and remote sensing (i.e. air photos and satellite imagery). For example, a geographer may use GIS and GPS to track information on population growth, traffic patterns, environmental hazards, natural resources, and weather patterns, all in digital format. By overlaying remotely sensed aerial or satellite images with GIS data, such as population density, they create computerized maps that can advise governments, businesses, and the general public on a variety of issues, including the impact of natural disasters and the development of houses, roads, and landfills.

Some Possible Careers

Geographic information system (GIS) specialist, urban and regional planner (i.e. transportation, environmental, resource, and economic development planner), climatologist, cartographer, census analyst surveyor, soil conservationist, demographer, aerial photo interpreter, and agricultural geographer.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- describe how geography looks at the world through spatial patterns.
- explain why culture is a key component in the development of the human landscape.
- analyze the concept of region as central concept in geography.
- critique how people modify the landscape to meet their personal and societal needs.
- describe how the earth is affected by the sun and moon.

Associate in Arts Transfer Degree

Geography.....19-20 Units

The Associate in Arts in Geography for Transfer (AA-T) degree is designed as a pathway for students who plan to complete a bachelor's degree in geography or similar major at a California State University (CSU) campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major. A minimum grade of "C" is required in all courses.

Required core courses (7 units):

3 units	GEOG 120	Physical Geography
1 unit	GEOG 120L	Physical Geography Laboratory
3 units	GEOG 130	Cultural Geography

Plus 6 units from List A:

3 units	GEOG 160	World Regional Geography
3 units	GEOG 150	California Geography
3 units	GEOG 126	Introduction to Geographic Information Systems

Plus 6-7 units from List B:

Any course from List A not already used		
4 units	MATH 164	Introduction to Probability and Statistics
3 units	ANTHR 130	Cultural Anthropology

Associate in Arts Degree Geography 19 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 core courses (13 units):

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 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

Certificate of Accomplishment**Geographical Information Systems 10.5 Units**

A certificate of accomplishment may be earned by completing all the courses required for this major with a grade of C or better.

Required courses, with suggested sequence:**1st semester**

4 units MATH 164 Introduction to Probability and Statistics

2nd semester

3 units GEOG 126 Introduction to Geographic Information Systems

3.5 units CIS 201 Microsoft Excel/Information Processing

**Health and Human Services****Program Description**

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 education 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 Health and 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

plus one of the following:

BOT 210A Keyboard Skills through Word Processing

BOT 221A Word/Information Processing:
Beginning Applications (Microsoft Applications TM)

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.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- take one of the appropriate local and national board examinations for licensure and certification as a registered specialist respectively.
- obtain employment as a professional or continue their education, training, or experience.
- possess the entry level knowledge and skills required for employment.

Associate in Arts Degree**Health & Human Services: 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.

Courses required for the certificate:**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**Health & Human Services: Human Services24 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:**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**Health & 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

5 units	HHS 230 s	Dual Diagnosis Clinical Experience (225 hours)
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Certificate of Accomplishment**Health & Human Services:****Substance Abuse Case Management 12 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	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 Accomplishment Health & Human Services:

Dual Diagnosis Screening 15 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	HHS 220	Group Processes for Helping Professions
3 units	HHS 226	Introduction to Substance Abuse Counseling
3 units	HHS 227	Introduction to Dual Diagnosis
3 units	PSYCH 132	Introduction to Abnormal Psychology
3 units	PSYCH 220	General Psychology

Certificate of Accomplishment Health & Human Services:

Psychosocial Rehabilitation..... 12 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	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 Health & 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.

Courses required for the certificate:

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

History

Program Description

The history program is part of the Social Sciences Department and is committed to the highest possible standards in teaching and facilitating learning in a student-centered environment. History is the systematic study and interpretation of the past. Historians research, analyze, and interpret the past. They use many primary sources of information in their research, including government and institutional records, newspapers and other periodicals, photographs, interviews, films, and unpublished materials such as manuscripts, personal diaries, and letters. Historians usually specialize in a country or region, a particular time period, or a particular field, such as social, intellectual, cultural, political, military, or diplomatic history. They communicate their research and findings through books, articles, essays, lectures, and seminars.

Many historians conduct some form of research and analysis for historical societies, and state and local governments. Others help study and preserve archival materials and artifacts in museums, visitor centers, and historic buildings and sites. Those with a bachelor's degree in history may work as high school history teachers, and graduate degrees provide opportunities to work as a college professor.

Some Possible Careers

High school teacher, college professor, researcher or research assistant, public historian, policy advisor, urban planner, writer, editor, information manager, museum curator, archivist, genealogist, tour guide, lawyer, historical archaeologist, historical site curator, librarian, foreign service officer, U.S. State Department employee, government service.

Program Student Learning Outcome Statement

Students who complete the program will demonstrate:

- knowledge of the basic research methods in history.
- knowledge of the major theoretical and philosophical trends in history.
- knowledge of the major primary sources in various historical areas.
- critical analysis and problem solving skill.
- effective writing ability.

Associate in Arts Transfer Degree**History.....18 Units**

The Associate in Arts in History for Transfer (AA-T) degree is designed as a pathway for students who plan to complete a bachelor's degree in history or similar major at a California State University (CSU) campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. With the completion of this program, students will demonstrate knowledge of the basic research methods in history; knowledge of the major theoretical and philosophical trends in history; knowledge of the major primary sources in various historical areas; critical analysis and problem solving skills; and effective writing ability. 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 Core Courses (6 units):

3 units	HIST-120	History of the United States (Colonial to 1865)
3 units	HIST-121	History of the United States (1865 to present)

Plus 6 units from List A:

3 units	HIST-140	History of Western Civilization to the Renaissance
3 units	HIST-141	History of Western Civilization Since the Renaissance

Plus 6 units from List B (one course from each area):**Area 1 (3 units):**

3 units	HIST-110	History of African Civilization
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Area 2 (3 units):

3 units	HIST-124	History of California
3 units	HIST-122	History of African Americans in the United States (Pre-Colonial to 1865)
3 units	HIST-127	History of Latinos in the United States (1846 to the Present)
3 units	GEOG-130	Cultural Geography

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.

Required core courses (15 units):

3 units	HIST 110	History of African Civilization
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
or		
3 units	HIST 141	History of Western Civilization Since the Renaissance

Plus a minimum of 3 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 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 127	History of Latinos in the United States (1865 to Present)
3 units	HIST 140	History of Western Civilization to the Renaissance
or		
3 units	HIST 141	History of Western Civilization Since the Renaissance
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

Journalism

Program Description

The Journalism program is strongly committed to providing each student with the journalistic skills, ethics and educational background necessary to pursue a career in the journalism profession and/or to successfully transfer to a four-year university program. Students acquire these skills and this knowledge through a combination of instructional and experiential learning strategies. Through these two strategies students acquire an ethical framework for making decisions that produce unbiased stories of merit.

Some Possible Careers

For newspapers/websites/magazines: reporter, editor, photographer, photo editor, page designer, graphic artist, illustrator, ad salesperson, web designer/editor, multimedia reporter/editor/designer. For video/television/radio: reporter, editor, videographer, producer, director. Also: mass media/journalism educator or researcher, website creator/manager, advertising and public relations writer/editor/director, freelance photographer/artist/illustrator.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- effectively judge the "news value" of information concerning events and issues in contemporary society for the reading, viewing and listening public.
- gather news and other information according to the ethical guidelines of the Society of Professional Journalists and the Canons of Community College Journalism.
- write (photograph, video, design, etc. - depending on their specialty) news, feature and opinion articles (photographs, video segments, page designs, etc.) that adhere to basic standards of accuracy and clarity, and in the style dictated by the Associated Press Stylebook and Libel Manual.
- apply their journalistic skills, ethics and decision-making abilities to performing their journalistic duties in media when they transfer to four-year universities and as media professionals.

Associate in Arts Transfer Degree

Journalism..... 18-19 Units

The Associate in Arts Transfer Degree in Journalism is for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AA-T in Journalism are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not a part of the CSU system or for students who do not intend to transfer. Some courses in the major satisfy both major and CSU GE/IGETC GE requirements; however, the units are only counted once toward the 60 unit requirement for an Associate in Arts Degree. Some variations of requirements may exist at some four-year colleges, so students who intend to transfer should refer to the catalog of the prospective transfer college and talk to a counselor.

Required core courses (9 units):

3 units	JRNAL 120	Newswriting and Reporting
3 units	JRNAL 130	Mass Communication
3 units	JRNAL 122	News Production: Beginning I

Plus 3 units from List A:

3 units	JRNAL 123	News Production: Beginning II
3 units	JRNAL 158	Photojournalism: Beginning I

Plus 6 units from List B:

4 units	MATH 164	Introduction to Probability and Statistics
3 units	ECON 220	Introduction to Macroeconomics Principles
3 units	ECON 221	Introduction to Microeconomics Principles
3 units	POLSC 125	Government of the United States
3 units	POLSC 130	Introduction to Comparative Government and Politics
3 units	ENGL 001C	Critical Thinking and Advanced Composition
3 units	SPCH 121I	Critical Thinking & Persuasion (IGETC)

Associate in Arts Degree**Journalism..... 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.

Required courses, with suggested sequence:**1st semester**

- 1 unit JRNAL 110A News Practice Laboratory: Beginning I
- 3 units JRNAL 120 Newswriting and Reporting
- 3 units JRNAL 122 News Production: Beginning I

2nd semester

- 1 unit JRNAL 110B News Practice Laboratory: Beginning II
- 3 units JRNAL 123 News Production: Beginning II
- 3 units JRNAL 130 Mass Communication

3rd semester

- 1 unit JRNAL 110C News Practice Laboratory: Intermediate I
- 3 units JRNAL 161 Newspaper Design & Layout
- 3 units JRNAL 222 News Production: Intermediate I

4th semester

- 1 unit JRNAL 110D News Practice Laboratory: Intermediate II
- 3 units JRNAL 124 Sports Writing
- 3 units JRNAL 223 News Production: Intermediate II

Certificate of Achievement**Journalism..... 28 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**

- 1 unit JRNAL 110A News Practice Laboratory: Beginning I
- 3 units JRNAL 120 Newswriting and Reporting
- 3 units JRNAL 122 News Production: Beginning I

2nd semester

- 1 unit JRNAL 110B News Practice Laboratory: Beginning II
- 3 units JRNAL 123 News Production: Beginning II
- 3 units JRNAL 130 Mass Communication

3rd semester

- 1 unit JRNAL 110C News Practice Laboratory: Intermediate I
- 3 units JRNAL 161 Newspaper Design & Layout
- 3 units JRNAL 222 News Production: Intermediate I

4th semester

- 1 unit JRNAL 110D News Practice Laboratory: Intermediate II
- 3 units JRNAL 124 Sports Writing
- 3 units JRNAL 223 News Production: Intermediate II



La Raza Studies

Program Description

La Raza Studies is an interdisciplinary academic program that provides students with an in-depth analysis of the rich life experiences of Chicanas/os and Latinas/os in the Americas. The program emphasizes comparative and transborder study of Latinos/as and indigenous people. Three major areas of focus include historical study, contemporary social issues, and literature. A degree in La Raza Studies will help students develop professional skills, ethical integrity, leadership skills, and access to professional networks and/or advanced degree programs.

Some Possible Careers

Government careers, law, education, social work, journalism, politics, counseling, international relations, creative writing, public administrator research, and police officer.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- demonstrate an understanding of Chicanos/as and Latinas/os as a distinct group, and within a political, social, and personal context.
- explain the history of Chicano/a and Latino/a struggles for political empowerment and access to U.S. political institutions.
- explain the cultural experience and contributions of Chicanos/as and Latinas/os in the U.S.
- explain processes of Latino racial and ethnic formations.

Associate in Arts Degree La Raza 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 for the major with a grade of C or better.

Required core courses (15 units):

3 units	LARAZ-110	Introduction to La Raza Studies
3 units	LARAZ 113	Introduction to Analysis of American Political Institutions
3 units	LARAZ-125	Latin American History
3 units	LARAZ-127/ HIST-127	History of Latinos in the United States (1846-present)
3 units	LARAZ-130	Contemporary Chicano/Latino Literature

Plus 3 units from the following:

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	HUMAN-113	African American Humanities
3 units	LARAZ-141	Introduction to Psychology of La Raza I
3 units	LARAZ-190	Introduction to Chicano(a) and Latino(a) Film
3 units	LARAZ-250	Poetry for the people: Introduction to the Art of Poetry
3 units	PSYCH-222	Culture and Ethnicity in Social Psychology

Liberal Arts

Program Description

A liberal arts education is designed to help students develop a breadth of knowledge in the disciplines of humanities, the physical and social sciences, and mathematics. An Associate in Arts Degree in liberal arts provides students with strong critical thinking, communication, and problem-solving skills. In addition, this degree provides students with the lower-division coursework needed to transfer to and succeed in a four-year college or university.

Some Possible Careers

Administrative officer, biographer, teacher, attorney, public administrator, book/film/drama critic, public relations officer, historian, social worker, librarian, research assistant, paralegal aide, policy analyst, counselor, genealogist, museum curator, personnel manager, technical writer, legislative advocate, journalist, foreign service officer, state or government employee, elected or appointed official, urban planner.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- think critically and express their thoughts clearly about an issue using support that reflects multicultural, literary, scientific and/or mathematical thought.
- succeed in upper division coursework at a four-year college or university.

Associate in Arts Degree

Liberal Arts: Arts & Humanities 18 Units

Select a minimum of 18 units from the following 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.

Anthropology 150

Art 117, 118, 124, 125, 132, 133, 140, 141, 145, 146, 184, 190, 191, 194

Chinese 120, 121

Drama 101, 102, 103, 104, 106, 110, 122, 123, 125

English 1B, 163, 200A, 210B, 220B, 230B, 250, 274, 293, 293H

History 110, 120, 121, 122, 123, 124, 127, 140, 141

Humanities 113, 120, 160, 180

Japanese 120, 121

La Raza Studies 127, 130, 190

Media & Communication Arts, 152, 153

Music 108, 114, 119, 120, 121, 130, 150 (A-B), 151 (A-B), 155 (A-B), 158, 159, 170, 171 (A-B), 190 (A-B), 191 (A-B), 222, 223, 250 (A-B), 251, 259, 270 (A-B)

Philosophy 110, 220

Spanish 120, 121, 220, 221

Speech 122

**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, and to reason inductively and deductively which 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 Second Language 132

Philosophy 130,

Speech 120, 121, 121I, 122, 128, 141, 142, 160B

**Associate in Arts Degree
Liberal Arts: Math & Science 18 Units**

Select a minimum of 18 units from the following 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

Biological Science 110, 119, 132, 134, 140, 141,
145, 147, 148, 157, 159, 160, 172, 172L

Business 240

Chemistry, 119, 120, 121, 226, 227

Computer Science 251, 252, 257, 260, 280

Geography 120 & 120L

Geology 120, 120L

Math 121, 135, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292

Physics 110 & 110L, 120 or 120H, 121 or 121H, 130, 230, 231

Psychology 150



Associate in Arts Degree**Liberal Arts: Social & Behavioral Sciences 18 Units**

Select a minimum of 18 units from the following Social and 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, 135, 223

African American Studies 110, 120, 125, 226

Anthropology 125, 130, 140, 150

Early Childhood Education 120, 144, 220

Economics 220, 221

Geography 130, 150, 160

History 110, 120, 121, 122, 123, 124, 127, 140, 141

Journalism 130

La Raza Studies 110, 113, 125, 127, 141

Political Science 125, 130, 140, 225

Psychology 118, 120, 122, 126, 128, 130, 132, 135, 140, 170, 220, 222

Social Science 140, 141

Sociology 130, 142, 220, 221, 225, 236, 245, 250

Speech 122

Certificate of Achievement**Liberal Arts: Science, Technology, Engineering and Mathematics (STEM) 18 units**

Select a minimum of 18 units from the following 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 (including CSU GE and IGETC) 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. The science, technology, engineering and mathematics (STEM) certificate is an acknowledgement of the understanding of this area of human understanding without the additional general education requirements for the associate degree.

Anthropology 140, 140L

Astronomy 120

Business 240

Biological Science 102, 110, 119, 132, 134, 140, 141, 148, 157, 159, 160, 172

Chemistry 119, 120, 121, 226, 227

CIS 135

Comp 251, 252, 257, 260, 280

Engineering 230, 240

Geography 120 & 120L, 125

Geology 120

Math 121, 135, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292

Physics 110 & 110L, 120 or 120H, 121 or 121H, 130, 230, 231

Mathematics

Program Description

The Mathematics Department curriculum supports completion of both degree and transfer programs. Faculty strive to help students discover the power, beauty, and utility of mathematics, an essential tool for understanding the world around us.

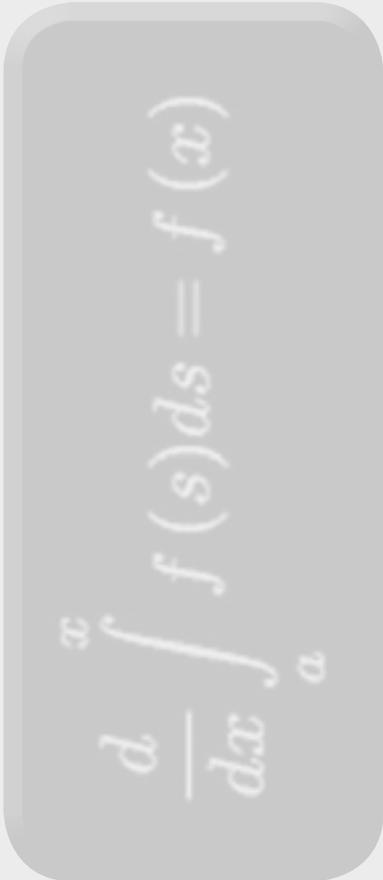
Some Possible Careers

Economist, engineer, systems analyst, statistician, computer programmer, mathematician, teacher, operations research analyst, actuary.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- demonstrate an increased appreciation for mathematics.
- recognize and identify applications of mathematics in the world around us.
- increase their ability to use mathematical reasoning to solve problems.
- use symbolic, graphical, numerical, and written representations of mathematical ideas.



Associate in Science for Transfer Degree

Mathematics21-22 Units

The Associate in Science in Mathematics for Transfer (AA-T) degree program is designed as a roadmap for course selection and as the primary pathway for transfer students intending to earn a California State University (CSU) bachelor's degree in mathematics. Particularly, this degree is intended to assist students in seamlessly transferring to a CSU. Mathematicians work in a variety of fields including actuarial science, analytical research, computer programming and mathematical modeling, cryptography, and education. A strong mathematics background is also required for careers in engineering and the physical sciences, social science, and computer science.

Required core courses (14 units):

5 units	MATH 190	Analytic Geometry with Calculus I
4 units	MATH 191	Analytic Geometry with Calculus II
5 units	MATH 290	Analytic Geometry with Calculus III

Plus a minimum of 7 units from Lists A & B with at least 4 units from List A:

List A:

4 units	MATH 292	Introduction to Differential Equations
4 units	MATH 200	Introduction to Linear Algebra

List B:

3 units	MATH 185	Discrete Mathematics
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Associate in Science Degree

Mathematics 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.

Required courses, with suggested sequence:

1st semester

4 units	MATH 164	Introduction to Probability and Statistics
5 units	MATH 190	Analytic Geometry and Calculus I

2nd semester

3 units	MATH 185	Discrete Mathematics
4 units	MATH 191	Analytic Geometry and Calculus II

3rd semester

4 units	MATH 200	Introduction to Linear Algebra
5 units	MATH 290	Analytic Geometry and Calculus III

4th semester

4 units	MATH 292	Introduction to Differential Equations
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Media

Program Description

The purpose of the certificate of achievement in Digital Film Production at Contra Costa College is to prepare students for entry-level employment in the media production industry. Students who successfully complete the certificate requirements will acquire skills in production planning, storyboarding and scriptwriting, camera operations, audio production, lighting, digital editing, and motion graphics.

Some Possible Careers

Director, camera operator, film editor, lighting director, gaffer, grip, sound mixer, boom operator, motion graphics designer, scriptwriter, script supervisor, production designer, motion graphics designer, and film or web producer.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

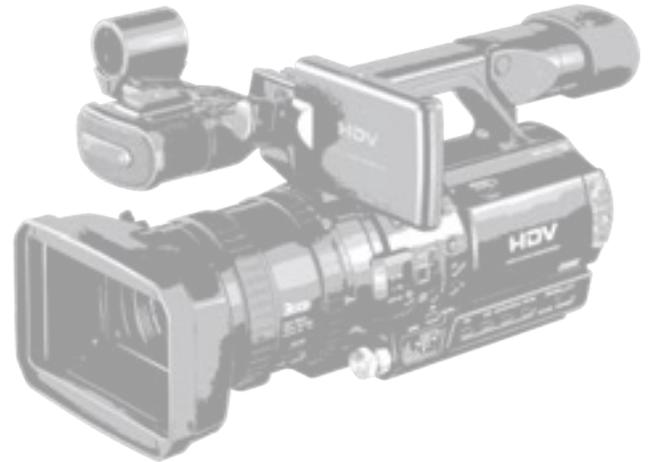
- organize, schedule, budget, and manage a short film production through all phases of the production process (pre-production, production, post-production).
- demonstrate a basic proficiency in the use and operation of digital film production equipment including cameras, sound, grip and lighting gear.
- demonstrate an understanding of day-to-day workflow and operations on a film set.
- organize and edit a finished digital film project utilizing computer post-production software.
- write professionally formatted synopses and scripts for various types of media including film, multimedia/web and television.
- create a professional portfolio reel to use in seeking employment.

Certificate of Achievement

Digital Film Production 15 Units

Courses required for the certificate:

3 units	MEDIA 130	Screenplay and Scriptwriting
3 units	MEDIA 152	Introduction to Digital Film Production
3 units	MEDIA 153	Intermediate Digital Film Production
3 units	MEDIA 161	Digital Film Editing
3 units	MEDIA 165	Motion Graphic Design and Animation



Medical Assisting and Office Technician

Program Description

The Medical Assisting and Office Technician program prepares the student with the knowledge, skills, and attitudes necessary to succeed in the medical assisting profession. Medical assistants work in hospitals, clinics and doctor's offices assisting with clinical and/or administrative tasks. The program can be completed in two years culminating in a Medical Assisting and Office Technician Certificate of Achievement. Two of the four semesters of the program consist of a clinical externship which is completed in cooperating healthcare facilities. A certificate of accomplishment in medical terminology may also be obtained upon successful completion of the two medical terminology courses, MEDIC 150 and MEDIC 151. Courses are transferable as electives.

Some Possible Careers

Clinical medical assistant, administrative medical assistant, medical office manager, pharmacy aide, hospital admitting clerk, electronic health records data assistant, medical secretary, medical receptionist, medical office assistant.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- receive a Medical Assisting and Office Technician Certificate of Achievement.
- possess the knowledge, skills and attitudes required for entry-level employment.

Associate in Science Degree

Medical Assisting and Office Technician..... 34 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 healthcare facilities. Courses are transferable as electives.

An 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.

Required courses, with suggested sequence:

1st semester – Fall

1 unit	HHS 114	Introduction to Health Professions
3 units	MEDIC 150	Medical Terminology I
3 units	MEDIC 223	Life Skills for the Healthcare Student
4 units	MEDIC 225	Practice Management and EHRs
1 unit	BOT 200	Basic Keyboarding

2nd semester - Spring

3 units	MEDIC 151	Medical Terminology II
4 units	MEDIC 221	Practices, Procedures, and Specialties in Clinical Medical Assisting
3 units	MEDIC 224	Communication Skills for the Healthcare Professional

Summer Session

1 unit	MEDIC 218	Injection Procedures for the Healthcare Professional
1 unit	MEDIC 222	Medical Assisting and Nutrition, Pharmacology, Drug Administration and Medical Emergencies

3rd semester - Fall

4 units	MEDIC 226	Clinical Experience I
3 units	MEDIC 210	Medical Law, Ethics and Economics

4th semester - Spring

3 units	MEDIC 227	Clinical Experience II
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Certificate of Achievement Health Navigator 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.

Course required for the certificate:

1 unit	HHS 114	Introduction to Health Care Roles and Responsibilities
3 units	MEDIC 150	Medical Terminology I
2 units	MEDIC 232	Health Navigator I
3 units	MEDIC 224	Communication Skills for the Healthcare Professional
3 units	MEDIC 228	Fundamentals of Chronic Care Assisting
2 units	MEDIC 233	Health Navigator II
2 units	MEDIC 234	Emotional Intelligence

Certificate of Achievement Medical Assisting and Office Technician34 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 – Fall

1 unit	HHS 114	Introduction to Health Professions
3 units	MEDIC 150	Medical Terminology I
3 units	MEDIC 223	Life Skills for the Healthcare Student
4 units	MEDIC 225	Practice Management and EHRs
1 unit	BOT 200	Basic Keyboarding

2nd semester - Spring

3 units	MEDIC 151	Medical Terminology II
4 units	MEDIC 221	Practices, Procedures, and Specialties in Clinical Medical Assisting
3 units	MEDIC 224	Communication Skills for the Healthcare Professional

Summer Session

1 unit	MEDIC 218	Injection Procedures for the Healthcare Professional
1 unit	MEDIC 222	Medical Assisting and Nutrition, Pharmacology, Drug Administration and Medical Emergencies

3rd semester - Fall

4 units	MEDIC 226	Clinical Experience I
3 units	MEDIC 210	Medical Law, Ethics and Economics

4th semester - Spring

3 units	MEDIC 227	Clinical Experience II
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Certificate of Accomplishment Medical Terminology6 units

A certificate of accomplishment may be earned by completing all the following 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



Music

Program Description

The Contra Costa College Music Department is a comprehensive applied and commercial academic program featuring both traditional and technical training. The music department is dedicated to student learning through performance, cognitive understanding, and skill acquisition. Music courses fulfill AA degree requirements.

Careers in the music field are performance skill auditioned and evaluated, similar to athletics, dance, and drama. As such, the Contra Costa College Music Department requires an entrance placement audition to ensure that students have the skills necessary for freshman-level coursework. Music majors must schedule musical and career advisement with the Performance Program director each semester to ensure degree completion.

Some Possible Careers

Classical performer; jazz performer; commercial performer; composer; film scoring; song/jingle writer; private teacher; choral/band director; conductor; musical event producer; accompanist.

Program Student Learning Outcome Statement

Students who complete the program will:

- be able to demonstrate the ability to read music by playing the written notation on their major instrument.
- be able to demonstrate a basic familiarity with music theory.
- possess the ability to express personal responses to aural listening, verbally, intellectually, and intuitively.
- possess the ability to make valid assessments of quality of expression in music.
- possess the ability to understand and evaluate contemporary thinking about music.

Associate in Arts Transfer Degree

Music.....22 Units

The Associate in Arts in Music for Transfer (AA-T) degree is designed to prepare a transfer pathway for students who plan to complete a bachelor's degree in general music at a California State University (CSU). With the completion of the AA-T degree in music, students will possess foundational knowledge and skills that comprise the core content of the first two years of many bachelor's programs in music. The AA-T degree is in alignment with the current mission of the college and the college's strategic plan and initiatives.

The AA-T degree in music will provide students a bachelor's in arts degree with the skeletal lower-division coursework required to transfer into the CSU system. Students awarded the AA-T degree in music are guaranteed admission with junior standing within the CSU system. This priority does not guarantee admission to specific majors or campuses. University music department acceptance and subsequent careers in the music field are performance skill auditioned and evaluated. The major also provides students with the educational background in music necessary to pursue a career in any number of music-related fields such as classical, jazz or commercial performer, composer, film scoring, song/jingle writer, private teacher, choral/band director, music therapist, diction coach, conductor, music historian, musical event producer, and accompanist.

Required courses:

4 units	MUSIC 120	Music Theory and Musicianship I
4 units	MUSIC 121	Music Theory and Musicianship II
4 units	MUSIC 222	Music Theory and Musicianship III
4 units	MUSIC 223	Music Theory and Musicianship IV
2 units	MUSIC 109	Applied Music: Individual Instruction (4 semesters at .5 units)
4 units	MUSIC 167	Vocal Chamber Music: CC Singers (4 semesters at 1 unit)

Associate in Arts Degree**Music..... 47 Units**

Successful completion of the Associate in Art in Music degree prepares students to audition for performance opportunities, write critiques of music, and produce musical events. 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.

It is advised that students complete Contra Costa College Associate in Arts Degree general education breadth requirements before admittance to MUSIC 109, Applied Music: Individual Instruction. Music majors should complete MUSIC 108, History & Appreciation of Western Music, and MUSIC 114, Pop, Rock and Jazz: Their Cultural Origins, as part of their arts and humanities and social sciences coursework.

Required core courses (27 units):

4 units	MUSIC 120	Music Theory and Musicianship I
4 units	MUSIC 121	Music Theory and Musicianship II
4 units	MUSIC 222	Music Theory and Musicianship III
4 units	MUSIC 223	Music Theory and Musicianship IV
.5 unit	MUSIC 190A	Music Production: Fundamentals
.5 unit	MUSIC 190B	Music Production: Programming
.5 unit	MUSIC 191A	Performance Projects: Classical Repertoire
.5 unit	MUSIC 191B	Performance Projects: Jazz-Rock Repertoire

Major Instrument (4 semesters for a total of 2 units):

.5 unit	MUSIC 109	Applied Music: Individual Instruction
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Skill level entrance audition for music faculty required. Exit/transfer proficiency exam administered during music department juries.

Ensemble (4 semesters for a total of 2 units):

.5 unit	MUSIC 167	Vocal Chamber Music: CC Singers
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Keyboard Proficiency (5 units):

2.5 units	MUSIC 151A	Continuing Piano: Sight Reading
2.5 units	MUSIC 151B	Continuing Piano: Technical Studies

Piano keyboard proficiency exit transfer exam administered by music faculty. Piano instrument majors should substitute MUSIC 171A & B.

Select from the following areas for a minimum of 20 units:**Ensemble**

.5 unit	MUSIC 176	Vocal Jazz Music: Jazz Singers/JazzNova
.5 unit	MUSIC 177	Commercial Vocal Ensemble: Jazz-ology
1.5-2 units	MUSIC 259	Advanced Guitar Ensemble
2.5 units	MUSIC 251	Advanced Piano Ensemble

Music Instruments

2.5 units	MUSIC 175A	Jazz Voice: Interpretation
2.5 units	MUSIC 175B	Jazz Voice: Rhythm Concepts
2.5 units	MUSIC 175C	Jazz Voice: Tonal and Texture Concepts
2.5 units	MUSIC 175D	Jazz Voice: BeBop and Improvisation
2.5 units	MUSIC 155A	Jazz Piano: Basic Grooves
2.5 units	MUSIC 155B	Jazz Piano: Basic Harmony
2.5 units	MUSIC 155C	Jazz Piano: Beginning Improvisation
2.5 units	MUSIC 155D	Jazz Piano: Beginning Accompaniment
2.5 units	MUSIC 250A	Inter. Piano: Classical Repertoire
2.5 units	MUSIC 250B	Inter. Piano: Baroque Repertoire
1.5-2 units	MUSIC 159	Intermediate Guitar
1.5-2 units	MUSIC 258	Advanced Guitar
1-3 units	MUSIC 171A	Continuing Voice: Diction
1-3 units	MUSIC 171B	Continuing Voice: Phonation
1-3 units	MUSIC 270A	Inter. Voice: Italian Pronunciation
1-3 units	MUSIC 270B	Inter. Voice: Bel Canto Singing

Skill Development

.5-3 units	MUSIC 195A	Instrumental Skills Development
.5-3 units	MUSIC 195B	Musicianship Skills Development
.5-3 units	MUSIC 195C	Pedagogy Skills Development
.5-3 units	MUSIC 195D	Clinics, Seminars, and Workshop Skills Development

Music Technology

3 units	MUSIC 130	Home Studio Recording
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Students not possessing freshman level musical knowledge or skills should enroll in the following classes after an entrance placement audition:

2.5 units	MUSIC 150A	Beginning Piano: Keyboard Fundamentals
2.5 units	MUSIC 150B	Beginning Piano: Technique Fundamentals
1-3 units	MUSIC 170	Beginning Voice
3 units	MUSIC 119	Basic Music
1.5-2 units	MUSIC 158	Beginning Guitar
.5-5 units	MUSIC 163	Beginning Choir

Nursing

Program Description

The curriculum for the Associate in Science in Nursing degree is four semesters or two years in length. It requires prerequisites in science and general education. 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 510-215-7500 or on the website). Please refer to the current nursing program bulletin for prerequisite requirements, deadline dates, GPA requirements, application process and selection process. No material will be accepted after the deadline dates.

A grade of 75% or better is required in each course of the nursing program in order 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 licensed Vocational/Practical Nurses and licensed 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 at 510-215-4103.

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.

Program Student Learning Outcome Statement:

Students who complete the program will be:

- eligible to take the National Council Licensure Examination Registered Nurse (NCLEX-RN), and having passed, earn the title of Registered Nurse and be qualified for an entry level position in health care facilities.

Associate in Science Degree

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
.6 unit	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
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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
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4th semester

12 units	NURS 275	Gerontological/Medical Surgical Nursing
.3 unit	NURS 276	Developing Competency in Nursing Practice

Physical Education/Kinesiology

Program Description

Physical Education/Kinesiology is an academic area of study concerned with the art and science of human movement. The purpose of the department is to provide an opportunity for students to study the discipline of kinesiology and provide opportunities for learning and participation in a wide variety of motor activities. The discipline also involves an investigation of the historical, cultural, philosophical, psychological, and social factors which result from and influence play, games, and sports.

Some Possible Careers

Coach, teacher, team manager, umpire, referee, athlete, sports trainer, sports medicine technician, recreational therapist, community activities director.

Program Student Learning Outcome Statement:

Students who complete the program will be able to:

- demonstrate foundational knowledge and skills related to body systems, physical activity, exercise, sport.
- integrate perspectives from biological sciences, humanities and social, behavioral, and life sciences.
- apply content knowledge to design and evaluate within disciplinary practice.
- demonstrate critical thinking, writing, reading, oral communication, and information management skills to physical activity related questions.
- demonstrate professional dispositions and will be committed to social justice for physical activity participants.
- articulate the importance of a commitment to life-long physical activity.

Associate in Arts Transfer Degree

Kinesiology.....21-23 Units

The purpose of the Associate in Arts in Kinesiology for Transfer (AA-T) degree is to provide preparation for community college students to complete a baccalaureate degree in kinesiology or similar major at a California State University (CSU). With completion of the AA-T in Kinesiology degree, students will possess foundational knowledge and skills that encompass the core content in the lower-division coursework required of many baccalaureate programs in kinesiology. The AA-T in Kinesiology degree is in alignment with the current mission of the college and the college's strategic plan and initiatives.

Required core courses (14 units):

3 units	KINES 190	Introduction to Kinesiology
4 units	BIOSC 132	Human Anatomy
4 units	BIOSC 132	Human Physiology

Select one course in three different areas for a total of 3 units:

Aquatics

1 unit	PE 126A	Beginning Swimming
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Combatives

1 unit	PE 261A	Beginning Tae Kwon Do
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Fitness

1 unit	PE 116A	Beginning Step Aerobics
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Individual Sports

1 unit	PE 135A	Beginner Tennis
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Team Sports

1 unit	PE 290A	Sport Specific Training
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Plus 7-9 units from List A:

4 units	MATH 164	Introduction to Probability and Statistics
5 units	CHEM 120	General College Chemistry
4 units	PHYS 120	General College Physics
3 units	HED 133	Safety and First Aid

**Associate in Science Degree
Physical Education/Kinesiology 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.

Required core courses (12 units):

3 units	KINES 190	Introduction to Physical Education
3 units	KINES 197	Human Development Throughout the Life Span
3 units	HED 133	Safety and First Aid
3 units	HED 120	Education for Healthful Living

Plus 6 units from one of the following emphasis areas:

Physical Educator K-12:

3 units	KINES 201	Kinesiology and Applied Anatomy
3 units	KINES 191	Elementary Physical Education

Coaching:

3 units	KINES 194	Principles and Practices of Officiating
3 units	KINES 198	Care and Prevention of Athletic Injuries
3 units	KINES 205	Psychology of Athletic Performance
3 units	KINES 225	Fundamentals of Coaching

Athletic/Personal Trainer:

3 units	KINES 201	Kinesiology and Applied Anatomy
3 units	KINES 198	Care and Prevention of Athletic Injuries
3 units	HED 115	Applied Nutrition

Plus a total of 3 units from 3 of the following areas:

Aquatics, Combatives, Team Sports, Individual Sports, Fitness

**Certificate of Accomplishment
Fitness Trainer 15.5 Units**

A certificate of accomplishment may be earned by completing all the courses required for this certificate with a grade of C or better.

Required core courses (12 units):

3 units	KINES 199	Personal Fitness Training
3 units	KINES 201	Kinesiology and Applied Anatomy
3 units	HED 115	Applied Nutrition
3 units	HED 120	Education for Healthful Living

Plus .5 unit from the following:

.5 unit	PE 102	Fitness Training
.5 unit	PE 103	Weight Training

Plus 3 units from the following:

3 units	HED 133	Safety and First Aid
3 units	KINES 198	Care and Prevention of Athletic Injuries

**Certificate of Accomplishment
Personal Training Prep Course 3 Units**

A certificate of accomplishment may be earned by completing all the courses required for this certificate with a grade of C or better.

Course required for the certificate:

3 units	KINES 199	Personal Fitness Training
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Physics

Program Description

Physics is the science concerned with the properties of matter and energy and the relationships between them. It relies on making observations and mathematics to describe mechanics, electricity and magnetism, optics, acoustics, and heat. Modern physics, based on quantum theory, includes atomic, nuclear, particle, and solid-state studies. A background in physics is important not only to physicists, but also to students interested in chemistry, biology, engineering, and medicine. Details of the CCC physics program appear below. In addition to physics courses, physics students will need to develop a strong background in math.

Some Possible Careers

A physics Associate in Science Degree can be used as a strong stepping stone into more advanced studies and a career in physics, applied physics, astronomy, engineering, geology, chemistry, biophysics, science writing, education and related physical science fields.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- draw a free body diagram and use Newton's Force Laws to analyze the object's motion.
- use Ohm's Law to analyze series and parallel DC-circuits.
- analyze mirrors and lenses both mathematically and graphically.

Associate in Science for Transfer Degree

Physics 26 Units

The Associate in Science for Transfer Physics degree (AS-T) will provide students interested in pursuing a bachelor's degree in physics and engineering with the lower-division coursework required to transfer into the California State University (CSU) system. Although this degree meets the legal mandate for CSU transfer degrees, students should follow the specific articulation agreement found at www.assist.org for the selected transfer institution. Successful completion of the AS-T in Physics guarantees admission into the CSU system by satisfactory completion of 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 core courses:

4 units	PHYS 130	General Physics I
4 units	PHYS 230	General Physics II
4 units	PHYS 231	General Physics III
5 units	MATH 190	Analytic Geometry and Calculus I
4 units	MATH 191	Analytic Geometry and Calculus II
5 units	MATH 290	Analytic Geometry and Calculus III

Political Science

Program Description

The Political Science program is part of the Social Sciences Department and is committed to the highest possible standards in teaching and facilitating learning in a student-centered environment. Political science examines the American political system, including an in-depth look at the structure and process of local, state and federal governments. Political science degrees are available at the bachelor's, master's and doctoral levels. Graduates are poised for career opportunities in a wide array of agencies including government, non-profit, corporate and administration organizations. The Political Science Program introduces students to political theory and government structure. Students learn the skills of logical reasoning, critical analysis, fact gathering and developing effective arguments. In addition, students in the program gain an understanding for, and appreciation of, the American political system.

Some Possible Careers

Attorney, high school teacher, college professor, public administrator, political consultant, policy analyst, public relations specialist, journalist, international relations specialist, paralegal, legislative aide, legislative advocate, elected or appointed public official, urban planner, U.S. State Department employee.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- demonstrate analytical and conceptual skills.
- demonstrate knowledge of the institutions of government and politics at the local, state, and national level.
- demonstrate knowledge of historical themes and issues affecting current events.
- demonstrate ability to compare and contrast alternative economic and political systems.
- demonstrate basic knowledge and values obtained from the political science curriculum needed for responsible and active citizenship participation.

Associate in Arts for Transfer Degree Political Science.....18 Units

The Associate in Arts in Political Science for Transfer (AA-T) 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. The AA-T in Political Science has been designed to help students who plan to complete a bachelor's degree in political science at a California State University (CSU) institution. However, students are guaranteed admission to a CSU institution, but not to a particular campus or major.

Required core course (3 units):

3 units POLSC 125 Government of the United States

Plus 9 units from List A:

3 units POLSC 130 Introduction to Comparative Government and Politics
 3 units POLSC 140 Introduction to International Relations
 3 units SOCIO 234 Introduction to Statistics in the Social Sciences

Plus 6 units from List B:

3 units SOCIO 220 Introduction to Sociology
 3 units SOCIO 221 Social Problems
 3 units SOCIO 250 Critical Thinking About Social and Cultural Issues
 3 units SOCSC 140 Contemporary Women
 3 units SOCSC 121 Contemporary Men
 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

Associate in Arts Degree**Political Science 18 Units**

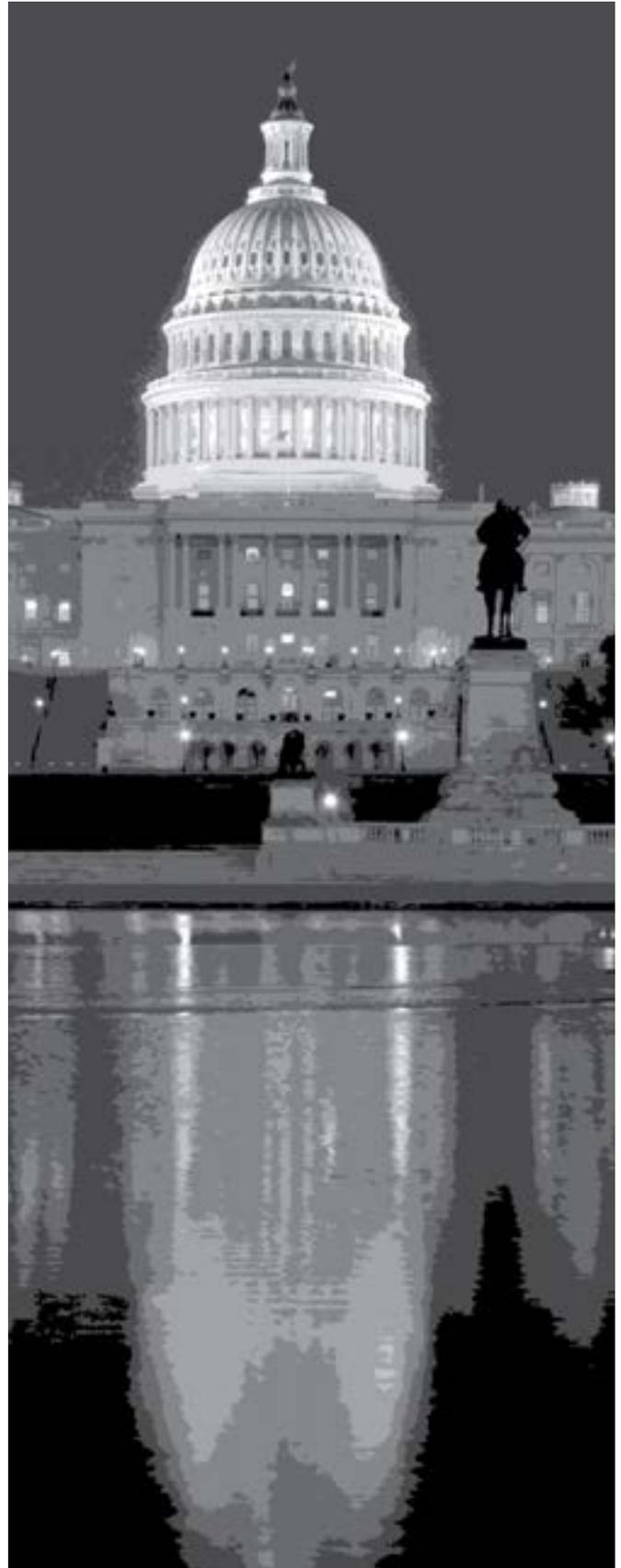
An Associate in Arts Degree may be earned by completing a minimum of 60 units of degree credit coursework, including the major requirements and breadth requirements, with a minimum grade point average of 2.0. Students must complete all courses for the major with a grade of C or better.

Required core courses (15 units):

- 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

Plus at least 3 semester units from the following:

- 3 units ADJUS 120 Introduction to Administration of Justice
 - 3 units ADJUS 121 Concepts of Criminal Law
 - 3 units ANTHR 130 Cultural Anthropology
 - 3 units GEOG 130 Cultural Geography
 - 3 units HIST 110 History of African Civilization
 - 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 LARAZ 113 Introduction to Analysis of American Political Institutions
 - 3 units POLSC 225 Dynamics of African American Politics in America





Psychology

Program Description

The Psychology program is committed to the highest possible standards in teaching and facilitating learning in a student centered environment. Formally defined as the systematic scientific study of behavior and mental processes, psychology is both a natural and social science in which people study human and animal behavior. As such it is a broad discipline, which includes basic science and the application of basic science in everyday life. Learning and teaching methods concentrate on the use of scientific methods to understand and predict behavior, to develop procedures for changing behavior, and to evaluate treatment strategies. Areas of study within psychology are social psychology, developmental psychology, comparative psychology, cognitive psychology, organizational psychology, counseling psychology and experimental psychology. This dynamic field promotes critical thinking and cognitive skills necessary for the interpretation and understanding of other individuals. It is the study of human beings, by far the most complex phenomenon on the planet.

Some Possible Careers

Personnel manager, drug abuse counselor, research assistant, research analyst, marriage/family/child counselor, high school or college counselor, college professor, test validation and development specialist, training specialist, outreach worker, behavior analyst, consultant, opinion survey designer, mental health worker, employment counselor, psychologist, psychiatrist, social worker, special education teacher, psychometrics, market research analyst, recreational therapist, clergy member, penologist, criminologist, probation officer, lawyer, child psychologist.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- demonstrate knowledge of the basic research methods in psychology.
- demonstrate knowledge of the major theoretical perspectives in psychology.
- demonstrate and engender knowledge of and appreciation for scientific inquiry and critical thinking.
- facilitate insight into oneself and increase knowledge of and sensitivity to others.
- demonstrate a basic body of knowledge of psychology as a science, thus preparing them for further study in psychology.

Note: Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center.

Associate in Arts for Transfer Degree Psychology.....20-21 Units

The Associate in Arts in Psychology for Transfer (AA-T) degree is designed to prepare a transfer pathway for students who plan to complete a bachelor's degree in psychology or similar major at a California State University (CSU). With the completion of the AA-T degree in psychology, students will possess foundational knowledge and skills that comprise the core content of the first two years of many bachelor's programs in psychology. The AA-T in psychology is in alignment with the current mission of the college and the college's strategic plan and initiatives.

Psychology is the systematic scientific study of human and animal behavior and mental processes, including cognition, emotion, sensation, perception and interaction. In pursuing the AA-T degree in psychology, students acquire skills in research, information gathering, and analytical thinking. Students majoring in psychology develop critical thinking, problem solving and written and verbal communication skills. As psychology majors, students have learning opportunities that are relevant to many types of careers, including business, education, government, nonprofit organizations and within health and human services, etc.

An AA-T In Psychology 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 core courses (11 units):

- 3 units PSYCH 220 General Psychology
- 4 units PSYCH 205B Research Methods in Psychology with Lab
- 4 units MATH 164 Introduction to Probability and Statistics

Plus 3-4 units from List A:

- 3 units PSYCH 150 Introduction to Biological Psychology
- 4 units BIOSC 110 Introduction to Biological Science

Plus 3 units from List B:

- 3 units PSYCH 122 Individual Adjustment
- 3 units PSYCH 126 Child Development
- 3 units PSYCH 128 Lifespan Development

or

any course from List A not already used

Plus 3 units from List C:

- 3 units PSYCH 120 Human Sexuality
- 3 units PSYCH 130 Psychology of Personality
- 3 units PSYCH 132 Abnormal Psychology
- 3 units PSYCH 140 Psychology of African Americans
- 3 units PSYCH 170 Social Psychology
- 3 units PSYCH 222 Culture and Ethnicity in Social Psychology
- 3 units PSYCH 237 Psychology of Sports

or

any course from List A or List B not already used

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.

Required core courses (12 units):

- 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

Plus at least 6 semester units from the following:

- 3 units PSYCH 118 Psychology of Individual and Group Behavior
- 3 units PSYCH 122 Individual Adjustment
- 3 units PSYCH 128 Life Span Psychology
- 3 units PSYCH 132 Introduction to Abnormal Psychology
- 3 units PSYCH 140 Psychology of African Americans
- 3 units LARAZ 141 Introduction to Psychology of La Raza I
- 3 units PSYCH 222 Culture and Ethnicity in Social Psychology
- 3 units PSYCH 237 Psychology of Sports

Sociology

Program Description

The Sociology program is part of the Social Sciences Department and is committed to the highest possible standards in teaching and facilitating learning in a student-centered environment. Sociology is the scientific study of human societies and human behavior in the many groups that make up a society. As a social science, sociology has a body of theory which includes its three major perspectives, fountainheads, and peripheral fountainheads. Likewise, sociology has a body of methodology which includes research methods and research techniques. Sociology is concerned with the social lives of people, groups, and societies with special emphasis on social interaction, social relationships, and social structures. Sociology is also concerned with the study of social conditions with special emphasis on the three levels of analysis, namely the micro, middle, and macro. Specified areas of study in sociology include the sociology of race and ethnicity; sociology of sports; sociology of the life course; sociology of social movements; sociology of education; sociology of marriage and family; sociology of gender; etc.

Some Possible Careers

Group home counselor, group home director, after school program leader, after school program director, juvenile hall counselor, probation officer, parole officer, eligibility worker, outreach worker, social worker, law enforcement officer, corrections officer, high school teacher, college professor, training specialist, employment counselor, general consultant, consumer affairs consultant, urban planner, reporter, freelance writer, editor, advertising assistant, advertising specialist, research assistant, research specialist, personnel manager, program analyst, government administrative officer, clergy member, demographer, pollster, marketing researcher.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- demonstrate knowledge of theory related to sociology.
- demonstrate knowledge of methodology related to sociology.
- demonstrate knowledge of basic concepts related to sociology.

Associate in Arts for Transfer Degree

Sociology..... 18 Units

The Associate in Arts in Sociology for Transfer (AA-T) degree creates a transfer pathway for students who plan to complete a bachelor of arts in sociology or similar major at a California State University (CSU). With the completion of this program, students will possess foundational knowledge and skills that comprise the core content of the lower division requirements of many baccalaureate programs in sociology. The AA-T degree in sociology will help prepare students to have a sociology bachelor's major.

An AA-T in Sociology 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 who complete the AA-T In Sociology are guaranteed admission to a CSU Institution, but not to a particular campus or major.

Required core courses (9 units):

3 units SOCIO 220 Introduction to Sociology

and 6 units from the following:

3 units SOCIO 221 Social Problems

3 units SOCIO 222 Introduction to Research Methods

3 units SOCIO 234 Introduction to Statistics in the Social Sciences

Plus 6 units from List A:

3 units SOCIO 130 Introduction to Marriage and Family

3 units SOCIO 142 Introduction to Gender

3 units SOCIO 245 Sociology of Race and Ethnicity

or

any course from required courses not already used

Plus 3 units from List B:

3 units SOCIO 236 Sociology of Sport

3 units SOCIO 250 Critical Thinking About Social and Cultural Issues

or

any course from required courses not already used

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.

Required core courses (12 units):

- 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

Plus at least 6 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 130 Introduction to Marriage and Family
- 3 units SOCIO 142 Introduction to Gender
- 3 units SOCIO 225 Sociology of African Americans
- 3 units SOCIO 236 Sociology of Sports
- 3 units SOCIO 245 Sociology of Race and Ethnicity
- 3 units SOCIO 250 Critical Thinking About Social and Cultural Issues
- 3 units SOCSC 140 Contemporary Women
- 3 units SOCSC 234 Applied Descriptive Statistics
- 3 units SOCSC 296 Contemporary Issues



Spanish

Program Description

The Spanish program provides instruction in developing a student's ability to speak and write in Spanish at the intermediate level. Students also gain knowledge of Hispanic cultures throughout the world. The program is designed to meet transfer requirements as well as provide an opportunity for personal development and career growth.

Some Possible Careers

Translator, foreign service officer, diplomat, special government agent, library cataloger, foreign student adviser, import/export agent, manuscript reader/editor, foreign language news writer, museum technician, teacher, research assistant, tour guide, travel agent, interpreter, social worker. Career areas: advertising, communications, international business, medical fields.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- speak and write at the high-intermediate level in Spanish.
- be prepared for an AA Degree and/or transfer to a four-year college or university.

Associate in Arts Transfer Degree

Spanish 19-23 Units

The Associate in Arts in Spanish for Transfer (AA-T) degree is designed to prepare students to complete the baccalaureate degree in Spanish or similar major upon transferring into the California State University (CSU) system. The program assists student in seamlessly transferring to a CSU in order to earn a bachelor's degree in Spanish. The courses in the AA-T in Spanish are also articulated to allow students to transfer to University of California. The AA-T in Spanish provides a comprehensive foundation in the Spanish language. The degree ensures the development of listening, reading, writing, and speaking skills, examining important contributions to Spanish language literature, new ideas from the Spanish speaking world, and cultivating an openness to new ideas and an informed appreciation of Spanish-speaking cultures. 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 Core Courses (20 units):

- 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

— continued on the next column

If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations). Course substitutions are made at the discretion of the local college and may or may not be delineated in the local degree. Suggested substitutions include courses in List A. Additional suggested course substitutions are contained in the finalized Transfer Model Curriculum (TMC).

Plus 3 units from List A:

- 3 units LARAZ-130 Contemporary Chicano/Latino Literature
- 3 units LARAZ-125 Latin American History
- 3 units LARAZ-190 Introduction to Chicano(a) and Latino(a) Film

Associate in Arts Degree

Spanish 19-22 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 for the major with a grade of C or better.

Required core courses:

- 5 units SPAN 220 Third-Semester Spanish
- 5 units SPAN 221 Fourth-Semester Spanish

Plus at least 9 units from the following courses:

- 5 units SPAN 120 First-Semester Spanish
- 3 units SPAN 110 Conversational Spanish I
- and**
- 3 units SPAN 111 Conversational Spanish II
- 5 units SPAN 121 Second-Semester Spanish
- 3 units SPAN 116 Spanish for Health Care
- and**
- 3 units SPAN 112 Conversational Spanish III
- 3 units LARAZ 125 Latin American History
- 3 units LARAZ 130 Contemporary Chicano/Latino Literature
- 3 units LARAZ 190 Introduction to Chicano/a and Latino/a Film

Speech

Program Description

Speech is a social science that views communicative behavior as central to human activity: to individual development, to interpersonal relationships, and to the functioning of political, economic, cultural, and social institutions. An A.A. degree in speech will equip students with a solid understanding of communication theories, decision-making strategies, and practical application of communication activities in a variety of environments. The associate degree with a major in speech will provide students interested in pursuing a bachelor's degree in mass communication or communication studies with the lower-division coursework required at many four-year colleges and universities.

Some Possible Careers

The program prepares students for courses of study in mass communication or communication studies. Mass communication prepares students for professions in public relations, broadcasting, the performing arts, marketing, promotions, sales, and management. Additional careers in fields related to communication studies include law, tour guide, political campaign worker, teacher, customer service worker, human resources, public and international relations specialist, negotiator/arbitrator, nursing and related health field careers.

Program Student Learning Outcome Statement

Students who complete the program will be able to:

- have self-confidence and self-awareness when presenting to audiences of varied demographics and size.
- be able to present and critically analyze oral and written communication based on best practices and communication theory.
- have the research and writing skills necessary for effective communication.

Associate in Arts for Transfer Degree

Communications Studies 18 Units

Successful completion of the AA-T in Communication Studies guarantees admission into the CSU system by satisfactory completion of 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:

3 units SPCH-120 Public Speaking

Plus 6 units from List A:

3 units SPCH-141 Argumentation & Debate

3 units SPCH-128 Interpersonal Communication

Plus 6 units from List B:

3 units SPCH-160B Forensics

3 units SPCH-122 Intercultural Communication

3 units SPCH-121 Critical Thinking and Persuasion

3 units SPCH-121I Critical Thinking & Persuasion (IGETC)

3 units JRNAL-130 Mass Communication

or

any course that has articulation as lower division major preparation for the communication studies major at a CSU (3 units).

Plus 3 units from List C:

3 units ANTHR-130 Cultural Anthropology

3 units PSYCH-220 General Psychology

3 units SOCIO-220 Introduction to Sociology

3 units ENGL-001B Composition and Reading: Literature

3 units ENGL-001C Critical Thinking and Advanced Composition

3 units JRNAL-120 Newswriting and Reporting

3 units JRNAL-122 News Production: Beginning I

.5-4 units SPCH-142 Performance of Literature

or

any course from List A or List B not used in the previous course listing

COURSE DESCRIPTIONS 2016-17

Academic Skills Tutoring (ACSKL)

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.

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.

Administration of Justice (ADJUS)

ADJUS-099 Occupational Work Experience

1-4 Units: 60-360 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 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). Students who volunteer for this assignment will earn 1 unit for every 60 hours of volunteer work experience and 1 unit per 90 hours of paid work experience. Petition to repeat for a maximum of 16 units.

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

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.

ADJUS-120 Introduction to Administration of Justice

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: AJ 110)

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.

ADJUS-121 Concepts of Criminal Law

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: AJ 120)

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.

ADJUS-122 Criminal Procedures

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: AJ 122)

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; pretrial court procedures; adult trial procedures; juvenile trial procedures; sentencing and the appellate process.

ADJUS-124 Introduction to Corrections

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: AJ 200)

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. In addition, students will explore employment opportunities in the correctional field.

ADJUS-125 Report Preparation

3 Units: 54 hours of lecture, per term, LR, DG

Prerequisite: ADJUS 121 (may be taken concurrently)

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.

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 correctional employees may use in client interviews and counseling sessions. This is a basic course for students planning to enter or who are already employed in the correctional science field.

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 aides and community service officers in local police departments.

ADJUS-128 Campus Police Aide Orientation

2 Units: 18 hours of lecture, 54 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). Petition to repeat intended for legally mandated certification training.

ADJUS-130 Juvenile Procedures

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: AJ 220)

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.

ADJUS-135 Law and Democracy

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course will cover the evaluation, debate and critical analysis of law and legal issues that affect us as individuals, families, employees and communities. Students will learn about the practical aspects of civil, criminal, constitutional, family, immigration, and consumer law in a diverse society with an orientation toward involvement in the local community.

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. Students will be exposed to a review of treatment approaches, a study of legal codes affecting gang enhancements and the prosecution of gang members. In addition, there will be a discussion of prison gangs and their impact on the community and the success of treatment programs both in the institutions and community.

ADJUS-163A Security Guard Certification - Powers of Arrest

.5 Unit: 9 hours of lecture, per term, SC, DG

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. Petition to repeat intended for legally mandated certification training.

ADJUS-164 Security Academy – Level I

3 Units: 54 hours of lecture, per term, SC, DG

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 and Pepper Spray Card. Twenty-five percent of this course has online elements and the student should have some internet skills and access. Petition to repeat intended for legally mandated certification training.

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. Petition to repeat intended for legally mandated certification training.

ADJUS-221 Legal Aspects of Evidence

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: AJ 124)

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; promotes due process of law.

ADJUS-222 Basic Investigations

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: AJ 140)

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.

ADJUS-223 Community and the Justice System

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: AJ 160)

This course is 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.

ADJUS-225 Introduction to Forensic Science

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU (C-ID: AJ 150)

Prerequisite: ADJUS 121 and 122, 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 the organization of a crime scene laboratory. It 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. The course ends with further studies using the internet as a resource.

ADJUS-251 Terrorism and Mass Destruction Weaponry

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is an introduction to contemporary terrorism with an emphasis on homegrown violent extremism and weapons of mass destruction. Students will discuss the motivational factors of international and domestic terrorism organizations and how we can leverage disciplines towards a counterterrorism profession. This course meets the California Bureau of Security and Investigative Services requirement for training in weapons of mass destruction.

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.

ADJUS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair, division dean and vice president. 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.

African American Studies (AFRAM)

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

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.

AFRAM-110 Introduction to African American Studies

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

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.

AFRAM-125 The Education of African Americans

3 Units: 54 hours of lecture, per term, SC, DG, CSU

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.

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.

AFRAM-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

Anthropology (ANTHR)

ANTHR-100 Topics in Anthropology

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

ANTHR-125 Introduction to Archaeology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: ANTH 150)

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.

ANTHR-130 Cultural Anthropology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: ANTH 120)

This course is 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.

ANTHR-140 Introduction to Physical Anthropology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course is 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.

ANTHR-140L Physical Anthropology Laboratory

1 Unit: 54 hours of laboratory, per term, LR, DG, CSU, UC

This is an introductory laboratory course in which scientific methodology is taught and used to explore/experiment with topics found in introductory physical anthropology and primate evolution 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, paleoprimateology, 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.

ANTHR-150 Magic, Witchcraft and Religion

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

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.

ANTHR-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

Art (ART)

ART-100 Topics in Art

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

ART-101 2-D Foundations in Art

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: ARTS 100)

This course is an introduction to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color and spatial illusion. Students will develop a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.

ART-102 3-D Foundations in Art

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: ARTS 101)

This course is an introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects.

ART-117 Appreciation of Art & Architecture

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course presents a broad introduction to the visual arts from prehistory to the present, placing the art in historical context. The role of art in the creation of world culture, as well as art processes and the visual vocabulary are examined. This class is designed for the non-art majors.

ART-118 Multi-Cultural Survey of American Art

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

Advisory: Completion of, or concurrent enrollment in ENGL 1A.

This course is 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.

ART-120 Figure Drawing I

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: ARTS 200)

This course is an introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure.

ART-124 Painting: Beginning I

2-4 Units: 18-36 hours of lecture, 54-144 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.

ART-125 Painting: Beginning II

2-4 Units: 18-36 hours of lecture, 54-144 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.

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

This course is for traditional and novice artists expanding to digital media. Students will work with Adobe Photoshop, and focus on photographic image making, scanning, image manipulation, and digital painting. Students will focus on image creation, not technology, using the computer as a tool to help shape their vision.

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

This course builds upon the foundation of ART 132. Students will expand their knowledge of Adobe Photoshop, and focus on photographic image making, scanning, image manipulation, and digital painting. Students will focus on image creation, not technology, using the computer as a tool to help shape their vision.

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.

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. Students will be expected to purchase and use .095 sterling silver for all projects. See department for details.

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.

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 and additive I sculpture, mold making, clay modeling, and bronze casting.

ART-141 Sculpture: Beginning II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG

Prerequisite: ART 140

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.

ART-145 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 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.

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.

ART-158 Digital Photography: Beginning I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

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.

ART-159 Digital Photography: Beginning II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 158.

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.

ART-174 Drawing and Composition: Beginning I

2-3 Units: 18-36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This course is entry-level 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.

ART-175 Drawing and Composition: Beginning II

2-3 Units: 18-36 hours of lecture, 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 location, construction of planes, contour/cross-contour, and light and shade.

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, complementary, and primary color palettes. This is a preliminary step to students learning about and developing a successful personal color palette.

ART-190 History of Art: Western Art from Prehistory through the Middle Ages

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: ARTH110)

Advisory: Completion of, or concurrent enrollment, in English 1A.

This course provides an overview of western art and architecture from prehistory through the medieval period.

ART-191 History of Art: Renaissance to Contemporary

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

Advisory: Completion of, or concurrent enrollment, in English 1A.

This course provides a survey of art and architecture from the Renaissance through the Contemporary period.

ART-194 Survey of Asian Arts

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: ARTH 130)

Advisory: Completion of, or concurrent enrollment in, ENGL 1A

This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times.

ART-224 Painting: Intermediate I

2-4 Units: 18-36 hours of lecture, 54-144 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.

ART-225 Painting: Intermediate II

2-4 Units: 18-36 hours of lecture, 54-144 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.

ART-232 Digital Art: Intermediate I

1-4 Units: 18-36 hours of lecture, 18- 144 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ART 133

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.

ART-233 Digital Art: Intermediate II

Prerequisite: ART 232

1-4 Units: 18-36 hours of lecture, 18-144 hours of laboratory, per term, SC, DG, CSU

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.

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.

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 mold-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.

ART-240 Sculpture: Intermediate I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ART 141

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.

ART-241 Sculpture: Intermediate II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU

Prerequisite: ART 240

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.

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

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.

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

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.

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.

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.

ART-258 Digital Photography: Intermediate I

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 159

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.

ART-259 Digital Photography: Intermediate II

2-4 Units: 18-36 hours of lecture, 54-144 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART 258

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.

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).

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.

ART-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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.

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). Petition to repeat for a maximum of 16 units.

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.

ASTRO-120 Elementary Astronomy

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

Advisory: ENGL 142B or ESL 192

This course discusses the solar system, stars, interstellar gases, galaxies, and the universe.

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 vice president. 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.

Automotive Services (AUSER)

AUSER-099 Occupational Work Experience

1-4 Units: 60-360 hours of work experience, per term, SC, DG, CSU

Co-requisite: *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). Students who volunteer for this assignment will earn 1 unit for every 60 hours of volunteer work experience and 1 unit per 90 hours of paid work experience. Petition to repeat for a maximum of 16 units.

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.

AUSER-101 Automotive Fundamentals

4 Units: 54 hours of lecture, 54 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.

AUSER-103 Automotive Electrical/Electronic Systems

5 Units: 54 hours of lecture, 108 hours laboratory, per term, LR, DG

Prerequisite: *AUSER 101 or concurrently*

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. Petition to repeat for certification training purposes.

AUSER-107 Introduction to Hybrid Electric Vehicles

3 Units: 54 hours of lecture, per term, LR, DG

Prerequisite: *AUSER 103 or AUSER 190*

Advisory: *Recommended preparation: basic English and math*

This course will provide an introduction to the types, functions and components of the hybrid electric vehicles on the road today. It will include a review of basic electrical terms and electrical theory and demonstration of safety and maintenance procedures, using best practices of the automotive industry.

AUSER-111 Automotive Brakes

5 Units: 54 hours of lecture, 108 hours of laboratory, per term, SC, DG

Prerequisite: *AUSER 101 (may be taken concurrently)*

This course provides a detailed analysis of the fundamental principles of automotive braking systems, providing technical information in diagnosis, repairs, and adjustments of disc brakes, drum brakes, Antilock Braking System (ABS), and stability control systems. Best practices concerning safe use of shop equipment and professionalism are emphasized. This course will assist students in preparing for the Automotive Services Excellence (ASE) Brakes (A-5) examination.

AUSER-113 Automotive Suspension and Steering

5 Units: 54 hours of lecture, 108 hours of laboratory, per term, SC, DG

Prerequisite: *AUSER 101 (may be taken concurrently)*

This course covers the basic fundamentals of automotive suspension and steering systems, providing detailed information on diagnosis and repair of power steering, wheel alignment, tire mounting and balancing, inspection and replacement of suspension and steering components. The course also covers the use of computerized scan tools to diagnose stability control and air bag systems. Best practices concerning safe use of shop equipment and professionalism are emphasized. This course will assist students in preparing for the Automotive Service Excellence (ASE) Suspension and Steering (A-4) examination.

AUSER-115 Engine Service and Repair

5 Units: 54 hours of lecture, 108 hours of laboratory, per term, SC, DG

Prerequisite: *AUSER 101 (may be taken concurrently)*

This course will cover the basic fundamentals of automotive engine design, engine construction, engine repair, service and diagnosis; detailed instruction of the internal combustion engine focusing on the analysis of engine problems and proper steps in repair procedures, including cooling and exhaust systems and timing belt replacements. The course will cover common terminology and techniques as well as some specialty tools used in the automotive industry. There will be some preparation for the Automotive Service Excellence (ASE) A1 Engine Repair Examination.

AUSER-117 Automotive Drivetrains

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG

Prerequisite: AUSER 101 (may be taken concurrently)

This course prepares students to perform service work on automatic and manual drive transmissions. Service work includes changing fluids, replacing clutches, drive axles and drive shafts. Students will study the theory operation of clutches, torque converters, gear trains, planetary gears and hydraulic controls. The course will cover diagnosis of problems on front wheel, rear wheel, four wheel and all-wheel drive vehicles. Students will receive preparation for the Automotive Service Excellence (ASE) A-2 Automatic and A-3 Manual Drive Train examinations.

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. Students will take the ICAR Professional Development Program Education Edition Non-Structural Technician ProLevel 1 Package and have the opportunity gain ICAR industry Training Alliance Gold class points.

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 take the ICAR Professional Development Program Education Edition Refinish Technician ProLevel 1 Package and have the opportunity to gain ICAR Industry Training Alliance Gold class points.

AUSER-125 Introduction to Automotive Collision Repair Technology (Laboratory)

5 Units: 270 hours of laboratory, per term, LR, DG, CSU

Co-requisite: AUSER 123

Normally offered in the fall

This course offers shop practice in automotive construction, plastic repair, repairing metals used on all vehicles, practicing for the ICAR steel welding qualification test, mixing and applying all types of body fillers, performing removal and replacement of exterior body panels and corrosion protection steps. Students will take the ICAR Professional Development Program Education Edition Non-Structural Technician ProLevel 1 Package and have the opportunity to gain ICAR Industry Training Alliance Gold class points.

AUSER-126 Introduction to Automotive Painting & Refinishing Technology (Laboratory)

5 Units: 270 hours of laboratory, per term, LR, DG, CSU

Co-requisite: AUSER 124

Normally offered in the spring

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. Students will take the ICAR Professional Development Program Education Edition Refinish Technician ProLevel 1 Package and have the opportunity to gain ICAR Industry Training Alliance Gold class points.

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.

AUSER-152 Brake Adjuster

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Normally offered in the fall.

This course prepares students to take the State Brake Adjuster test and the Automotive Service Excellence (ASE) A5 exam. This course is a study of automotive braking systems. Emphasis is placed on theory of operation, diagnosis and repair of modern braking systems.

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 by 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.

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 tools used in collision repair, principles of automotive construction, repair of plastics, repair of different metals used in automotive production, Inter-Industry Conference on Auto-collision Repair (ICAR) steel welding qualification, body filler, removing and replacing cosmetic and structural body parts and corrosion protection steps. Students will take the ICAR Professional Development Program Education Edition Non-Structural Technician ProLevel 1 Package and have the opportunity to gain ICAR Industry Training Alliance Gold class points.

AUSER-190 Automotive Electrical Systems

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

This course prepares students to troubleshoot and repair automotive electrical systems including lighting and accessory circuits, starting and charging systems and engine controls. Basic electrical theory and its application to automotive circuits. Diagnosis of electrical faults using electrical test equipment and wiring diagrams. Preparation for the Automotive Service Excellence (ASE) A-6 Electrical and Electronic examination.

AUSER-203 Automotive Engine Performance

4 Units: 54 hours of lecture, 54 hours laboratory, per term, SC, DG

Prerequisite: AUSER 103 or AUSER 190

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 drivability, 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. Petition to repeat for certification training.

AUSER-207 Hybrid Electric Vehicles Diagnostics and Repairs

2.5 Units: 36 hours of lecture, 27 hours of laboratory, per term, LR, DG, CSU

Prerequisite: AUSER 107 or instructor approval which will be determined through ASE exams A6 and A8 or work experience.

This course provides an interactive approach to advanced service and repair of the more common hybrids. We will perform routine maintenance and repairs as it is prescribed by the manufacturer. We will practice skills in diagnosis and repair of common hybrid units.

AUSER-208 Level I Smog Inspector

4 Units: 72 hours of lecture, per term, SC, DG

This course encompasses the fundamental knowledge of engine and emission control theory, design and operation. Students who successfully complete this course will have met the first of two requirements for the Smog Check Inspector license. This course is not required for students who hold Automotive Service Excellence (ASE) or Bureau of Auto Repair (BAR) A6, A8, and L1 certifications.

AUSER-209 Level II Smog Inspector

3 Units: 54 hours of lecture, per term, SC, DG

This course provides students with the knowledge, skills and abilities needed to perform smog check inspections. Students who successfully complete this course will have met step two of the Bureau of Automotive Repair's (BAR) training requirements to qualify to take the Smog Check Inspector state licensing examination.

AUSER-225 Advanced Automotive Collision (Laboratory)

5 Units: 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. Students will continue to add to the ICAR Education Edition Professional Development Program ProLevel 2 and 3.

AUSER-226 Advanced Automotive Painting and Refinishing (Laboratory)

5 Units: 270 hours of laboratory, per term, LR, DG

Prerequisite: AUSER 123, 124, 125, 126

Normally offered in the spring

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. Students will continue to add to the ICAR Education Edition Professional Development Program ProLevel 2 and 3.

AUSER-238 Automotive Heating and Air Conditioning

3 Units: 54 hours of lecture, per term, LR, DG

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 Automotive Service Excellence (ASE) A7 heating and air conditioning exam as well as the ASE refrigerant recovery and recycling certification.

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.

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 Automotive Service Excellence (ASE) exam in painting and refinishing. Students will take the Inter-Industry Conference on Auto-collision Repair (ICAR) Professional Development Program Education Edition Refinish Technician ProLevel 1 Package and have the opportunity to gain ICAR Industry Training Alliance Gold class points.

AUSER-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Biological Science (BIOSC)

BIOSC-099 Occupational Work Experience

1-4 Units: 60-360 hours of work experience, per term, SC, DG

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). Students who volunteer for this assignment will earn 1 unit for every 60 hours of volunteer work experience and 1 unit per 90 hours of paid work experience. Petition to repeat for a maximum of 16 units.

BIOSC-100 Topics in Biological 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 biological 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.

BIOSC-106 Experimental Analysis in Biology

.5 Unit: 6 hours of lecture, 12 hours of laboratory per term, P/NP, DG, CSU

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.

BIOSC-110 Introduction to Biological Science

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

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.

BIOSC-119 Microbiology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: Either BIOSC 172L or BIOSC 106 and either BIOSC 110 or CHEM 119 or BIOSC 172 and BIOSC 172L

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.

BIOSC-132 Human Anatomy

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: BIOL 110B)

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.

BIOSC-134 Human Physiology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: BIOL 120B)

Prerequisites: Either BIOSC 172L or BIOSC 106 and either BIOSC 110 or CHEM 119 or BIOSC 172 and BIOSC 172L

This course is about the function of the human body. It 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. 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 are also 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. Hands-on labs help cement student learning of lecture concepts, as well as reinforcing scientific methodologies and reporting practices.

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 is a 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.

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 is an introduction to evolution and natural selection, population genetics, plant development, form, and function, and ecological principles. Intended for transfer majors in biology.

BIOSC-145 Organismal Biology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG (C-ID: BIOL 140; C-ID: BIOL 135S)

Prerequisite: BIOSC 172L or BIOSC 106 and MATH 120 or completion of a higher level math course.

Advisory: Eligible for ENGL 1A

This course, intended for biology majors, is an introduction to evolution and natural selection, population genetics, plant development, form, and function in animals and plants, and ecological principles. It includes a survey of the basic biology and diversity of unicellular and multicellular organisms. It emphasizes general biological principles, classification, structure, function and evolutionary adaptations of organisms (including plants, fungi, animals, and unicellular organisms) to their environments.

BIOSC-147 Cell and Molecular Biology

4 units: 54 hours of lecture, 54 hours of laboratory, per term, LG, DG, CSU, UC (C-ID: BIOL 190; C-ID: BIOL 135S)

Prerequisite: CHEM 120 with a minimum grade of C (may be taken concurrently) and BIOSC 106 or BIOSC 172L and MATH 120 or higher level math course.

Advisory: Eligibility for ENGL 1A

This course, intended for majors, will cover principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, and cellular communication. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. In the laboratory portion of the course, students will apply techniques and experimental skills commonly used in biotechnology and molecular biology laboratories.

BIOSC-148 General Microbiology

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: BIOSC 172L or BIOSC 106 and CHEM 120 or BIOSC 159 (CHEM 120 or BIOSC 159 may be taken concurrently).

This course, intended for majors, emphasizes the structure, morphology, physiology, genetics, evolution and diversity of microorganisms. It includes the effect of microorganisms on the human body and mechanisms for disease control and prevention. Topics include microscopy, culture of microbes and aseptic technique, control and identification of microbes, bacterial biochemistry, metabolism and physiology, cell structure and function, microbial genetics, recombinant DNA and biotechnology, viruses and their life cycles, immunology, epidemiology, and study of select infectious diseases.

BIOSC-157 Foundations in Biotechnology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: BIOT 150 BX)

Prerequisite: BIOSC 106 or challenge by exam; or BIOSC 172L

Co-requisite: BIOSC 159

This course is designed to provide students wanting to enter the field of biotechnology with a solid foundation in the chemical, biochemical, microbiological, mathematical, bioinformatic and regulatory concepts used in biotechnology labs. Students practice laboratory calculations, design and analyze experiments, and become familiar with the documentation and practices important for working in a regulated environment (laboratory notebooks, QA/QC, SOP's, cGMP). Good communication and work-readiness skills are emphasized.

BIOSC-159 Foundations in Biotechnology Laboratory

1 Unit: 54 hours of laboratory per term, LR, DG, CSU, UC (C-ID: BIOT 150 BX)

Co-requisite: BIOSC 157

This course is designed to provide students with training in the skills and applications commonly used in biotechnology and molecular biology laboratories. It will provide technical practice with analytical instruments, the formulation and use of reagents, and the culture and study of model organisms. Students will learn and apply the Scientific Method, perform data analysis, keep a laboratory notebook according to cGMP, follow Standard Operating Procedures and practice good communication and teamwork skills as they carry out laboratory experiments that reveal foundational concepts of biology, biotechnology, and molecular biology.

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.

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.

BIOSC-172L Introduction to Biotechnology Lab

2 Units: 18 hours of lecture and 54 hours of laboratory, per term, LG, DG, CSU, UC (C-ID: BIOT 150 BX)

Advisory: MATH 118, ENGL 142B, PSYCH 103A

This is an introductory laboratory course in which scientific and biotechnology methodology is taught and used to explore and experiment with topics found in the Introduction to Biotechnology lecture course (BIOSC 172). It is a brief introduction to the skills and concepts necessary to work in the biotechnology industry, allied health, or related fields. 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, and a survey of general methodologies utilized in biotechnology research and manufacturing. Field trips may be included.

BIOSC-182 GLP and GMP: Principles and Compliance

1 Unit: 18 hours of lecture, per term, LR, DG, CSU (C-ID: BIOT 210X)

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.

BIOSC-183 Mammalian Cell Culture

1 Unit: 15 hours of lecture and 9 hours of laboratory, per term, LR, DG, CSU (C-ID: BIOT 230 BX)

Prerequisite: BIOSC 159 (may be taken concurrently) 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.

BIOSC-186 Protein Purification and Analysis

1 Unit: 15 hours of lecture and 9 hours of laboratory, per term, LR, DG, CSU (C-ID: BIOT 220 BX)

Prerequisite: BIOSC 159, 172L or 148-may be taken concurrently; 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).

BIOSC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in biological science under the direction of an instructor.

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. Petition to repeat for maximum units.

Business (BUS)

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 is designed to allow students access to software packages which supplement the text books in their business and related courses.

BUS-099 Occupational Work Experience

1-4 Units: 60-360 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 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). Students who volunteer for this assignment will earn 1 unit for every 60 hours of volunteer work experience and 1 unit per 90 hours of paid work experience. Petition to repeat for a maximum of 16 units.

BUS-100 Topics in Business

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

BUS-102 Business Mathematics

3 Units: 54 hours of lecture, per term, SC, DG

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.

BUS-109 Introduction to Business

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: BUS 110)

This course presents a multidisciplinary survey of the social, cultural, political, and economic implications associated with business organizations and practices within the U.S. and global environments. Included in this survey is an examination of domestic and international business activities in the areas of entrepreneurship, accounting and financial practices, organizational design and structure, human resources and leadership, marketing, organized labor and management practices, communication and technology, trade and the stock and securities markets, and how competitive organizations develop and achieve their goals.

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.

BUS-125 Report Writing

3 Units: 54 hours of lecture, per term, LR, DG, CSU

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.

BUS-181 Applied Accounting I

3 Units: 54 hours of lecture, per term, SC, DG, CSU

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.

BUS-186 Principles of Accounting I

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC (C-ID: ACCT 110)

This course offers a comprehensive view of organizational systems, transactional record-keeping and explanation, their accounting informational systems, their internal controls, and the use and evaluation of assets, liabilities, and equity development and valuation. This course also describes and clarifies the accounting cycle, revenue and expense identification, the development and strengthening of cash flow streams, the ethical handling and application of all financial information and statements, in accordance with generally accepted accounting principles; and the appropriate identification and reporting of business transactions to internal decision makers, potential investors, creditors, and regulatory bodies.

BUS-187 Principles of Accounting II

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC (C-ID: ACCT 120)

Prerequisite: BUS 186 with a grade of C or better.

This course focuses on management principles and its behavior as the guiding engine to organizational effectiveness and success. It complements and supports BUS 186 (Principles of Accounting I), but its emphasis encompasses the four management functions of planning, organizing, leading, and controlling; and it keys on effective decision-making, operational direction, performance analysis, and cost control in all forms of organizations.

BUS-188 Accounting with QuickBooks

1.5 Units: 27 hours of lecture, per term, SC, DG

This course applies the basic principles and practices of accounting through the use of QuickBooks accounting software. Students will create the books for a new company, process accounts receivable and payable, prepare and reconcile monthly banking and credit transactions, create and pay payroll and liabilities, work with assets and long-term liabilities, and prepare monthly and annual financial statements. This course provides preparation for the QuickBooks certification examination.

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, including marketing, management, financing, accounting, legal, planning, cost control, and resources available to entrepreneurs and small business owners.

BUS-240 Business Statistics

3 Units: 54 hours of lecture, per term SC, DG, CSU, UC

Prerequisite: MATH 120

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.

BUS-294 Business Law

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: BUS 125)

This course presents fundamental legal principles surrounding business activities and transactions. The legal process is also reviewed. Legal topics include ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. BUS 294 may be applied towards the educational requirement of the real estate broker's examination.

BUS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

Business Office Technology (BOT)

BOT-099 Occupational Work Experience

1-4 Units: 60-360 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 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). Students who volunteer for this assignment will earn 1 unit for every 60 hours of volunteer work experience and 1 unit per 90 hours of paid work experience. Petition to repeat for a maximum of 16 units.

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

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.

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.

BOT-200 Basic Keyboarding

1 Units: 9 hours of lecture, 27 hours of laboratory, per term, SC, DG

This course offers basic typing instruction on the computer keyboard. The emphasis is on learning how to type with speed and accuracy using the touch system. Email, internet and file management will also be covered.

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.

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 Microsoft 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. Petition to repeat for certification purposes.

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.

BOT-248 Business Correspondence

3 Units: 54 hours of lecture, per term, SC, DG, CSU

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.

BOT-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Chemistry (CHEM)

CHEM-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, LR, DG

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). Petition to repeat for a maximum of 16 units.

CHEM-100 Topics in Chemistry

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

CHEM-119 Introductory Chemistry

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: CHEM 101)

Prerequisite: MATH 118

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.

CHEM-120 General College Chemistry I

5 Units: 90 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: CHEM 110; C-ID: CHEM 120S)

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 they have adequate preparation for the course.

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.

CHEM-121 General College Chemistry II

5 Units: 90 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: CHEM 120S)

Prerequisite: CHEM 120 or equivalent

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.

CHEM-226 Organic Chemistry I

5 Units: 90 hours of lecture, 72 hours of laboratory, per term SC, DG, CSU, UC (C-ID: CHEM 150; C-ID: CHEM 160S)

Prerequisite: CHEM 120 or equivalent

Advisory: ENGL 142B and CHEM 121 or equivalent. Offered in the fall semester

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.

CHEM-227 Organic Chemistry II

5 Units: 90 hours of lecture, 72 hours of laboratory, per term SC, DG, CSU, UC (C-ID: CHEM 160S)

Prerequisite: CHEM 226 or equivalent

Advisory: Recommend English reading and composition skills at the ENGL 142B level.

Normally offered in the spring

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.

CHEM-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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

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.

CHIN-110 Conversational Mandarin I

3 Units: 54 hours of lecture, per term, SC, DG

This course provides practice in beginning-level Mandarin conversation, with attention to the use of basic vocabulary, pronunciation, and grammar. It is designed for students who wish to acquire the basics of spoken Mandarin rather than reading and writing Chinese characters. Conversational Mandarin I is intended for students who are not native Mandarin speakers. The course does not satisfy the academic requirements of the CHIN 120 series.

CHIN-111 Conversational Mandarin II

3 Units: 54 hours of lecture, per term, SC, DG

This course provides practice in high beginning-level Mandarin conversation, with attention to the use of basic vocabulary, pronunciation, and grammar. It is designed for students who wish to acquire the basics of spoken Mandarin rather than reading and writing Chinese characters. Conversational Mandarin II is intended for students who are not native Mandarin speakers. The course does not satisfy the academic requirements of the CHIN 120 series.

CHIN-120 First-Semester Mandarin

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

This course introduces the fundamentals of the 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 the Chinese culture.

CHIN-121 Second-Semester Mandarin

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Advisory: CHIN 120

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.

CHIN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Computer and Communications Technology (CCT)

CCT-099 Occupational Work Experience

.5-4 Units: 9-72 hours of work experience, per term, LR, DG

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). Petition to repeat for a maximum of 16 units.

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.

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.

CCT-171 Security Systems for Home and Small Business

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

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.

CCT-172 Wireless Networks for Home and Small Business

3 Units: 54 hours of lecture, per term, LR, DG, CSU

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.

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.

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.

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.

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).

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 vice president. 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.

Computer Information Systems (CIS)

CIS-095A-D Computer Laboratory

.2 Units: 10.8 hours of laboratory by arrangement, per term, P/NP, ND

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.

CIS-099 Occupational Work Experience

1-4 Units: 60-360 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 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). Students who volunteer for this assignment will earn 1 unit for every 60 hours of volunteer work experience and 1 unit per 90 hours of paid work experience. Petition to repeat for a maximum of 16 units.

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

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.

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.

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.

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.

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.

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.

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 the 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.

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.

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.

CIS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Computer Science (COMP/COMSC)

COMP-095A-D Computer Aided Instruction

.2 Units: 10.8 hours of laboratory, per term, P/NP, ND

Computer laboratory assignments are designed to supplement and reinforce skills acquired in the particular course which lists this course as a co requisite.

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

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.

COMP-110 Introduction to Computational Science

2 Units: 27 hours of lecture, 27 hours of laboratory, per term, LR, DG, CSU

Advisory: MATH 171

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.

COMP-251 Fundamentals of Computer Science C++

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Advisory: MATH 171

This course is an introduction to computer science using the C++ language with object-oriented design. Topics include algorithms, data structures, top down 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.).

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.

COMP-257 JAVA with Object-Oriented Programming

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC

Advisory: MATH 171

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.

COMP-260 Introduction to Programming - SCHEME

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC

Advisory: MATH 171

This course provides an introduction to computer science using the SCHEME 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 SCHEME complex.

COMP-280 Computer Structure and Organization

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: COMP 251

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 an assembly language interrupt handler.

COMP-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Cooperative Education (COOP)

COOP-160 General Work Experience Education

1-3 Units: 90-270 hours of work experience, per term, LR, DG, CSU

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 skills 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.

COOP-170 Occupational Work Experience Education

1-4 Units: 90-360 hours of work experience, per term, LR, DG, CSU

This course will allow students to earn college units for their work experience during the semester. Students' 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. Petition to repeat for a maximum of 16 units.

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

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.

COUNS-108 Introduction to Educational Planning

.3 Unit: 6 hours of lecture, per term, P/NP, ND, DG

This course offers an introduction to educational planning and is designed to provide students with information and a concrete plan for succeeding in college. Topics covered include college policies and procedures, identifying educational and career goals, strategic use of campus student support services, and educational planning.

COUNS-120 Managing College Success and Life Transitions

3 Units: 54 hours of lecture, per term, SC, DG, CSU

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.

COUNS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

COUNS-805N Building Pre-Collegiate Skills: Level I

This course assists elementary and junior high school students in their personal and academic development. Students will work with tutors in small groups to improve their basic academic skills. Work with instructors will focus on identifying and cultivating these skills through an exploration of culturally relevant topics. Course activities will also emphasize opportunities and challenges for students and their families. Students will learn to define and set goals for success. By addressing the complexities between cultural and academic practices in a supportive atmosphere, students become receptive of educational norms and are more likely to achieve academic excellence. May be repeated indefinitely.

COUNS-806N Building Pre-Collegiate Skills: Level II

This course assists high school students in their personal and academic development. Through tutoring and peer mentoring students will develop college ready academic skills. Work with instructors will cultivate these skills through an exploration of culturally relevant topics. Students will also develop a capacity for leadership by exploring critical issues relevant to their diverse experiences. Course activities in and beyond the classroom emphasize collaborative and individual problem-solving strategies, community engagement and service with an aim toward resolving key issues, and broadening awareness toward opportunities and challenges for students and their families. Student work with instructors and tutors will also focus on accomplishing set goals for success. By addressing the complexities between cultural and academic practices in a supportive atmosphere, students become receptive of educational norms and are more likely to achieve academic excellence. May be repeated indefinitely.

Culinary Arts Management (CULIN)

CULIN-095A-D Culinary Arts Laboratory

1 Unit: 54 hours of laboratory 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).

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). Petition to repeat for a maximum of 16 units.

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

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.

CULIN-105 Food Safety Training

1.5 Units: 27 hours of lecture, per term, P/NP, DG, CSU

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.

CULIN-120 Introduction to Fundamentals in Food Service

9 Units: 54 hours of lecture, 324 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.

CULIN-127 Becoming ServSafe Certified

3 Units: 54 hours of lecture, per term, LR, DG, CSU

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. Petition to repeat intended for legally mandated certification training.

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.

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 CULIN 130. The course will emphasize increased speed and efficiency in completing assignments for quality production. Pastry and cake preparation will be studied and practiced.

CULIN-200 California Cuisine

3 Units: 54 hours of lecture 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.

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.

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.

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 11:00 a.m. - 1:15 p.m.

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.

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.

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, write a career letter, resume, and format a business plan as their final project.

CULIN-260 European Cakes, Cake Decorating and Desserts

2 Units: 18 hours lecture, 54 hours of laboratory per term, P/NP, DG

This course provides laboratory experiences in baking and pastry chef work suitable for both the novice and advanced student. Emphasis is on cake finishing, chocolate and piping techniques in the European style of presentation.

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.

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.

CULIN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

DANCE

DANCE-101 Introduction to Dance

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course introduces the student to dance as an art form through lecture, discussion, video and other classroom activities. An emphasis will be placed on the history of dance, contemporary trends, and the contributions made by dance pioneers.

DANCE-118A Beginning Techniques of Hip Hop and Urban Funk

.5-1 Units: 27-54 hours of activity, per term, LR, DG, CSU, UC

This course is designed to present the dance forms of hip hop and funk culture. The purpose of this course is to teach beginning 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.

DANCE-161A Beginning Ballroom Dance

.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC

This course is designed to teach students the different styles, diverse origins, rhythms, tempos, and aesthetics of beginning ballroom dance. Dance styles will include the Salsa, Rumba, Tango, Hustle, Waltz, Fox Trot, Swing, etc. The course will also focus on how to dance with a partner.

DANCE-161B Intermediate Ballroom Dance

.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC

Prerequisite: Dance 161 or Dance 161A

This course is designed to teach intermediate students advanced styles, complicated rhythms, tempos, and aesthetics of ballroom dance. Dance styles will include the Salsa, Rumba, Tango, Hustle, Waltz, Fox Trot, and Swing, etc. The course will also focus on advanced partner work.

DANCE-163A Beginning Latin Social Dance

.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC

This course will focus on beginning Latin social dances. Students will learn specific dance movement skills and terminology, while improving physical endurance. Students will learn the Cha Cha, Rumba, Samba Mambo, Salsa, Meringue and other Latin dances. This course requires no previous dance training.

DANCE-164A Beginning Ballet I

.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC

This course is designed to teach students the basic beginning 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.

DANCE-164B Intermediate Ballet

.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC

This course is designed to teach students the intermediate ballet positions. 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.

DANCE-166A Beginning Argentine Tango & Swing Dance

.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC

The course will focus on teaching the fundamentals of beginning Argentine Tango & Swing dance technique. Students will also learn different modes of movement and music associated with these dance styles.

DANCE-167A Beginning Egyptian Belly Dancing**.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC**

This course introduces students to beginning 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" will be presented.

DANCE-168A Beginning Tap Dancing**.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC**

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 tap dance will be studied.

DANCE-169A Beginning Dance as Performance**.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC**

This course will introduce the beginning student to the various methods of composing dances for stage presentation. This course requires previous technical skill in jazz, ballet, hip hop, contemporary, or traditional dance. Students will be encouraged to develop their own creative process by drawing from their life and previous dance experiences to craft meaningful dance pieces.

DANCE-170A Beginning African Dance with Contemporary Styles**.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC**

This course is designed to introduce students to traditional dances from Guinea, Senegal, and the Congo regions of Africa. Students will learn the beginning 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 training.

DANCE-171A Beginning Urban Jazz Dance**.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC**

This course is designed to teach beginning students the urban influences within jazz dance. The course will review 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.

DANCE-172A Beginning Dance Ensemble**.5-2 Units: 27-108 hours of activity, per term, LR, DG, CSU, UC**

This course is intended to give beginning 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.

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). Petition to repeat for a maximum of 16 units.

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.

DRAMA-101 Introduction to Theatre**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC****Advisory: Eligibility for ENGL 1A or equivalent**

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions.

DRAMA-102 Multicultural Perspectives in American Theatre**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC**

This course focuses on the relationships of experience, imagination and expression in dramatic art forms, particularly as they pertain to Asian American, African American, Latino American and European American theatre. This course also explores dramatic art as a cultural force in combination with visual arts, music and other art forms in relationship to the plays studied and includes analysis of both the individual and collaborative contributions of the playwright, director, actors and designers as they relate to live theatre productions.

DRAMA-103 History of the Theatre: Pre-Greek to 17th Century**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC**

This course offers an historical survey of dramatic art from the origins of theatre through the 17th Century. The history and development of theatre and drama are studied in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance.

DRAMA-104 History of the Theatre: 17th Century to Present

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course offers an historical survey of dramatic art from the period of the Elizabethan Renaissance to the present. The history and development of theatre and drama are studied in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance.

DRAMA-106 Technical Theatre Production/Stagecraft

2.5 Units: 135 hours of laboratory, per term, SC, DG, CSU, UC

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.

DRAMA-107 Introduction to Stage Lighting

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides an introduction to the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design.

DRAMA-108 Introduction to Stage Costume

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides instruction in costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated.

DRAMA-109 Introduction to Stage Makeup

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides instruction and practice in a lecture/laboratory setting in all phases of makeup specifically designed for theatrical use.

DRAMA-110 African American Theatre

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

DRAMA-122 Acting I

3 Units: 54 hours of lecture, per term, SC, DG, UC

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills needed for performance, including: memorization, stage movement, vocal production, and interpretation of text.

DRAMA-123 Acting II

3 Units: 54 hours of lecture, per term, SC, DG, UC

This course follows Acting I and continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes.

DRAMA-125 Acting on Camera

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC

This course covers practical training and practice in acting on camera for the performer. Close attention will be paid to those techniques of acting that have special application to performing in television and film.

DRAMA-165 Chicana/o-Latina/o Theatre

3 Units: 54 hours of lecture per term, LR, DG, CSU, UC

This course utilizes dramatic texts, recorded and live performances, as well as cultural research as means of exploring and understanding how Chicana/o and Latina/o dramatic literature and performances play a role in the American theatre. Students will concentrate their studies in the exploration of Chicana/o and Latina/o plays, artists, and theatre companies, past and present, in order to understand how Chicana/o and Latina/o theatre serves as a tool of education and social justice when analyzing cultural, political, socio-economic, immigration, and gender issues within the Chicana/o and Latina/o communities in the United States.

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-230 Creating Theatre: From Process to Performance

1-4 Units: 54-216 hours of laboratory, per term, SC, DG, CSU

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 literary work. The workshop culminates in two weekends of public performances.

DRAMA-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Early Childhood Education (ECHD)

ECHD-095A-E Foster Parent Skills Laboratory

.037-3 Units: 2-162 hours of laboratory, per term, P/NP, ND

These classes examine issues relating to adoption, foster parenting, and kinship/guardian care of children. Petition to repeat for maximum units.

ECHD-099 Occupational Work Experience

1-4 Units: 60-360 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 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). Students who volunteer for this assignment will earn 1 unit for every 60 hours of volunteer work experience and 1 unit per 90 hours of paid work experience. Petition to repeat for a maximum of 16 units.

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

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.

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. Petition to repeat for a maximum of 1.0 unit for each topic focus.

ECHD-109 Observation, Assessment, and Child Guidance

3 Units: 54 hours of lecture, per term, LR, DG (C-ID: ECE 200)

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.

ECHD-120 Introduction to Principles & Practices of Early Childhood Education

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: ECE 120)

This course is an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity.

ECHD-121 Child Growth and Development (DS1)

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: CDEV 100)

This course examines the major physical, psychosocial, and cognitive/language development milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development and various stages.

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.

ECHD-124 Curriculum Development (DS3)

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: ECE 130)

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environment for young children from birth to age 6. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills.

ECHD-125 Introduction to Montessori Method and Curriculum: Philosophy and Practical Life**3 Units: 54 hours of lecture, per term, LR, 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.

ECHD-126 Montessori Method and Curriculum: Sensorial, Music and Gross Motor**3 Units: 54 hours of lecture, per term, LR, 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.

ECHD-127 Montessori Method and Curriculum: Language, Geography, and Social Science**3 Units: 54 hours of lecture, per term, LR, 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.

ECHD-128 Montessori Method and Curriculum: Mathematics, Biological & Physical Sciences**3 Units: 54 hours of lecture, per term, LR, 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.

ECHD-133 Health, Nutrition and Safety (DS7)**3 Units: 54 hours of lecture, per term, LG, DG, CSU (C-ID: ECE 220)**

This course will cover the introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development. This course meets the California Department of Social Services Community Care Licensing requirement, DS7. It also fulfills the requirement for the certificate and AS degree in Early Childhood Education.

ECHD-139 Montessori Method: Student Teaching Practicum**4 Units: 18 hours of lecture, and/or 162 hours of laboratory, per term, LR, DG, CSU****Prerequisite: ECHD 121, ECHD 125**

This course 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 following topics: observation and assessment, record keeping, problem solving, positive discipline, classroom management, and curriculum development.

ECHD-140A-E Parent Education**1-3 Units: 18 hours of lecture, and/or 0-108 hours of laboratory, per term, P/NP, DG,**

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. Petition to repeat for maximum units.

ECHD-142 The Special Child**3 Units: 54 hours of lecture, per term, LR, 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.

ECHD-144 Teaching in a Diverse Society**3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: ECE 230)**

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 ableism. 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.

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.

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.

ECHD-150 Infant and Toddler Development

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course is a study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. This course applies theoretical frameworks to interpret behavior and interactions between heredity and environment. This course emphasizes the role of family and relationships in development.

ECHD-152 Care and Education for Infants and Toddlers

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course applies current theory and research to the care and education of infants and toddlers in group settings. This course examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months.

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.

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.

ECHD-220 The Child, Family and Community (DS2)

3 Units: 54 hours of lecture, per term, LR, DG, CSU (C-ID: CDEV 110)

This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

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.

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.

ECHD-290 Student Teaching/Practicum (DS3)

5 Units: 36 hours of lecture, 162 hours of laboratory, per term, LR, DG, CSU (C-ID: ECE 210)

Prerequisite: ECHD 109, 120, 121, 123, 124, 144, 161, and 220.

Co-requisite: ECHD 133

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.

ECHD-291 Adult Supervision in Early Childhood Classrooms

2 Units: 36 hours of lecture, per term, LR, DG

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.

ECHD-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

ECHD-840N Parent Education

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 indefinitely.

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.

Economics (ECON)

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). Petition to repeat for a maximum of 16 units.

ECON-100 Topics in Economics

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

ECON-220 Introduction to Macroeconomic Principles

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: ECON 202)

Prerequisite: MATH 120

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 this course are discussed in terms of the fundamental macroeconomic theories and models with references to current and historic examples.

ECON-221 Introduction to Microeconomics Principles

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: ECON 201)

Prerequisite: MATH 120

Advisory: ECON-221 may be taken before ECON-220

This course is about the study of how societies provide and distribute the material requisites for well-being. In microeconomics, the focus is on individual markets and 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.

ECON-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

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

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.

EMED-107 Emergency Medical Responders (EMR) and other Allied Health Occupations

4 Units: 63 hours of lecture, 27 hours of laboratory, per term, LR, DG
Required materials fee of \$11.00.

This course is an introductory course to medical careers with an emphasis on emergency medical services. Students who successfully complete this course will earn both a first aid and CPR certification that qualifies them as an "Emergency Medical Responder" (EMR) and for employment opportunities with Cal Fire. In addition, students will develop an educational pathway into the EMT, paramedic, fire technologies, nursing, medical assisting or certified nursing assistant based upon their interests. There is a fee for the EMR and CPR cards, which will be issued upon successful completion of the course.

EMED-109 CPR for the Health Care Provider

.2 Units: 2.5 hours of lecture, 2.5 hours of laboratory, per term, P/NP, ND
Required materials fee of \$7.00.

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 (AHA). There is a certification card available upon successful completion of the course. Materials Fee for Certification Card is \$7.00.

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, CSU

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. Topics covered are patient assessment, oxygen administration, recognition and treatment of various medical and trauma emergencies, and other aspects that relate to pre-hospital care. The student will spend time in an emergency department and in an ambulance to experience the field of EMS. This course meets the state of California regulations of EMT I training. A grade of C or better is required in order to be eligible for certification. Petition to repeat for legally mandated certification training.

EMED-111 Emergency Medical Tech Recertification

1 unit: 16 hours of lecture, 8 hours of lab, per term, SC, DG

Prerequisite: *EMT 1 and either health care provider CPR card or concurrent enrollment in EMED 109*

This course allows previously certified Emergency Medical Technician (EMT) personnel to recertify their license by completing 24 hours of approved instruction. In addition, students will complete the California mandatory 10-psychomotor skills exams outlined on Emergency Medical Skills Association skills competency form. At the conclusion of the training the student will receive a continuing education certificate worth 24-hours and signed skills competency form.

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 (NHTRA) EMT-Paramedic: National Standard Curriculum.

EMED-135 BLS/ALS Interface

3 Units: 45 hours of lecture, 27 hours of laboratory, per term, LR, DG

Prerequisite: EMED 110

This course is designed to assist EMTs working with Advanced Life Support (ALS) / Paramedic level providers. Emphasis will be placed with basic and advanced assisting with advanced airway and ventilation management devices and skills, identification of basic rhythm disturbances, IV therapy and assisting with other ALS skills.

EMED-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

Engineering (ENGIN)

ENGIN-100 Topics in Engineering

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

ENGIN-112 Introduction to Engineering

2 Units: 36 hours of lecture, per term, LR, DG, CSU

Advisory: ENGL 142B or ESL 192

This course is an introduction to the engineering profession. Topics include orientation to the engineering educational system, descriptions of engineering disciplines, employment opportunities, and engineering design and development process.

ENGIN-170 Programming for Engineering Science - MATLAB

4 Units: 54 hours of lecture, 54 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: MATH 190

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

ENGIN-200 Engineering Design Graphics

3 units: 36 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: MATH 121

This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills, orthographic projections, mechanical dimensioning and tolerancing practices, and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course.

ENGIN-230 Introduction to Circuit Analysis

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: 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.

ENGIN-240 Properties of Engineering Materials

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: ENGR 140B)

Prerequisite: PHYS 130 and CHEM 120 or passing a department produced challenge exam

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 and an introduction to the electrical properties of semiconducting materials is presented. The importance of materials properties in engineering design and how to manipulate these properties are examined.

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.

ENGIN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

English (ENGL)

ENGL-001A Composition and Reading

4 Units: 72 hours composition per term, LR, DG, CSU, UC (C-ID: ENGL 100)

Prerequisite: ENGL 142B or ESL 195, or passing Compass score.

This course focuses on composition that develops from examining and comparing writers' ideas and techniques in classic and contemporary non-fiction from varied cultural perspectives. Through discussion, essay writing and research, the course will further develop the techniques taught in ENGL 142B.

ENGL-001B Composition and Reading: Literature

3 Units: 54 hours composition per term, LR, DG, CSU, UC (C-ID: ENGL 120)

Prerequisite: ENGL 001A.

This course is designed to introduce students to the major literary genres-fiction, poetry, and drama 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.

ENGL-001C Critical Thinking and Advanced Composition

3 Units: 54 hours composition per term, LR, DG, CSU, UC (C-ID: ENGL 105)

Prerequisite: ENGL 001A.

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.

ENGL-002B Critical Thinking Through Literature

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: ENGL 001A

This course offers instruction in analytical, critical, and argumentative writing, critical thinking, research strategies, information literacy, and proper documentation through the study of literary works from major genres, while developing students' close reading skills and promoting an appreciation for the aesthetic qualities of literature.

ENGL-081 Strategies in Reading

3 Units: 54 hours of lecture, per term, SC, ND

Advisory: Designed for students with learning disabilities

This course provides instruction in basic reading decoding, reading comprehension and critical thinking for students with disabilities. Eligible students may petition for repetition.

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.

ENGL-084 Strategies in Writing

3 Units: 54 hours of lecture, per term, SC, ND

This course provides instruction for students with disabilities in the area of written expression so that they can more effectively put their ideas into words. Students will build skills in reading comprehension, critical thinking, study skills grammar and sentence structure. Eligible students may petition for repetition.

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

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.

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. Based on student self-evaluation and/or faculty referrals, ENGL 102 faculty provide individualized writing instruction and support. Units of credit are earned depending on the successful completion of work under supervision in the College Skills Center. May be repeated until the maximum three units have been earned.

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. Based on student self-evaluation and/or faculty referrals, ENGL 103 faculty provide individualized reading instruction and support. Units of credit are earned depending on the successful completion of work under supervision in the College Skills Center. May be repeated until the maximum three units have been earned.

ENGL-110A Developing College Level \ Reading Proficiency - A

3 Units: 54 hours of lecture, 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.

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.

ENGL-142A Writing: Expository - A

3 Units: 54 hours composition, 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.

ENGL-142B Writing: Expository - B

4 Units: 72 hours composition, per term, SC, ND

Prerequisite: ENGL 139 with a "Pass" grade in both the reading and writing segment; or passing grades in English 142A and English 110A; or ESL 192 with a minimum grade of a C; or equivalent Compass/ESL placement test score at level 5.

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.

ENGL-163 Film as Literature

3 Units: 54 hours of lecture per term, SC, DG, CSU, UC

This course focuses on the study of film as a form of literature. Students will view, read about, discuss and write about films. Topics include history, language, themes and genres of major motion pictures.

ENGL-200A Topics in Literature

3 Units: 54 hours of lecture per term, LR, DG, CSU

Prerequisite: ENGL 142B or eligibility for ENGL 1A

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.

ENGL-210B British Literature: Late 18th Century to Present

3 Units: 54 hours of lecture per term, LR, DG, CSU, UC (C-ID: ENGL 165)

Prerequisite: ENGL 142B or eligibility for ENGL 1A

This course surveys British literature from the late eighteenth century to contemporary British and post-colonial texts.

ENGL-220B American Literature: 1850 to Present

3 Units: 54 hours lecture per term, LR, DG, CSU, UC (C-ID: ENGL 135)

Prerequisite: ENGL 142B or eligibility for ENGL 1A

This course introduces students to a wide range of American authors and their relationship to major literary and intellectual movements from the second half of the nineteenth century to the present.

ENGL-230B World Literature: 1650 to Present

3 Units: 54 hours of lecture per term, SC, DG, CSU, UC (C-ID: ENGL 145)

Prerequisite: ENGL 142B or eligibility for ENGL 1A

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid or late seventeenth century to the present.

ENGL 250 Introduction to Shakespeare

3 Units: 54 hours of lecture per term, SC, DG, CSU, UC

Advisory: ENGL 001A and 001B/002B

This course will focus on reading and discussion of six representative plays and a dozen sonnets by Shakespeare, guiding the student to an appreciation of the scope of Shakespeare's achievement.

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 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 eras. Films, videos, and theater trips are included.

ENGL-274 Women in Literature

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: ENGL 142B or eligibility for ENGL 1A

This course explores texts about the writings by culturally diverse women authors. The 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 and society.

ENGL-293 Creative Writing

3 Units: 54 hours of composition, per term, SC, DG, CSU

This course provides experience in creative writing by examining professionals' writing, and by discussing students' works in class with emphasis on understanding more effective writing techniques.

ENGL-293H Creative Writing

3 Units: 54 hours of composition, per term, SC, DG, CSU, UC (C-ID: ENGL 200)

Prerequisite: ENGL 142B or eligibility for ENGL 1A

Advisory: Successful completion of ENGL 1A

This course introduces the craft of creative writing through the study and analysis of the works of established and peer writers. Students will practice writing in various genres and will be introduced to the workshop method.

ENGL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

ENGL-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.

English as a Second Language (ESL)

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.

ESL-051 Reading and Vocabulary For Beginners

3 Units: 54 hours of lecture per term, P/NP, ND

This course provides instruction in basic reading and common everyday vocabulary. Students improve their reading skills, expand their vocabulary, and increase their fluency through discussion of reading material. This course supplements material covered in ESL 50.

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.

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. Petition to repeat allowed up to the maximum units.

ESL-108 Orientation to College/ESL

.15 Units: 3 hours of lecture, per term, P/NP, ND

This course meets the college requirements for orientation and educational planning.

This course offers an introduction to Contra Costa College and is designed to provide ESL students with information and a concrete plan for succeeding in college. Topics covered include educational and career goals, introduction to student support services, the nature of second language learning, and ESL course selection.

ESL-109 Writing Skills Laboratory

.1-3 Units: 5.4-162 hours of laboratory per term, P/NP, ND

This writing skills lab for ESL students provides individualized help based on the diagnosis of students' specific needs. Units of credit will be granted for hours spent in the laboratory under supervision. A maximum of three units each term may be earned. Petition to repeat allowed up to the maximum units.

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 ESL students. Special attention is given to oral production (including pronunciation) and aural comprehension.

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 ESL students. Special attention is given to oral production (including pronunciation) and aural comprehension.

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 ESL students. Special attention is given to oral production (including pronunciation) and aural comprehension.

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 provides instruction in listening and speaking for advanced ESL students. Special attention is given to oral production (including presentations and speeches) and aural comprehension.

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.

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.

ESL-143 English Fluency and Vocabulary 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.

ESL-146 English Fluency and Vocabulary 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.

ESL-149 Academic and Professional ESL 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 develops academic and professional English proficiency through extensive reading at the high-intermediate level. It provides instruction in contextualized reading strategies to facilitate reading comprehension and accelerate the acquisition of vocabulary.

ESL-152 Academic and Professional ESL 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 develops academic and professional English proficiency through extensive reading at the low-advanced level. It provides instruction in contextualized reading strategies to facilitate reading comprehension and accelerate the acquisition of vocabulary.

ESL-163 Grammar 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.

ESL-166 Grammar 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.

ESL-169 Grammar 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.

ESL-172 Grammar 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.

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 sentence- and discourse-level errors. This course will provide students with proofreading and editing practice, along with review and clarification of complex areas of English grammar.

ESL-178 Grammar 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 provides instruction in grammar and writing for high-advanced level ESL students.

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 writing for high-beginning ESL students.

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 writing for intermediate ESL students.

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.

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 ESL students.

ESL-195 Reading and Composition for Advanced ESL Students

5 Units: 90 hours of lecture, per term, SC, DG, UC

Prerequisite: ESL 192 or placement in writing level 4 in ESL Placement Test

This course focuses on composition and reading skills for high-advanced ESL students. It includes college-level critical/analytical reading, expository writing that incorporates references to college level readings, and an argument paper based on outside sources.

ESL-200 ESL for Early Childhood Education 220

2 Units: 36 hours of lecture per term, SC, ND

This course is designed as second language support for ESL students taking ECHD 220. The course 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.

ESL-201 ESL for Early Childhood Education 120

2 Units: 36 hours of lecture per term, SC, ND

This course is designed as second language support for ESL students taking ECHD 120. The course 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.

ESL-202 ESL for Early Childhood Education 121

2 Units: 36 hours of lecture per term, SC, ND

This course is designed as second language support for ESL students taking ECHD 121. The course 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.

ESL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Geography (GEOG)**GEOG-100 Topics in Geography**

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

GEOG-120 Physical Geography

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: GEOG 110)

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.

GEOG-120L Physical Geography Laboratory

1 Unit: 18 hours of lecture, 36 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: GEOG 111)

Co-requisite: Concurrent enrollment in or prior completion of GEOG 120

This course is a complement to GEOG 120. It will explore in the laboratory environment what GEOG 120 covers in the lecture format.

GEOG-126 Introduction to Geographic Information Systems

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: GEOG 155)

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.

GEOG-130 Cultural Geography

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: GEOG 120)

This course examines the interrelationships of man with his environment. It examines the major regions of the world and the component nations from the perspectives of location, natural environment, population, resources, economy, potentialities, and problems.

GEOG-150 California Geography

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: GEOG 140)

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, African American, and other United States cultures. California is also viewed as part of the western United States and the Pacific Rim.

GEOG-160 World Regional Geography

3 Units: 54 hours of lecture, per term, LG, DG, CSU, UC (C-ID: GEOG 125)

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.

GEOG-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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, CSU

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. Petition to repeat for maximum units.

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

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.

GEOL-120 Physical Geology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course presents a study of processes and materials of the earth. Minerals, rocks, erosion, volcanos, earthquakes, mountain building, and environmental studies are included.

GEOL-120L Physical Geology Laboratory

1 Unit: 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: GEOL 120, may be taken concurrently.

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.

GEOL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

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). Petition to repeat for a maximum of 16 units.

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.

HED-115 Applied Nutrition

3 Units: 54 hours of lecture, per term, LR, DG, CSU

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.

HED-120 Education for Healthful Living

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

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.

HED-133 Safety and First Aid

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: KIN 101)

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. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certifications will be granted upon successful completion of requirements.

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 EMT's arrive on scene.

HED-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair, division dean and vice president. 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. Not repeatable.

Health and Human Services (HHS)**HHS-099 Occupational Work Experience**

1-4 Units: 60-300 hours of work experience, per term, SC, DG, CSU

This course is for students who have declared Health & Human Services as a major, have taken classes in the major, and are employed, participating in an internship or volunteering within the community health service field. Students will develop marketable skills in preparation for employment or advancement within their current job. To participate in the HHS 099 course, students must complete the required forms and attend a mandatory orientation meeting. Students, with employer/supervisor and instructor approval, will develop and successfully complete a learning objective for each unit of credit enrolled. Additionally, student must work 75 paid hours or 60 non-paid hours for each unit of credit earned.

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

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.

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.

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.

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.

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

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 second of three courses that lead to a Certificate of Accomplishment in Peer Support.

HHS-123 SPIRIT III - Field Work in Rehabilitation and Recovery

3 Units: 54 hours of lecture, per term, LR, DG, CSU

Prerequisite: HHS 122

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 third of three courses that lead to a Certificate of Accomplishment in Peer Support.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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, current 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 in Psychosocial Rehabilitation.

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 in Psychosocial Rehabilitation.

HHS-230 Dual Diagnosis Clinical Experience

5 Units: 45 hours laboratory and 225 hours of laboratory by arrangement, per term, SC, DG, CSU

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.

HHS-234 Emotional Intelligence

2 Units: 36 hours of lecture, per term, LR, DG, CSU

Advisory: Taking HHS-115 or MEDIC-223 is recommended

This course is designed to help students increase their understanding of emotional intelligence. Emphasis will be on improving the ability to understand, employ, manage, and transform emotions for greater academic, personal, and/or professional success. Instruction of a seven-step process for problem-focused coping and dealing with emotionally-charged issues will be given for personal and professional applications.

HHS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

History (HIST)

HIST-100 Topics in History

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

HIST-110 History of African Civilization

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course is a review of African history from prehistoric times to the beginning of colonialism.

HIST-120 History of the United States (Colonial - 1865)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: HIST 130)

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.

HIST-121 History of United States (1865 - Present)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course covers the development of the United States of America 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.

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 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.

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 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.

HIST-124 History of California**3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC**

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.

HIST-127 History of Latinos in the United States (1846-present)**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC**

This course covers United States history from 1846 to the present with an emphasis on Latinos. The course will cover the Mexican War, Civil War, Great Depression, labor movement history, the Cold War, and the Latino struggle for civil rights. The course will emphasize Latino interactions with African Americans, Native Americans, Europeans, and Asian Americans. Students will analyze the development of American economic, social, and political institutions, as well as the United States constitution.

HIST-140 History of Western Civilization to the Renaissance**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: HIST 170)**

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.

HIST-141 History of Western Civilization Since the Renaissance**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: HIST 180)**

This course presents the history of Western Civilization from the 16th century to the present. Emphasis is placed upon understanding the facets of modern civilization by tracing the social, cultural, and political relationships of the past to the present.

HIST-298 Independent Study**.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG**

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

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**

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.

HUMAN-113 African American Humanities**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC**

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.

HUMAN-120 Introduction to Humanities: Imagination, Invention and Creativity**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC**

This course is a study of creativity 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 society.

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.

HUMAN-180 Understanding Love

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is an examination of human consciousness and social evolution suggested by the conceptual and etymological development of love, using the word as a model for understanding evolving human value. Incorporating universal, romantic, and common usages, we will seek understanding of human aspirations drawing from multiple disciplines, cultures, and historical periods.

HUMAN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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

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.

INTEC-101 Residential Safety, Repair, and Maintenance

3 Units: 36 hours of lecture and 54 hours of laboratory, per term, LR, DG, CSU

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.

INTEC-102 Advanced Residential Safety, Repair, and Maintenance

3 Units: 36 hours of lecture and 54 hours of laboratory, per term, LR, DG, CSU

This course expands the fundamentals essential 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.

INTEC-111 Warehouse Management Operations

2 units: 18 hours of lecture and 54 hours of laboratory, per term, SC, DG

This course is an introduction to warehouse management operations including facility location and operations, financial analysis, security, cargo handling, and productivity improvement and measurement.

INTEC-112 Forklift Operation

1 unit: 9 hours of lecture and 27 hours of laboratory, per term, SC, DG

This course is designed to prepare students for employment as forklift operators. Course content covers forklift driving with training in forklift operation, workplace safety, and daily maintenance practices. Training is provided in accordance with Cal OSHA standards. Upon successful completion of the course, students will receive certification to operate forklifts in accordance with Cal OSHA.

INTEC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Interdisciplinary Studies (INDIS)

INDIS-095 Science, Math and Engineering Mentoring

1-3 Units: 54-162 hours of laboratory, per term P/NP, DG

This course provides academic mentoring, breadth knowledge, and assistance in transferring to four year schools in order to succeed in the biological science, chemistry, physics, mathematics, engineering, computer science, geology, and technology fields. Students in this class will have an assigned mentor, attend presentations by scientists and engineers from universities, national research laboratories, and industries, and participate in academic field trips with an emphasis on STEM related facilities on Fridays. Students will spend at least two hours per week in academic and/or professional development activities. Students may repeat course until a maximum of 3.0 units has been reached.

INDIS-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, SC, DG

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 five units, including their cooperative education units (proportionately fewer in summer session). Petition to repeat for a maximum of 16 units.

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

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.

INDIS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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

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.

JAPAN-120 First-Semester Japanese

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

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.

JAPAN-121 Second-Semester Japanese

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Advisory: JAPAN 120 or 120B

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.

JAPAN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Journalism (JRNAL)

JRNAL-100 Topics in Journalism

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

JRNAL-110A News Practice Laboratory: Beginning I

1-2 Units: 54-108 hours of laboratory, per term, SC, DG, CSU

Co-requisite: JRNAL 122

This course is the laboratory co-requisite to JRNAL 122. In this class students will be working to produce the weekly print edition of the student newspaper, The Advocate, and/or its online companion, accentadvocate.com. Students will work primarily in one of the following areas: researching and writing articles; taking photographs, designing photo stories and creating graphic illustrations; planning, developing and creating multimedia stories; planning, shooting/capturing and editing video and/or audio stories; and designing stories, pages and advertisements for both print and online content.

JRNAL-110B News Practice Laboratory: Beginning II

1-2 Units: 54-108 hours of laboratory, per term, SC, DG, CSU

Co-requisite: JRNAL 123

This course is the laboratory co-requisite to JRNAL 123. In this class students will be working to produce the weekly print edition of the student newspaper, The Advocate, and/or its online companion, accentadvocate.com. Students will work primarily in two of the following areas: researching and writing articles; taking photographs, designing photo stories and creating graphic illustrations; planning, developing and creating multimedia stories; planning, shooting/capturing and editing video and/or audio stories; using social media and blogs to enhance and supplement print and online content; designing stories, pages and advertisements for both print and online content; and editing articles, photographs, graphics and multimedia stories for both the print and online publications.

JRNAL-110C News Practice Laboratory: Intermediate I

1-2 Units: 54-108 hours of laboratory, per term, SC, DG, CSU

Co-requisite: JRNAL 222

This course is the laboratory co-requisite to JRNAL 222. In this class students will be working to produce the weekly print edition of the student newspaper, *The Advocate*, and/or its online companion, *accentadvocate.com*. Students will work primarily in three of the following areas: researching and writing articles; taking photographs, designing photo stories and creating graphic illustrations; planning, developing and creating multimedia stories; planning, shooting/capturing and editing video and/or audio stories; using social media and blogs to enhance and supplement print and online content; designing stories, pages and advertisements for both print and online content; editing articles, photographs, graphics and multimedia stories for both the print and online publications; managing one aspect of the business side of the publication in advertising, circulation, printing or online application; and serving in a leadership/management position on the publication's editorial board.

JRNAL-110D News Practice Laboratory: Intermediate II

1-2 Units: 54-108 hours of laboratory, per term, SC, DG, CSU

Co-requisite: JRNAL 223

This course is the laboratory co-requisite to JRNAL 223. In this class students will be working to produce the weekly print edition of the student newspaper, *The Advocate*, and/or its online companion, *accentadvocate.com*. Students will work primarily in four of the following areas: researching and writing articles; taking photographs, designing photo stories and creating graphic illustrations; planning, developing and creating multimedia stories; planning, shooting/capturing and editing video and/or audio stories; using social media and blogs to enhance and supplement print and online content; designing stories, pages and advertisements for both print and online content; editing articles, photographs, graphics and multimedia stories for both the print and online publications; covering an on-campus beat and producing an in-depth or investigative story; managing one aspect of the business side of the publications in advertising, circulation, printing or online application; and serving in a leadership/management position on the publication's editorial board.

JRNAL-120 Newswriting and Reporting

3 Units: 54 hours of lecture, per term, SC, DG, CSU (C-ID: JOUR 110)

This course presents the fundamentals of newswriting, news-gathering, and news judgment for newspapers and online media. Emphasis is on accurate, clear and concise writing, organization and structure of news articles, language and style of journalism, revising and editing articles, and legal and ethical issues as they relate to journalistic reporting. JRNAL 120 is recommended to students majoring in the following fields: journalism, communication, mass communication, broadcasting/video, film, public relations, advertising, English, speech, photography and multimedia.

JRNAL-122 News Production: Beginning I

3 Units: 54 hours of lecture, per term, SC, DG, CSU (C-ID: JOUR 130)

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.

JRNAL-123 News Production: Beginning II

3 Units: 54 hours of lecture, per term, SC, DG, CSU (C-ID: JOUR 131)

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.

JRNAL-124 Sports Writing and Reporting

2 Units: 27 hours of lecture and 18 hours of laboratory per term, SC, DG, CSU

This course is for the student with sports journalism interests. It covers basic game coverage of high school, college and professional sports for newspapers, magazines, and online media. Also covered are sports news and issue writing and reporting, sports profile and feature writing, and sports column writing. Blogging and using Twitter and social media as reporting instruments are also covered in the course.

JRNAL-130 Mass Communication

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: JOUR 100)

This course surveys the origins, development, characteristics, content, theories, effects, practices and principles of mass media and their interrelationships with society in the digital age. Included are media literacy, gender, and cultural diversity, media law and ethics, advancing technology, media influence, global media, and social trends and issues.

JRNAL-158 Photojournalism: Beginning I

3 Units: 36 hours of lecture, 36 hours of laboratory per term, SC, DG, CSU, UC (C-ID: JOUR 160)

This course provides instruction in shooting, printing, and editing using digital technology. Students will focus on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Issues covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, Internet and other mass communications media.

JRNAL-159 Photojournalism: Beginning II

3 Units: 36 hours of lecture, 36 hours of laboratory per term, SC, DG, CSU, UC

Prerequisite: JRNAL 158.

This course provides additional instruction in shooting, printing, and editing using digital technology by building upon the skills students gained by completing JRNAL 158. Students will focus on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Issues covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, Internet and other mass communications media.

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.

JRNAL-222 News Production: Intermediate I

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Prerequisite: JRNAL 123

Co-requisite: JRNAL 110C

This course provides additional instruction in writing and producing student news media using the weekly print edition of the college newspaper, The Advocate, and its online companion, accentadvocate.com, as journalistic products for distribution to a college-wide audience by building upon the skills students gained by completing JRNAL 123. Students will choose to work in at least three of the following areas: researching and writing articles; taking photographs, designing photo stories and creating graphic illustrations; planning, developing and creating multimedia stories; planning, shooting/recording and editing video and/or audio stories; designing stories, pages and advertisements; using social media and blogs to enhance print and online context editing articles, photos, graphics and multimedia stories for both the print and online publications; managing one aspect of the business side of the publications in advertising, circulation, printing or online application; and serving in a leadership/management position on the publication's editorial board. Aspects of professional ethics and mass media law are included.

JRNAL-223 News Production: Intermediate II

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Prerequisite: JRNAL 222

Co-requisite: JRNAL 110D

This course provides additional instruction in writing and producing student news media using the weekly print edition of the college newspaper, The Advocate, and its online companion, accentadvocate.com, as journalistic products for distribution to a college-wide audience by building upon the skills students gained by completing JRNAL 222. Students will work primarily in four of the following areas: researching and writing articles; taking photographs, designing photo stories and creating graphic illustrations; planning, developing and creating multimedia stories; planning, shooting/recording and editing video and/or audio stories; designing stories, pages and advertisements; editing articles, photos, graphics and multimedia stories for both the print and online publications; using social media and blogs to enhance print and online content; managing one aspect of the business side of the publications in advertising, circulation, printing or online application; covering an on-campus beat and producing an in-depth or investigative story; and serving in a leadership/management position on the publication's editorial board. Aspects of professional ethics and mass media law are included.

JRNAL-258 Photojournalism: Intermediate I

3 Units: 36 hours of lecture, 36 hours of laboratory per term, SC, DG, CSU, UC

Prerequisite: JRNAL 159.

This course provides intermediate instruction in shooting, printing, and editing using digital technology by building upon the skills students gained by completing JRNAL 159. Students will focus on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Issues covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, internet and other mass communications media.

JRNAL-259 Photojournalism: Intermediate II

3 Units: 36 hours of lecture, 36 hours of laboratory per term, SC, DG, CSU, UC

Prerequisite: JRNAL 258.

This course provides intermediate instruction in shooting, printing, and editing using digital technology by building upon the skills students gained by completing JRNAL 258. Students will focus on theory and practice in press and publications photography, with emphasis on using the camera as a reporting and communications tool. Issues covered are news and feature photography and photographic essays, including composition, impact, and creativity, for newspapers, magazines, internet and other mass communications.

JRNAL-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

KINESIOLOGY (KINES)

KINES-190 Introduction to Kinesiology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: KIN 100)

This course is intended to prepare students to enter the professional field of kinesiology. It is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

KINES-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.

KINES-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.

KINES-197 Human Development Throughout the Lifespan

3 Units: 54 hours of lecture, per term, SC, DG, CSU

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.

KINES-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.

KINES-199 Personal Fitness Training

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course covers both the 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.

KINES-201 Kinesiology and Applied Anatomy

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

KINES-205 Psychology of Athletic Performance

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course will examine the psychological factors that influence sport performance and coaching behaviors, and the psychological effects that sport and exercise involvement have on the participant. This course will also include an introduction to sport psychology and sport history, psychological principles of behavioral development and control within sports, social psychological dimensions of sport and exercise, the study of special athletic populations, coaching roles and behavior, and exercise psychology. This course will also focus on the most important themes in sport psychology and address mental skills training in a sport context. This course is ideal for students whose interests lie in sports coaching, sport science support, sport psychology, performance management, and sporting participation.

KINES-225 Fundamentals of Coaching

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course is a comprehensive introduction to the practical, vocational and scientific principles that are essential to coaching sports. It provides students with the skills, knowledge and scientific background necessary to become successful coaches. Successful completion of the class will provide students with a valid high school coaching certificate for the state of California and units toward the completion of a Certificate of Achievement in Coaching and or an AA in physical education from Contra Costa College.

La Raza Studies (LARAZ)

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

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.

LARAZ-110 Introduction to La Raza Studies

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

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.

LARAZ-113 Introduction to Analysis of American Political Institutions

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course examines the U.S. Constitution and the U.S. system of government at the national and state levels, with an emphasis on Latino political participation. The course covers both U.S. and California political processes, and highlights 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 state and federal governments. Included will be the process to achieve resolution. Important events since the American Revolution and contributions of Latinos, women and various ethnic groups will be surveyed. Cultural diversity in California and in the U.S. will be emphasized.

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.

LARAZ-127 History of Latinos in the United States (1846-present)

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course covers United States history from 1846 to the present with an emphasis on Latinos. The course will cover the Mexican War, Civil War, Great Depression, labor movement history, the Cold War, and the Latino struggle for civil rights. The course will emphasize Latino interactions with African Americans, Native Americans, Europeans, and Asian Americans. Students will analyze the development of American economic, social, and political institutions, as well as the United States constitution.

LARAZ-130 Contemporary Chicano/Latino Literature

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

LARAZ-141 Introduction to Psychology of La Raza I

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

LARAZ-165 Chicana/o-Latina/o Theatre

3 Units: 54 hours of lecture per term, LR, DG, CSU, UC

This course utilizes dramatic texts, recorded and live performances, as well as cultural research as means of exploring and understanding how Chicana/o and Latina/o dramatic literature and performances play a role in the American theatre. Students will concentrate their studies in the exploration of Chicana/o and Latina/o plays, artists, and theatre companies, past and present, in order to understand how Chicana/o and Latina/o theatre serves as a tool of education and social justice when analyzing cultural, political, socio-economic, immigration, and gender issues within the Chicana/o and Latina/o communities in the United States.

LARAZ-190 Introduction to Chicano(a) and Latino(a) Film

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

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 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.

LARAZ-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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

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.

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. Petition to repeat for maximum units.

LIBST-110A Library and Information Research Skills

1 Unit: 18 hours of lecture, per term, SC, DG, CSU, UC

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.

LIBST-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair, division dean and vice president. 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

Mathematics (MATH)**MATH-080 Strategies in Math**

3 Units: 54 hours of lecture, per term, P/NP, ND

Advisory: Designed for students with learning disabilities.

Co-requisite: CIS 095

This course provides instruction for disabled students in basic math processes and work with fractions and decimals. Applying math skills to problem solving context is a significant part of this class. Thirty additional hours of computer based instruction for skill practice and developing competence is required. Repeatable for students with learning disabilities.

MATH-100 Topics in Mathematics

.5-4 Units: 9-90 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

MATH-101 Basic Skills of Arithmetic

3 Units: 54 hours of lecture, per term, SC, 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 118.

MATH-102 Math Skills Laboratory

.2-5 Units: 10.8-270 hours of lab, per term, P/NP, ND

This course is designed for students who wish to improve their mathematics skills. Based on student self-evaluation and/or faculty referrals, MATH 102 faculty provide individualized math instruction and support. Units of credit are earned based on the number of hours completed under the supervision of faculty in the Math Lab (AA-210). May be taken up to the maximum of five units.

MATH-115 Pre-Algebra

3 Units: 54 hours of lecture, per term, SC, 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.)

MATH-117A Mathematics for Automotive Technology

3 Units: 54 hours of lecture per term, SC, ND

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 with 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.

MATH-118 Elementary Algebra

5 Units: 90 hours of lecture, per term, LR, ND

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).

MATH-119 Plane Geometry

5 Units: 90 hours of lecture, per term, LR, DG

Prerequisite: MATH 118

This course presents geometric constructions, triangles, congruence, parallelograms, circles, loci of points 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.)

MATH-120 Intermediate Algebra

5 Units: 90 hours of lecture, per term, LR, DG

Prerequisite: MATH 118

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.)

MATH-121 Trigonometry

3 Units: 54 hours of lecture, per term, LR, DG, CSU

*Prerequisite: MATH 120**Advisory: MATH 119*

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.

MATH 125 Algebra for Statistics

6 Units: 90 hours of lecture, 54 hours of lab per term, SC, DG

This course is an accelerated one-semester course designed to prepare students for transfer-level statistics (MATH 164). MATH 125 covers core concepts from arithmetic, pre-algebra, elementary and intermediate algebra and descriptive statistics that are needed to understand the basics of college-level statistics. This course is designed for students who do not want to major in math, science, computer science, or business.

MATH-135 College Algebra

3 Units: 54 hours of lecture per term, LR, DG, CSU, UC

*Prerequisite: MATH 120 or satisfactory score on COMPASS placement exam**Advisory: MATH 875-N*

This course presents the elements of coordinate geometry, algebraic functions, exponential and logarithmic functions, inverse functions, and application including curve sketching.

MATH-151 Teaching Fractions

2 Units: 36 hours of lab, per term, SC, ND

This course provides an in-depth study of teaching fractions in relation to the California state standards and the learning requirements for students in grades 3-7. The study of fractions is related to preparing students for college mathematics. This course is intended for elementary and middle school math teachers.

MATH-164 Introduction to Probability and Statistics

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 110)

Prerequisite: Math 120 or Math 125

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.

MATH-170 Finite Mathematics

5 Units: 90 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 130)

Prerequisite: MATH 120 or two years of high school algebra.

This course presents the elementary aspects of discrete probability theory, including Venn diagrams and combinatorial techniques, mathematics of finance, linear algebra, linear functions and inequalities, 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, economics, and psychology.

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.

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.

MATH-180 Applied Calculus

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 140)

Prerequisite: MATH 120

This course presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied.

MATH-185 Discrete Mathematics

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 160)

Prerequisite: MATH 171 or both MATH 121 and MATH 135.

This course covers fundamental topics for computer science, such as logic, proof techniques, sets, introduction to computer programming, basic counting rules, relations, functions and recursion, graphs and probability trees. Emphasis will be on topics of interest to students of computer science and mathematics.

MATH-190 Analytic Geometry and Calculus I

5 Units: 90 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 210; C-ID: MATH 9005)

Prerequisite: MATH 171 or MATH 121 and MATH 135

This course is the first course in differential and integral calculus of a single variable: functions; limits and continuity; techniques and applications of differentiation and integration; Fundamental Theorem of Calculus. Primarily for science, technology, engineering & math majors.

MATH-191 Analytic Geometry and Calculus II

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 220; C-ID: MATH 9005)

Prerequisite: MATH 190

This course is the second course in differential and integral calculus of a single variable: integration; techniques of integration; infinite sequences and series; polar and parametric equations; applications of integration, primarily for science, technology, engineering & math majors.

MATH-200 Introduction to Linear Algebra

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 250)

Prerequisite: MATH 191, may be taken concurrently.

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

MATH-290 Analytic Geometry and Calculus III

5 Units: 90 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 230; C-ID: MATH 9005)

Prerequisite: MATH 191

This course presents vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, divergence theorem.

MATH-292 Introduction to Differential Equations

4 Units: 72 hours of lecture, per term, LR, DG, CSU, UC (C-ID: MATH 240)

Prerequisite: MATH 191

Advisory: MATH 290

The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including series solutions, and singular points, Laplace transforms and linear systems.

MATH-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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.

MATH-890N Bridge to MATH 120 Success

This course is designed to give students a basic understanding of math. It covers concepts necessary to be successful in MATH 120. May be repeated indefinitely.

Media (MEDIA)

MEDIA-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.

MEDIA-130 Screenplay and Scriptwriting

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides instruction in writing scripts and treatments for a variety of media productions including film, television, and multimedia. Topics covered include theme, story development, plot outlines, dialogue, character, dramatic structure, script formats, and storyboarding.

MEDIA-152 Introduction to Digital Film Production

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course introduces students to the digital film production process. Students will acquire filmmaking preproduction planning and scheduling skills. Students will learn how to operate film equipment used during the production and will learn post-production workflow techniques to complete film projects.

MEDIA-153 Intermediate to Digital Film Production

3 units: 54 hours of lecture, per term, SC, DG, CSU

Prerequisite: MEDIA 152

This course, a continuation of MEDIA 152, provides students with advanced training in digital film production techniques. Students will produce and direct a short narrative film. They will learn advanced skills of operating film production equipment and of mastering post-production digital editing techniques.

MEDIA-161 Digital Film Editing

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course is an introduction to digital film editing techniques using Adobe Premiere software. Students will also be introduced to other post-production Adobe Creative Suite applications including After Effects, Speed Grade, Encore and Media Encoder.

MEDIA-165 Motion Graphic Design and Animation

3 Units: 54 hours of lecture, per term, SC, DG, CSU

This course provides instruction in the design and animation of motion graphics using Adobe After Effects software. Topics covered include templates, key-framing, behavior-based animation, motion graphic design, visual effects design, building 3D scenes and project integration with Adobe Creative Suite applications.

MEDIA-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. Topics must extend beyond regular course offerings.

This course is designed for selected students to pursue independent study in media arts under the direction of an instructor.

Medical Assisting and Office Technician (MEDIC)

MEDIC-099 Occupational Work Experience

1-4 Units: 60-360 hours of work experience, per term, SC, DG

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 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). Students who volunteer for this assignment will earn 1 unit for every 60 hours of volunteer work experience and 1 unit per 90 hours of paid work experience. Petition to repeat for a maximum of 16 units.

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

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.

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.

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.

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.

MEDIC-218 Injection Procedures for the Health Professional

1 Unit: 14 hours of lecture, 12 hours of laboratory, per term, P/NP, DG

Prerequisite: MEDIC 151 and 221

Challenge Exam: Successful completion of equivalent course and/or examination, or health 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 it from a vial or ampule, and discarding syringes properly after use.

MEDIC-219 Venipuncture for the Health Professional

1 Unit: 14 hours of lecture, 12 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.

MEDIC-221 Practices, Procedures, & Specialties in Clinical Medical Assisting

4 Units: 54 hours of lecture, 54 hours of laboratory per term, LR, DG

Prerequisite: MEDIC-150, 225 and BOT-200

Challenge Exam – Successful completion of equivalent courses for all prerequisites or passage of proficiency tests or challenge exams with a C or better for all prerequisites.

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, interacting with patients, specialty practices, office laboratory procedures and laboratory/diagnostic equipment.

MEDIC-222 Medical Assisting and Nutrition, Pharmacology, Drug Administration and Medical Emergencies

1 Unit: 18 hours of lecture, per term, LR, DG

Prerequisite: MEDIC 221, MEDIC 151

This course is designed for students to acquire the knowledge and skills necessary to assist medical facilities care for patients regarding nutrition, pharmacology, drug administration and medical emergencies.

MEDIC-223 Life Skills for the Healthcare Student

3 Units: 54 hours of lecture, per term, LR, DG

This course aids medical assisting and other allied health students in the completion of their educational goals. Discussions include, but are not limited to: self-exploration in the context of personal development and vocational goals in the healthcare field; time, stress, and money management as healthcare students; and the practice of holistic health that will inform the provision of healthcare and patient education as healthcare professionals.

MEDIC-224 Communication Skills for the Healthcare Professional

3 Units: 54 hours of lecture, per term, LR, DG

Prerequisite: MEDIC 150

Challenge Policy – A "C" or better on a challenge exam or equivalent course taken

This course offers an opportunity to learn and apply in daily life and work the principles of effective interpersonal communication. Content is based on psychological, social, cultural and linguistic factors that affect normal person-to-person interaction. Special attention is given to the application of effective communication skills in the workplace as a professional in the healthcare field.

MEDIC-225 Medical Practice Management and EHRs

4 Units: 54 hours of lecture, 54 hours of lab, per term, LR, DG

Co-requisite: BOT 200

Challenge Policy – Verification of enrollment in an equivalent course

This course provides instruction for the student to develop the knowledge and skills necessary for carrying out administrative tasks as a medical assistant. Topics include, but are not limited to: office work, telephone techniques, and the use of a computerized medical practice management and electronic health record (EHR) system for scheduling appointments, applying patient check-in procedures, managing health/follow-up data, and managing payment procedures.

MEDIC-226 Clinical Experience I

4 Units: 9 hours of lecture, 189 hours of lab, per term, LR, DG, CSU

Prerequisite: HHS 114, MEDIC 218, 222, 223, 224, BOT 200

Challenge Policy – A "C" or better for equivalent courses or challenge exams

This course is the first in a sequence of two courses offered to provide practical experience as a medical assisting student under supervision in hospitals, clinics, and doctor's offices. Departments in participating healthcare sites include areas such as: OB-GYN, Surgery, GI Special Procedures, Adult Medicine, and Pediatrics. The lab portion of this course requires students to attend 16 hours per week at a healthcare facility under the supervision of the clinical supervisor/staff. The lecture portion of this course consists of a seminar to coordinate and discuss the assigned activities performed at these sites.

MEDIC-227 Clinical Experience II**3 Units: 9 hours of lecture, 135 hours of lab, per term, LR, DG, CSU***Prerequisite: MEDIC 226**Challenge Policy – A “C” or better for equivalent courses or challenge exams*

This course is the second in a sequence of two courses offered to provide practical experience as a medical assisting student in hospitals, clinics, and doctor's offices. The lab portion of this course requires students to attend 16 hours per week at a healthcare facility under the supervision of the clinical supervisor/staff. The lecture portion of this course consists of a seminar to coordinate and discuss the assigned activities performed at these sites.

MEDIC-228 Fundamentals of Chronic Care Assisting**3 Units: 54 hours of lecture per term, LR, DG***Prerequisite: MEDIC 150, MEDIC 224 (may be taken concurrently)**Challenge Policy – Receipt of a C or better on a challenge exam for each prerequisite*

This course is designed to teach health care professionals or advanced health care students the knowledge, skills, and abilities necessary to assume the role of a chronic care assistant/health coach. Students will learn about chronic care/chronic disease management, pathophysiology of chronic diseases and how to assist, engage and support patients in chronic care management.

MEDIC-230 Medical Billing and Coding**2 Units: 27 hours of lecture, 27 hours of lab, per term, LR, DG***Prerequisite: MEDIC 225, BOT 200*

This course provides a practical approach to diagnostic/ procedural coding and medical billing used in medical offices, clinics, and hospitals. Students learn how to facilitate proper coding for billing healthcare claims using the standard Current Procedural Terminology (CPT), International Classifications of Diseases (ICD), and the Healthcare Common Procedure Coding System (HCPS). Students will also gain an understanding of the different types of health insurance plans and the proper payment and follow-up procedures related to claim submission.

MEDIC-231 Introduction to Healthcare Careers**3 Units: 54 hours of lecture, per term, LR, DG**

This course provides an overview of health care careers and their respective career paths, educational requirements, and professional responsibilities. It also covers basic skills needed for health-related careers in general, such as personal qualities, professionalism, teamwork, and communication. The purpose of this class is to assist the student in making educational/career decisions.

MEDIC-232 Health Navigator I**2 Units: 36 hours of lecture, per term, LR, DG, CSU***Co-requisite: MEDIC 150**Advisory: MEDIC 223*

This course is designed to give students an introduction to the role of the health navigator. This role involves guiding clients toward achieving optimal health by utilizing the resources of the health care system. This role also includes coaching clients for increasing their involvement in the management of their own health. Topics include: an introduction to public health and health care policy in the U.S., cultural humility, principles for working with clients in the community, and conducting effective initial client interviews.

MEDIC-233 Health Navigator II**2 Units: 36 hours of lecture, per term, LR, DG, CSU***Prerequisite: MEDIC 232**Co-requisite: BOT 210A**Advisory: MEDIC 224*

This course is designed to provide students with the skills and competencies required for the health navigator to promote health at the community level. Topics include: community health diagnosis, outreach, group facilitation, trainings, organizing, and advocacy.

MEDIC-234 Emotional Intelligence**2 Units: 36 hours of lecture, per term, LR, DG, CSU***Advisory: HHS 115 or MEDIC 223*

This course is designed to help students increase their understanding of emotional intelligence. Emphasis will be on improving the ability to understand, employ, manage, and transform emotions for greater academic, personal, and/or professional success. Instruction of a seven-step process for problem-focused coping and dealing with emotionally-charged issues will be given for personal and professional applications.

MEDIC-298 Independent Study**.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG***Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Music (MUSIC)

MUSIC-100 Topics in Music

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

MUSIC-108 History and Appreciation of Western Music

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

MUSIC-109 Applied Music: Individual Instruction

.5-7.5 Units: .5-9 hours of lecture by arrangement, 0-378 hours of laboratory by arrangement, per term, SC, DG, CSU, UC (C-ID: MUS 160)

Prerequisite: MUSIC 270, 250, or 258

Challenge Exam – Audition, on major instrument for faculty demonstrating 1) Early advanced melodic and 2) Early advanced instrument technique equivalent to MUSIC 270, 250, or 258.

This course focuses on individual studio instruction for the development of performance skills. Students will develop their skills through individual instruction and group master classes. Each semester students will perform a juried four-five- repertoire performance for a music faculty committee as a final exam. Designed for music majors who are able to perform on their instrument at college level. Audition required. May be repeated three times.

MUSIC-114 Pop, Rock and Jazz: Their Cultural Origins

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

MUSIC-119 Basic Music

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

MUSIC-120 Music Theory and Musicianship I

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: MUS 120; C-ID: MUS 125)

Advisory: MUSIC 150

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 sight singing.

MUSIC-121 Music Theory and Musicianship II

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: MUS 130; C-ID: MUS 135)

Prerequisite: MUSIC 120

This course incorporates the concepts from Music Theory and Musicianship I. In addition, through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing, diatonic harmony; and an introduction to secondary/applied chords and modulation. This course applies and develops the rhythmic, melodic, and harmonic materials through ear training, sight singing, analysis, and dictation.

MUSIC-130 Home Studio Recording

3 Units: 54 hours of lecture, per term, SC, DG, CSU

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.

Music-150A Beginning Piano: Keyboard Fundamentals

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

This course is designed to introduce basic keyboard geography and note reading to students who want to learn how to play the piano. The 150 series (MUSIC 150A, MUSIC 150B) prepares students to enter the music major, AA degree piano courses.

MUSIC-150B Beginning Piano: Technique

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

This course is designed to teach technique and scales and to reinforce note reading for students who want to learn how to play the piano. The 150 series (MUSIC 150A, MUSIC 150B) prepares students to enter the music major, AA degree piano courses.

MUSIC-151A Continuing Piano: Sight Reading

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 150A or MUSIC 150B

This course provides piano instruction for the continuing pianist with emphasis on reading and demonstration of melodic and rhythmic notation, theoretical concepts, and simple elementary piano repertoire in the keys of C Major, G Major, F Major, D Major and Bb Major.

MUSIC-151B Continuing Piano: Technical Studies

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 151A

This course provides piano instruction for the continuing pianist with emphasis on standard finger patterns and cross-hand coordination needed for scales, chords and performance of complex elementary piano repertoire.

MUSIC-155A Jazz Piano: Basic Grooves

2.5 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 the blues, rock, and jazz piano styles with emphasis on the rhythmic aspects of genre playing, specifically addressing the swing, ballad and Latin grooves.

MUSIC-155B Jazz Piano: Basic Harmony

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 155A or Challenge: 80% passing score on MUSIC 155A Final Exam

This course provides group instruction in playing the blues, rock, and jazz piano styles with emphasis on improving literacy in reading chords as well as creating an appropriate harmony for a given melody.

MUSIC-155C Jazz Piano: Beginning Improvisation

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 155B or Challenge: 80% passing score on MUSIC 155B Final Exam

This course provides group instruction in playing the blues, rock, and jazz piano styles with emphasis on the melodic aspects of genre playing, specifically addressing improvisation.

MUSIC-155D Jazz Piano: Beginning Accompaniment

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 155C or Challenge: 80% passing score on MUSIC 155C Final Exam

This course provides group instruction in playing the blues, rock, and jazz piano styles with emphasis on the melodic aspects of genre playing, specifically addressing improvisation, and the piano's rhythm section role.

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 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.

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 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.

MUSIC-163 Beginning Choir

1-5 Units: 18-54 hours of lecture by arrangement, 0-108 hours of laboratory by arrangement, per term, SC, DG, CSU

This course is designed to introduce basic vocal ensemble skills to students wishing to major in music as well as students who want to learn how to sing in an ensemble. May be repeated three times.

MUSIC-167 Vocal Chamber Music: CC Singers

1-5 Units: 18-54 hours of lecture by arrangement, 0-108 hours of laboratory by arrangement, per term, SC, DG, CSU (C-ID: MUS 180)

Prerequisite: MUSIC 163 or Challenge: Audition for director demonstrating entrance-level skills

This course introduces the vocal chamber ensemble skills needed to become a music major. Musicians will study and perform vocal ensemble music in both small and large group settings. Repertoire will include literature spanning musical periods from Renaissance to classical Contemporary compositions. Students wishing to pursue an Associate in Arts for Transfer degree must register for 1 unit each semester for 4 semesters.

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 provides continuing vocal instruction in tone production, breathing, placement and song interpretation. Regardless of the repeatability assigned to individual courses, enrollments in any family of courses may not exceed four.

MUSIC-171A Continuing Voice: Diction

1-3 Units: 18-36 hours of lecture, 0-18 hours of laboratory, 0-54 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 170

This course provides continuing vocal instruction in tone production, breathing, and tonal placement through introductory diction conceptualization in simple beginning repertoire.

MUSIC-171B Continuing Voice: Phonation

1-3 Units: 18-36 hours of lecture, 0-18 hours of laboratory, 0-54 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 171A

This course provides continuing vocal instruction in tone production, breathing, and tonal placement through introductory phonation conceptualization and technical drill in complex beginning repertoire.

MUSIC-175A Jazz Voice: Interpretation

2.5 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 interpretive phrasing, melodic and harmonic improvisation, stylistic concepts, vocal consistency, microphone techniques, communication with rhythm sections, and repertoire building.

MUSIC-175B Jazz Voice: Rhythm Concepts

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU

Prerequisite: MUSIC 175A

This course provides instruction for reading, preparation, and performance of repertoire in the jazz idiom for solo voice. Emphasis on rhythm concepts, phrasing, melodic and harmonic improvisation, stylistic concepts, vocal consistency, microphone techniques, communication with rhythm sections, and repertoire building.

MUSIC-175C Jazz Voice: Tonal and Texture Concepts

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU

Prerequisite: MUSIC 175B

This course provides instruction for reading, preparation, and performance of repertoire in the jazz idiom for solo voice. Emphasis on rhythm concepts, phrasing, melodic and harmonic improvisation, stylistic concepts, vocal consistency, microphone techniques, communication with rhythm sections, and repertoire building.

MUSIC-175D Jazz Voice: BeBop and Improvisation

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU

Prerequisite: MUSIC 175C

This course provides instruction for reading, preparation, and performance of repertoire in the jazz idiom for solo voice. Emphasis on bebop and improvisational concepts, tonal and texture concepts, rhythm concepts, phrasing, melodic and harmonic improvisation, stylistic concepts, vocal consistency, microphone techniques, communication with rhythm sections, and repertoire building.

MUSIC-176 Vocal Jazz Music: Jazz Singers/ JazzNova

1-5 Units: 18-54 hours of lecture, 0-108 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 167 or Challenge: Audition for director demonstrating entrance-level skills

This course introduces the jazz vocal ensemble skills needed to become a music major. Musicians will study amplification, microphone technique, jazz phrasing, jazz tone, improvisation, and jazz style. Repertoire will include literature from jazz styles: blues, swing, Latin, fusion, rock and reggae. May be repeated three times.

MUSIC-177 Commercial Vocal Ensemble: Jazz-ology

1-5 Units: 18-54 hours of lecture by arrangement, 0-108 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 176 or Challenge: Audition for director demonstrating entrance-level skills.

This course explores the vocal ensemble skills needed in the commercial music industry: press packet creation, gig negotiation, audience connection, imitation of historical group styles and sounds, vocal studio recording techniques, stylistic improvisation and rhythm section interaction. May be repeated three times.

MUSIC-190A Music Production: Fundamentals

.5-5.5 Units: 9-54 hours of lecture by arrangement, 0-135 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

This course introduces students to concert planning and organizational decisions when performing selected works of noted composers.

MUSIC-190B Music Production: Programming

.5-5.5 Units: 9-54 hours of lecture by arrangement, 0-135 hours of laboratory by arrangement, per term, SC, DG, CSU

This course focuses on programming, marketing, and funding decisions when performing selected works of noted composers.

MUSIC-191A Performance Projects: Classical Repertoire

.5-5.5 Units: 9-54 hours of lecture by arrangement, 0-135 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

This course provides advanced classical students, vocal or instrumental, a concert forum to (a) perform advanced works either as soloists or in an ensemble or (b) compose/arrange a concert work in lieu of performance.

MUSIC-191B Performance Projects: Jazz-Rock Repertoire

.5-5.5 Units: 9-54 hours of lecture by arrangement, 0-135 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

This course provides advanced jazz-rock students, vocal or instrumental, a concert forum to (a) perform advanced works either as soloists or in an ensemble or (b) compose/arrange a concert work in lieu of performance.

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.

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.

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.

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-222 Music Theory and Musicianship III

2 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, LR, DG, CSU, UC
(C-ID: MUS 140; C-ID: MUS 145)

Prerequisite: MUSIC 121 or the equivalent or challenge process via the department

Advisory: MUSIC 151

This course incorporates the concepts from Music Theory II. In addition, through writing and analysis, the course will include: introduction to chromatic harmony; secondary/ applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords, and large formal structures. This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis, and dictation.

MUSIC-223 Music Theory and Musicianship IV

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: MUSIC 150; C-ID: MUS 155)

Prerequisite: MUSIC 222 or Challenge process via the department

Advisory: MUSIC 151

This course incorporates the concepts from Music Theory and Musicianship III. In addition, through writing and analysis, the course will include: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th, and 13th set chords, altered chords and dominantes; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm. This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory IV through ear training, sight singing, analysis, and dictation.

MUSIC-250A Intermediate Piano: Classical Repertoire

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 151B or Challenge: 80% passing score on MUSIC 151B final and audition for instructor.

This course guides the study and performance of intermediate piano literature with emphasis on musicianship skill and finger dexterity development through the Classical repertoire. Students will research Classical composers, stylistic trends of the era, and performing artists.

MUSIC-250B Intermediate Piano: Baroque Repertoire

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 250A or Challenge: 80% passing score on MUSIC 250A theory final and audition for instructor.

This course guides the study and performance of intermediate piano literature with emphasis on tone production, classical phrasing, and musical articulation through the Baroque repertoire. Students will critically evaluate performances and develop fundamental piano performance skill.

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.

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-270A Intermediate Voice: Italian Pronunciation

1-3 Units: 18-36 hours of lecture, 0-18 hours of laboratory, 0-54 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 171B or Challenge: 80% passing score on audition for instructor.

This course provides intermediate instruction in diaphragmatic breathing, and Italian pronunciation in simple intermediate repertoire.

MUSIC-270B Intermediate Voice: Bel Canto Singing

1-3 Units: 18-36 hours of lecture, 0-18 hours of laboratory, 0-54 hours of laboratory by arrangement, per term, SC, DG, CSU, UC

Prerequisite: MUSIC 270A or Challenge: 80% passing score on MUSIC 270A final and audition for instructor.

This course provides intermediate instruction in phonation, sight singing, performance presentation, diaphragmatic breathing, bel canto resonance and song interpretation in complex intermediate repertoire.

MUSIC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

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 Gospel Chorale

This course provides an introduction to gospel choir style, tone, and techniques. This is a non-credit courses intended for CCC community members, but all are welcome to attend. May be repeated indefinitely.

Nursing (NURS)

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.

NURS-100 Topics in Nursing

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

NURS-198 Certified Nursing Assistant

7 Units: 72 hours of lecture, 162 hours of laboratory, per term, LR, ND

Prerequisites: College Reading Assessment score of 34. This prerequisite requirement may be satisfied by completing either ENGL 82, ENGL 84, ENGL 92 or ESL 146; or place at ESL level 3.

College Writing Assessment score of 25. This prerequisite requirement may be satisfied by completing either ENGL 82, ENGL 84, ENGL 92 or ESL 146; or place at ESL level 3.

Cardio Pulmonary Resuscitation (CPR). American Heart Association CPR certification for the HealthCare Provider is required. Online CPR classes are not accepted. Current CPR certification must be shown at CCC Admissions and Records Office to register for NURS 198.

This course is designed to train the individual to function as a Certified Nursing Assistant (CNA). 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. Students interested in this course must obtain the CNA Application packet from the nursing department office (HS 103) well in advance in order to complete all the necessary forms such as physical exam, proof of negative TB test, and LiveScan fingerprinting. The CNA application packet must be completed and submitted to the nursing office prior to or by the first day of class.

NURS-199 Home Health Aide

2 Units: 27 hours of lecture, 27 hours of laboratory, per term, SC, CR/NC, ND

Prerequisite: Completion of NURS 198 or current certification as California Certified Nursing Assistant, current Cardio Pulmonary Resuscitation (CPR): American Heart Association CPR certification for the HealthCare Provider is required. Online CPR classes are not accepted.

Advisory: Students that completed the Contra Costa College Certified Nursing Assistant (CNA) prior to enrolling in the Home Health Aide course must pass the California State Competency Examination and be certified by the State of California as a CNA prior to receiving certification as a Home Health Aide.

This course is designed to train the individual to function as a Home Health Aide (HHA). 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. Students interested in this course must obtain the CNA Application packet from the nursing department office (HS 103) well in advance in order to complete all the necessary forms. The CNA application packet must be completed and submitted to the nursing office prior to or by the first day of class.

NURS-205 Drug Dosage Calculations for Nursing Students

2 Units: 36 hours of lecture, per term, LR, DG, CSU

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.

NURS-210 Fundamentals of Nursing

12 Units: 108 hours of lecture, 324 hours of laboratory, per term, LR, DG, CSU

Prerequisite: NURS 205 & 212; admission to the nursing program

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.

NURS-211 Developing Competency in Nursing Practice (A)

.6 Unit: 32.4 hours of laboratory, per term, P/NP, DG, CSU

Prerequisite: NURS 205, admission to the nursing program, and NURS 212.

Co-requisite: NURS 210

This course is an adjunct to NURS 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.

NURS-212 Pharmacology for Nurses

2 Units: 36 hours of lecture, per term, LR, DG

Recommend prior completion of BIOSC 132, and either BIOSC 119 or 148.

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.

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.

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.

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, 210 (waived for advanced placement students), 211, and 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.

NURS-236 Developing Competency in Nursing Practice

1 Unit: 54 hours of laboratory, per term, P/NP, DG, CSU

Prerequisite: NURS 205, 210, 211 and 212; admission to 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.

NURS-240 Nursing Care of Children

5.5 Units: 45 hours of lecture, 162 hours of laboratory, per term, LR, DG

Prerequisite: NURS 205; 210 (or equivalent), 211, 212; PSYCH 126, 128 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.

This course places emphasis 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. Cultural variation is integrated throughout. This course provides an opportunity for the student to develop clinical skills related to hospitalized children and experience pediatric settings with a focus on teaching and health promotion within the family.

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.

NURS-250 Intermediate Medical Surgical Nursing

5.5 Units: 45 hours of lecture, 162 hours of laboratory, per term, LR, DG

Prerequisite: NURS 205, 210, 211; admission to the nursing program

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.

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.

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, 210, 211, and 212; admission to the nursing program

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.

NURS-256 Developing Competency in Nursing Practice (B)

1 Unit: 54 hours of laboratory, per term, P/NP, DG, CSU

Prerequisite: NURS 205, 210, 211 and 212; admission to 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.

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.

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.

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; admission to the nursing program.

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.

NURS-276 Developing Competency in Nursing Practice (C)

.3 Unit: 16.2 hours of laboratory, per term, P/NP, DG, CSU

Prerequisite: NURS 205, 210, 211, 212, 235, 236, 255, and 256; admission to the nursing program.

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.

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 vice president. 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.

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

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.

PHILO-110 Introduction to Philosophy: Ethics

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

PHILO-130 Introduction to Critical Thinking

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

PHILO-220 Comparative Religion

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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 intercultural dialogue is encouraged.

PHILO-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Physical Education

PE-098A Beginning Personal Growth in Fitness

.5-2 Units: 27-108 hours of lab, per term, P/NP, ND

This course is designed to give beginner 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.

PE-099 Occupational Work Experience

1-4 Units: 18-72 hours of work experience, per term, SC, DG

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). Petition to repeat for a maximum of 16 units.

PE-100 Topics in Physical Education and Athletics

.5-4 Units: 9-72 hours of lecture, 27-216 hours of laboratory, per term, SC, DG

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.

PE-102A Beginning Fitness Training

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to give beginning 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.

PE-102B Intermediate Fitness Training

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 102; or PE 102A

This course is designed to present each student with intermediate training and fitness concepts. Participants will be assisted in setting personal fitness goals and objectives. Each student will participate in a personal fitness program for intermediate fitness training. Each student's program will consist of stretching techniques, aerobic conditioning and strength development techniques.

PE-102C Advanced Fitness Training

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 102B

This course is designed to give students an opportunity to develop an advanced 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 fitness screening and evaluation process before their program is developed.

PE-102D Master Level Fitness Training

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 102C

This course is designed to give students an opportunity to develop a master level 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 training equipment. All students undergo an initial fitness screening and evaluation process before their program is developed.

PE-103A Beginning Weight Training

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to present each student with beginning basic resistance training and fitness concepts. Participants will be assisted in setting personal fitness goals and objectives. Each student will participate in a beginning weight training program. Each student's program will consist of stretching techniques, aerobic conditioning and strength development techniques.

PE-103B Intermediate Weight Training

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 103 or PE 103A

This course is designed to present each student with intermediate 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 for intermediate weight training. Each student's program will consist of stretching techniques, aerobic conditioning and strength development techniques.

PE-103C Advanced Weight Training

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 103B

This course is designed to present each student with advanced 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 for advanced weight training. Each student's program will consist of stretching techniques, aerobic conditioning and strength development techniques.

PE-103D Master Level Weight Training

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 103C

This course is designed to present each student with master level 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 for master level weight training. Each student's program will consist of stretching techniques, aerobic conditioning and strength development techniques.

PE-105A Beginning Badminton

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to teach student with beginner badminton skills. Students will learn to hit the forehand and backhand clear and drive, the backcourt drop shot and the long serve. In addition, students will learn the scoring system and the basic rules of the game.

PE-105B Intermediate Badminton

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 105; or 105A

This course is designed to present each student with intermediate badminton skills. Students will continue to improve the basic stroke skills developed in the beginner class. In addition, students will learn to hit the short serve, smash and the front court drop shot. Students will also learn the basic rules of doubles.

PE-105C Advanced Badminton

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 105B

This course is designed to present each student with advanced badminton skills. Students will continue to improve the basic stroke skills developed in our beginner and intermediate badminton classes. In addition, students will learn to hit forehand and backhand cross court drop shot and forehand drive serve. Students will also learn the basic rules of singles.

PE-105D Master Level Badminton

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 105C

This course is designed to present each student with master level badminton skills. Students will continue to improve the basic stroke skills developed in our beginner, intermediate and advanced badminton classes. In addition, students will learn badminton fitness training, and the basic tactics of doubles and singles.

PE-109A Beginning Aerobic Dancing

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to improve cardiovascular and respiratory fitness through beginning aerobic conditioning exercises and dance. Students will compute their level of fitness and learn the aerobic benefit of working within their personal training zone.

PE-116A Beginning Step Aerobics

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to teach beginning 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.

PE-116B Intermediate Step Aerobics

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 116 or PE 116A

This course is designed to teach intermediate step aerobics. The students will continue to develop strength and flexibility while increasing physical fitness and endurance. Special attention will be paid to increasing the intensity and duration of the cardiovascular and strength component of this course. An advanced level of step combinations will be presented.

PE-116C Advanced Step Aerobics

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 116B

This course is designed to teach advanced step aerobics. The students will continue to develop strength and flexibility while increasing physical fitness and endurance. Special attention will be paid to increasing the intensity and duration of the cardiovascular and strength component of this course. An advanced level of step combinations will be presented.

PE-116D Master Level Step Aerobics

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 116C

This course is designed to teach master level step aerobics. The students will continue to develop strength and flexibility while increasing physical fitness and endurance. Special attention will be paid to increasing the intensity and duration of the cardiovascular and strength component of this course. A master level of step combinations will be presented.

PE-121A Beginning Aqua Calisthenics

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course will introduce the beginning student to basic aquatic exercises, 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.

PE-124A Beginning Aquatic Physical Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed for students who want to begin to perfect their beginning 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.

PE-126A Beginning Swimming

.5-2 Units: 27-108 hours of lab, 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.

PE-126B Intermediate Swimming

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 126 or PE 126A

This course is designed to present each student with intermediate swimming skills. Students will continue to improve their backstroke and freestyle strokes. The students will be introduced to two new strokes: sidestroke and breaststroke, turns, front dive, and improved personal water safety skills will also be presented in this swimming level.

PE-126C Advanced Swimming

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 127 or PE 126B

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.

PE-129 Lifeguard Training

2 Units: 27 hours of lecture, 27 hours of lab, 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. Petition to repeat for certification purposes.

PE-135A Beginning Tennis

1 Unit: 54 hours of lab, per term, LR, DG, CSU, UC

This course is designed to present each student with beginner tennis skills. Students will learn the basic skills required to play tennis. These include the forehand and backhand ground strokes and the second serve. Students will also learn the scoring system, glossary of terms and basic rules of the game.

PE-135B Intermediate Tennis

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 135 or PE 135A

This course is designed to present each student with intermediate tennis skills. Students will continue to improve the basic stroke skills developed in our beginning tennis classes. In addition, students will learn the skills required to play the net, the volley, drop shot and the smash. Students will also learn to hit a flat serve and the basic rules of doubles.

PE-135C Advanced Tennis

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 135B

This course is designed to present each student with advanced tennis skills. Students will continue to improve the basic stroke skills developed in our beginning and intermediate tennis classes. In addition, students will learn the skills required to play the approach shot, base line drop shot and half volley. Students will also learn the basic rules of singles.

PE-135D Master Level Tennis

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 135C

This course is designed to present each student with master level tennis skills. Students will continue to improve the basic stroke skills developed in our beginning, intermediate and advanced tennis classes. In addition, students will learn the basic tactics of singles and doubles play and tennis fitness training. Students will also learn the history of tennis.

PE-136A Beginning Competitive Swimming

1 Unit: 54 hours of lab, per term, LR, DG, CSU, UC

This course has been designed for students who want to begin 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.

PE-137 Advanced Passing and Defensive Secondary Techniques

1 Unit: 54 hours of lab, per term, LR, DG, CSU

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-140A Beginning Figure Control

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to present each student with beginning basic health knowledge of 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; and 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.

PE-140B Intermediate Figure Control

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 140 or PE 140A

This course is a continuation of PE 140A and is designed to present each student with intermediate health knowledge of skills and fitness concepts needed for healthy living. Each student will continue on a fitness program involving aerobics, stretching and strength development, which will meet his/her individual needs.

PE-142 Beginning Softball

1 Unit: 54 hours of lab, per term, LR, DG, CSU, UC

This course is an activity class that is designed for the fast-pitched 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 preparation.

PE-152A Beginning Intramurals

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to present the beginning student with a basic understanding of intramural sports that may include women's basketball, men's basketball, soccer, or swimming.

PE-156A Beginning Physical Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to present each student with beginning skills in health and fitness concepts through physical conditioning. Participants will be assisted in setting personal fitness goals and objectives. Each student will participate in a fitness program including aerobics, stretching and strength development.

PE-156B Intermediate Physical Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 156 or PE 156A

This course is designed to present each student with intermediate skills in health and fitness concepts through physical conditioning. Participants will be assisted in setting personal fitness goals and objectives. Each student will participate in a fitness program including aerobics, stretching and strength development.

PE-156C Advanced Physical Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG,, CSU, UC

Prerequisite: PE 156B

This course is designed to present each student with advanced skills in health and fitness concepts through physical conditioning. Participants will be assisted in setting personal fitness goals and objectives. Each student will participate in a fitness program including aerobics, stretching and strength development.

PE-156D Master Level Physical Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 156C

This course is designed to present each student with master level skills in health and fitness concepts through physical conditioning. Participants will be assisted in setting personal fitness goals and objectives. Each student will participate in a fitness program including aerobics, stretching and strength development.

PE-157A Beginning Aerobics

.5-2 Units: 27-108 hours of lab, per term, LR, DG,, CSU, UC

This course is designed to present the beginner 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.

PE-165A Beginning Pilates

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

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.

PE-165B Intermediate Pilates

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 165 or PE 165A

This course is designed as an intermediate level pilates course. The intensity of this intermediate course requires proper breathing, correct spinal and pelvic alignment, and complete concentration on smooth and flowing movement. Intermediate pilates builds skeletal muscle and core strength without "bulking-up".

PE-165C Advanced Pilates

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 165B

This course is designed as an advanced level pilates course. The intensity of this advanced course requires proper breathing, correct spinal and pelvic alignment, and complete concentration on smooth and flowing movement. Advanced pilates builds skeletal muscle and core strength without "bulking-up".

PE-165D Master Level Pilates

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 165C

This course is designed as a master level pilates course. The intensity of this master course requires proper breathing, correct spinal and pelvic alignment, and complete concentration on smooth and flowing movement. Master pilates builds skeletal muscle and core strength without "bulking-up".

PE-173A Beginning Zumba

.5-2 Units: 27-108 hours of lab, per term, LG, DG, CSU, UC

This course is an introduction to the dance and aerobic elements of Zumba. Zumba is designed to encourage students to have fun dancing to a variety of worldwide music and rhythms. This level of Zumba's choreography incorporates the following dance/music styles: Merengue, Cumbia, Reggaeton, Salsa and Cha-cha. Low-intensity, one-legged squats; short lunges and basic arm movements are practiced in the routines. Students will improve their health while dancing to increase their cardiovascular fitness, strength, flexibility, and creativity. Upon the completion of the course, the students will be able to demonstrate beginning Zumba core steps while using music to create a simple choreography.

PE-173B Intermediate Zumba

.5-2 Units: 27-108 hours of lab, per term, LG, DG, CSU, UC

This course is an intermediate level Zumba class. This level of Zumba's choreography incorporates 2-legged squats, rapid bursts of movement, and deep lunges with an increase in intensity and longer duration of movements utilized in Bachata, Swing, Hip-Hop, Flamenco and Bollywood. There is also an emphasis on coordinated and moderate repetition of movements concentrating on the lower extremities: legs and feet, and the upper extremities: arms and shoulders. Upon the completion of this course, the student will be able to perform intermediate-level Zumba core steps to create and perform a moderately-intense choreography.

PE-173C Advanced Zumba

.5-2 Units: 27-108 hours of lab, per term, LG, DG, CSU, UC

This course is an advanced-level course in the elements of Zumba. This level of Zumba incorporates the complex movements of Afro-rhythms, Soca, Quebradita, Samba and Dembow. These movements/core steps include extensive and repetitive use of both upper and lower extremities, frequent steady squats with a concentration on highly-intense and rapid bursts of energy and lateral movements, high and frequent jumping, pronounced hip thrusts and circular motions. Upon the completion of this course students will be able to perform advanced-level Zumba core steps to create and perform an advanced choreography.

PE-174A Beginning Volleyball Skills & Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to give students the opportunity to develop beginning 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. Conditioning drills using plyometrics, agility, and strength will enhance student performance.

PE-202 Adaptive Physical Education

.5-2 Units: 27-108 hours of lab, 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.

PE-203 Advanced Volleyball Skills and Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

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, tactical aspects of the game to increase each individual's level of competitiveness in match play. Conditioning drills using plyometric, agility, and strength will enhance student performance.

PE-208 Football Fundamentals and Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

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-209 Adaptive Motor Skill Development

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed for students with physical disabilities to help them improve their motor skills, flexibility and range of motion through individual and group exercises that emphasizes both recreational and functional aspects of exercise. This course may be repeated three times by students with disabilities who meet repetition criteria.

PE-211 Baseball Fundamentals and Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

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: 27-108 hours of lab, per term, SC, DG, CSU, UC

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.

PE-215 Basketball Fundamentals and Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to allow students to learn individual and team skills of offensive and defensive basketball. This course will present beginning fundamentals and skills in basketball. Students will participate in drills to increase cardiovascular conditioning, flexibility, endurance, skill development, and strength.

PE-218A Beginning Slim, Trim and Swim

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is intended to familiarize beginner students with concepts of practical and overall 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.

PE-260A Beginning Soccer Fundamentals & Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course will focus on the beginning fundamentals and conditioning of soccer.

PE-261A Beginning Tai Kwon Do

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course teaches beginning 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, and attention to detail, quick reflexes, stronger spirit, humility, inner awareness, and confidence.

PE-261B Intermediate Tai Kwon Do

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 218 or PE 218B

This course teaches Intermediate Tae Kwon Do. The ancient Korean martial art is more than 2000 years old and is 'the way of fist and foot fighting.' It continues to help students learn more about the philosophy of Tae Kwon Do as a martial art and to continue the development of patience, concentration, and attention to detail, quick reflexes, stronger spirit, humility, inner awareness, and confidence.

PE-267A Beginning Cardio-Kickboxing

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to improve cardiovascular and respiratory fitness through a combination of beginning kick-boxing and aerobic dance techniques. Each student will improve his/her coordination, strength and flexibility by learning 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.

PE-268A Beginning Walking for Fitness

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed for students who would like to begin 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.

PE-270A Beginning Yoga

.5-2 Units: 27-108 hours of lab, per term, LR, 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.

PE-270B Intermediate Yoga

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to explain, demonstrate, and provide practice of intermediate 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.

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.

PE-273A Beginning Yoga for Strength

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed to increase the strength of beginning 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.

PE-275A Beginning Qigong

.5-2 Units: 27-108 hours of lab, 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.

PE-278A Beginning Self Defense for Women

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

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.

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.

PE-282 Theory of Basketball

2 Units: 36 hours of lecture, per term, LR, DG, CSU

This course is designed to give the students an understanding of methods and techniques of instruction, skill analysis, practice progressions, and theory of all facets of basketball. This course will also include film sessions, COA and NCAA eligibility rules, learning skills, and mental preparation. Life skill development will be discussed.

PE-290A Sport Specific Training I

.5-3 Units: 27-162 hours of lab, per term, LR, DG, CSU, UC

This course is designed to teach sport specific training to competitive athletes. The students will develop sports specific strength, endurance, strategies, tactics, and team work skills necessary to perform at an intercollegiate level.

PE-290B Sport Specific Training II

.5-3 Units: 27-162 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 290A

This course is designed to teach sport specific training to competitive athletes. The students will develop sports specific strength, endurance, strategies, tactics, and team work skills necessary to perform at an intercollegiate level.

PE-290C Sport Specific Training III

.5-3 Units: 27-162 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 290B

This course is designed to teach sport specific training to competitive athletes. The students will develop sports specific strength, endurance, strategies, tactics, and team work skills necessary to perform at an intercollegiate level. Not repeatable.

PE-290D Sport Specific Training IV

.5-3 Units: 27-162 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 290C

This course is designed to teach sport specific training to competitive athletes. The students will develop sports specific strength, endurance, strategies, tactics, and team work skills necessary to perform at an intercollegiate level.

PE-298 Independent Study

.2-4 Units: 10.8-216 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

PE-378A Beginning Soccer Group and Team Tactics

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

This course is designed for students to develop their understanding of beginning small group tactics and the relationship with the overall team tactics. Students will be introduced to systems of play and the effect of group and team tactics in relation to different systems.

PE-378B Intermediate Soccer Group and Team Tactics

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

Prerequisite: PE 378A

This course is designed for students to develop their tactical skills as goalkeepers, defenders, midfielders and forwards in match conditions. Tactical understanding in the defensive, midfield and attacking third of the field will be introduced to students through small group activities.

PE-379 Advanced Soccer Skills and Conditioning

.5-2 Units: 27-108 hours of lab, per term, LR, DG, CSU, UC

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.

Physical Education-Intercollegiate (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 lab, per term, SC, DG,

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.

PEIC-160 Intercollegiate Football

.1-3 Units: 5.4-175 hours of lab, 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: 5.4-175 hours of lab, 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: 5.4-175 hours of lab, 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-180 Intercollegiate Men's Soccer

.1-3 Units: 5.4-175 hours of lab, 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: 5.4-175 hours of lab, 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: 5.4-175 hours of lab, 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: 5.4-175 hours of lab, 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: 5.4-175 hours of lab, 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-290 Sport-Specific Training

.5-3 Units: 27-162 hours of lab, per term, LR, DG, CSU, UC

This course is designed to teach sport specific training to competitive athletes. The students will develop sports specific strength, endurance, strategies, tactics, and team work skills necessary to perform at an intercollegiate level.

Physics (PHYS)

PHYS-100 Topics in Physics

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

PHYS-110 Descriptive Physics

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

PHYS-110L Descriptive Physics Laboratory

1.5 Units: 18 hours of lecture, 36 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: PHYS 110 (may be taken concurrently)

Advisory: MATH 118

This course is designed to augment PHYS 110. Students will perform one experiment per week and investigate such phenomena as gravity, buoyancy, electricity, and nuclear reaction.

PHYS-120 General College Physics I

4 Units: 54 hours of lecture, 72 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: PHYS 100S; C-ID: PHYS 105)

Prerequisite: MATH 171

This course 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.

PHYS-120H General College Physics I (Honors)

4 Units: 54 hours of lecture, 72 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: MATH 180 or 190.

This course differs significantly from PHYS 120 only in the inclusion of calculus-based developments and applications.

PHYS-121 General College Physics II

4 Units: 54 hours of lecture, 72 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: PHYS 100S; C-ID: PHYS 110)

Prerequisite: PHYS 120 or 120H.

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.

PHYS-121H General College Physics II (Honors)

4 Units: 54 hours of lecture, 72 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: PHYS 120H

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.

PHYS-130 General Physics I

4 Units: 54 hours of lecture, 72 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: PHYS 200S; C-ID: PHYS 205)

Pre-requisite: MATH 191 or may be taken concurrently

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 for students majoring in engineering, physics, and chemistry.

PHYS-230 General Physics II

4 Units: 54 hours of lecture, 72 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: PHYS 200S; C-ID: PHYS 210)

Prerequisite: PHYS 130 and MATH 290

Co-requisite: MATH 290 may be taken concurrently.

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.

PHYS-231 General Physics III

4 Units: 54 hours of lecture, 72 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: PHYS 200S; C-ID: PHYS 215)

Prerequisite: PHYS 130 and MATH 290

Co-requisite: MATH 290 may be taken concurrently.

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.

PHYS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Political Science (POLSC)

POLSC-125 Government of the United States

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: POLS 110)

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.

POLSC-130 Introduction to Comparative Government and Politics

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: POLS 130)

This course provides an introduction to the comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences.

POLSC-140 Introduction to International Relations

3 Units: 54 hours of lecture per term, LR, DG, CSU, UC (C-ID: POLS 140)

This course provides an introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues.

POLSC-225 Dynamics of African American Politics in America

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

POLSC-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

Psychology (PSYCH)

PSYCH-100 Topics in Psychology

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

PSYCH-103A Personal Development for College Success

1.5 Units: 27 hours of lecture, per term, SC, DG, CSU, UC

This course will focus on personal development as a foundation for building the traits of a successful college student. Students will have the opportunity to engage collaboratively with peers in a format that promotes team building. Topics covered may include self-awareness, values clarification, motivation, goal setting, and strengthening communication skills. These topics are covered as a foundation for major and career exploration.

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.

PSYCH-118 Psychology of Individual and Group Behavior

3 Units: 54 hours of lecture, per term, SC, DG, CSU

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.

PSYCH-120 Human Sexuality

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: PSY 130)

This course explains the processes involved in the experience of human sexual activity. This course will emphasize the role of psychological, sociological, physiological, and social aspects applicable to human sexuality. This includes topical commentaries on sexually transmitted infections, child abuse, contemporary sexual activities and lifestyles, ethics in sex research and methods of treatment utilized for healthy sexuality.

PSYCH-122 Individual Adjustment

3 Units: 54 hours of lecture, per term, SC, DG, CSU (C-ID: PSY 115)

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.

PSYCH-126 Child Development

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

PSYCH-128 Life Span Development

3 Units: 54 hours of lecture, per term, LG, DG, CSU, UC (C-ID: PSY 180)

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. This course offers developmental insights emerging from current research in psychology, sociology, anthropology, and biology.

PSYCH-130 Psychology of Personality and Growth

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

PSYCH-132 Introduction to Abnormal Psychology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: PSY 120)

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.

PSYCH-140 Psychology of African Americans

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course 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. The course will look at authentic Black identity beginning with Africa, through the trans-Atlantic slave trade, and current day phenomena of Black experiences including health, education, family dynamics, the Hip Hop media on the psycho-social well being of Black people, and will gauge its accuracy and relevance through a culturally specific African-centered lens. This investigation uses a psycho-historical approach to critically examine and query Western mainstream psychological notions and accepted concepts that frame the discourse and study of Black people, their behavior, culture and communities.

PSYCH-150 Introduction to Biological Psychology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: PSY 150)

Prerequisite: PSYCH 220 or equivalent.

Advisory: College level reading and writing skills

This course introduces scientific study of the biological bases of behavior and its fundamental role in neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotions, learning, memory, and psychological disorders will be addressed. This course also includes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research.

PSYCH-170 Social Psychology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: PSY 170)

Advisory: College level Reading and Writing Skills.

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.

PSYCH-205B Introduction to Research Methods in Psychology with Lab

4 Units: 54 hours of lecture, 54 hours of lab, per term, LR, DG, CSU, UC (C-ID: PSY 205B)

Prerequisite: PSYCH 220, MATH 164

Advisory: College level reading and writing skills

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

PSYCH-220 General Psychology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: PSY 110)

This course presents an introduction to the discipline of psychology as a science. It includes the scientific approach and the research methods used and ethical considerations in order to investigate basic aspects of behavior and mental processes. This includes critical thinking, learning, memory, sensation, perception, motivation, adjustment, emotion, personality, related physiological and anatomical factors, as well as social-cultural influences.

PSYCH-222 Culture and Ethnicity in Social Psychology

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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 groups 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.

PSYCH-237 Psychology of Sports

3 Units: 54 hours of lecture, per term, LR, DG, CSU

This course covers psychological aspects of the study of sports. Psychological theories and concepts will be used to examine individual and group behavior in sports with an emphasis on mental factors. This course also examines the ways in which sports have impacted various groups in the United States of America. Topics include the psychological imagination; psychological theory; psychological research methods; and the role of sports psychologists.

PSYCH-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

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). Petition to repeat for a maximum of 16 units.

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

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.

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. Petition to repeat intended for legally mandated certification training.

PUBSR-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Real Estate (RE)

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

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.

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 a foundation for fully understanding the processes and procedures for facilitating closing real estate transactions in California. It covers the functional terminology and principles inherent in real estate transactions, and provides an environment for students to learn and practice current procedures found in today's real estate industry. This course is also designed to assist those preparing for the State of California Real Estate Salesperson examination.

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.

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, escrows 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.

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 salespersons/agent's and broker's examinations.

RE-168 Property Management

3 Units: 54 hours of lecture, per term, LR, DG, CSU

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 applies, together with RE-160 and RE-163, toward the educational requirements for the salesperson/agent and broker's examinations.

RE-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

SOCS-141 Contemporary Men

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course emphasizes investigating and understanding the situation of contemporary men, including discussion of issues as they relate to race, culture, and ethnic diversity. The dynamics of socialization, social institutions, economic systems, and political systems will be analyzed. Current issues and trends that affect men in today's society will be introduced and studied.

SOCS-296 Contemporary Issues

1-3 Units: 18-54 hours of lecture, per term, LR, 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.

SOCS-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

Social Science (SOCS)

SOCS-100 Topics in Social Science

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

SOCS-140 Contemporary Women

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

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 studied.

Sociology (SOCIO)

SOCIO-100 Topics in Sociology

.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG

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.

SOCIO-130 Introduction to Marriage and Family

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: SOCI 130)

This course provides an introduction to the sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes.

SOCIO-142 Introduction to Gender

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: SOCI 140)

This course focuses on the sociological analysis of the social construction of masculinity and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses macro-analyses of how institutions shape gender and microanalyses of how individuals are socialized and how they "do" and practice gender.

SOCIO-220 Introduction to Sociology

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: SOCI 110)

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.

SOCIO-221 Social Problems

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: SOCI 115)

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.

SOCIO-222 Introduction to Research Methods

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: SOCI 120)

Prerequisite: SOCIO 220

This course examines fundamental elements of empirical research and the ways sociologists think critically. It also includes attention to the nature of theory, hypothesis, variables, and ethics of research. Application of qualitative and quantitative analytic tools includes logic and research designs, such as the survey, observation, experiment, secondary data analysis, case study, and comparative historical research.

SOCIO-225 Sociology of African Americans

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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.

SOCIO-234 Introduction to Statistics in the Social Sciences

3 Units: 54 hours of lecture, per term, SC, DG, CSU

Prerequisite: MATH 120

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. Applications of statistical software to sociology and/or other social science data will be included.

SOCIO-236 Sociology of Sport

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

This course covers sociological aspects of the study of sports. Sociological theories and concepts will be used to examine individual and group behavior in sports with an emphasis on social interaction. This course also examines the ways in which sports have impacted various groups in the United States of America. Topics include the sociological imagination; sociological theory; sociological research methods; and the role of sport sociologists.

SOCIO-245 Sociology of Race and Ethnicity

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: SOCI 150)

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.

SOCIO-250 Critical Thinking About Social and Cultural Issues**3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC**

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, to gather 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.

SOCIO-298 Independent Study**.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG**

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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. Petition to repeat for maximum units.

Spanish (SPAN)

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.

SPAN-110 Conversational Spanish I**3 Units: 54 hours of lecture, per term, SC, DG**

This course provides practice in beginning-level Spanish conversation, with attention to the use of basic vocabulary, pronunciation, and grammar. Conversational Spanish I is designed for students who are not native Spanish speakers, and the course does not satisfy the academic requirements of the SPAN 120 series.

SPAN-111 Conversational Spanish II**3 Units: 54 hours of lecture, per term, SC, DG****Advisory:** SPAN 110

This course provides practice in high beginning-level Spanish conversation, with attention to the use of basic vocabulary, pronunciation, and grammar. Conversational Spanish II is designed for students who are not native Spanish speakers, and the course does not satisfy the academic requirements of the SPAN 120 series.

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.

SPAN-116 Spanish for Health Care**3 Units: 54 hours of lecture, per term, SC, DG, CSU**

This course provides Spanish instruction for the students interested in health care fields. Students will receive special instruction that will 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.

SPAN-120 First-Semester Spanish**5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC (C-ID: SPAN 100)**

This course is a first-semester Spanish. 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. This course is equivalent to two years of high school Spanish. First-semester Spanish is intended for students who are not native Spanish speakers.

SPAN-121 Second-Semester Spanish

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Advisory: SPAN 120

This course is a second-semester Spanish. 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. Second-semester Spanish is intended for students who are not native Spanish speakers.

SPAN-220 Third-Semester Spanish

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Advisory: SPAN 121

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.

SPAN-221 Fourth-Semester Spanish

5 Units: 90 hours of lecture, per week, SC, DG, CSU, UC

Advisory: SPAN 220

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.

SPAN-298 Independent Study

.2-4 Units: 3.6-72 hours of independent study, per term, SC, DG

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.

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

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.

SPCH-120 Public Speaking

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: COMM 110)

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.

SPCH-121 Critical Thinking and Persuasion

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: COMM 190)

This course provides students with the opportunity to study the principles of reasoning and their application to the analysis and evaluation of 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. The course examines historical and contemporary approaches to persuasive messages. It also focuses on advocacy and the presentation of persuasive appeals, and learning to construct, deliver, and critique persuasive messages. This course emphasizes the integration of critical thinking principles with techniques of effective written and spoken argument.

SPCH-121I Critical Thinking & Persuasion (IGETC)

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: COMM 190)

Prerequisite: ENGL 001A

This course provides students with the opportunity to study the principles of reasoning and their application to the analysis and evaluation of 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. The course examines historical and contemporary approaches to persuasive messages. It also focuses on advocacy and the presentation of persuasive appeals, and learning to construct, deliver, and critique persuasive messages. This course emphasizes the integration of critical thinking principles with techniques of effective written and spoken argument. Meets IGETC requirement for transfer. Essay writing requirement: 6,000-8,000 words.

SPCH-122 Intercultural Communication

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: COMM 150)

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.

SPCH-128 Interpersonal Communication

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

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.

SPCH-141 Argumentation & Debate

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC

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 oral and written arguments on both sides of the issues.

SPCH-142 Performance of Literature

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: COMM 170)

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.

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 (C-ID: COMM 160B)

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

1-3 Units: 0-36 hours of lecture, and/or 0-72 hours of laboratory, per term, SC, DG, CSU (C-ID: COMM 160B)

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

Prerequisite: Educational contract of study signed by an instructor, department chair and vice president. 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.



Emeritus Administrators

Name	Retirement Date
CHERRY, Linda <i>Senior Foundation Director</i>	06/30/2010
DABNEY, William Robert <i>Asst. Dean, Telecommunications & Economic Development</i>	06/30/1998
EATON, Dean <i>Director of Admissions & Records</i>	06/28/1996
FRAKES, George <i>Director of Business Services</i>	06/30/1980
GIDEON, Gloria <i>Division Dean, Resources and Services for Student Success</i> ..	09/30/2004
GOODSON, Pete <i>Director of Business Services</i>	06/30/1994
HERNANDEZ, Frank <i>Sr. Dean of Student Services</i>	02/28/2011
ILICH, Aleks <i>Director of International Education</i>	06/30/2015
KALKSTEIN, Helen <i>Dean of Liberal Arts</i>	01/03/2014
LAWRENCE, Lynda <i>Senior Dean of Instruction</i>	06/30/2006
LEADON, Priscilla <i>Dean of Economic Development</i>	08/15/2013

Emeritus Faculty

Name	Retirement Date
AGEE, Raymond <i>Physical science</i>	01/11/1989
ADRIEN, Lolita <i>Nursing</i>	05/23/2008
AKERS, Richard <i>Art</i>	06/01/2014
ALLAN, Kathleen <i>Nursing</i>	05/28/1993
ALLEN, John <i>Culinary</i>	12/31/2009
ANDERSEN, Albert <i>Chemistry</i>	05/28/1993
ANDERSON, Mary Anne <i>Nursing</i>	06/01/2010
ANDERSON, Constance <i>Speech</i>	06/01/2014
ANKER, Michael <i>Philosophy and Humanities</i>	05/28/2004
BARCROFT, Lucille <i>Home Economics</i>	06/02/1990
BARDEN, Shirley <i>Computer Information Systems</i>	05/23/2008
BARNES, Debra <i>Biological Science</i>	05/26/2016
BAYLIS-PAYNE, Ollie <i>EOPS</i>	12/17/2012
BRELIE, Lee <i>English as a Second Language</i>	05/23/2009
BRIGHTMAN, Lehman <i>Social Science</i>	05/26/2006
BRISARD WICKLIFF, Yvonne <i>English and Reading</i>	05/28/2004
BROOKS, Sally <i>Clinical Nursing</i>	05/26/2012
BRUNELLE, Patrick <i>Biological Sciences</i>	06/02/1990
CARLTON, Bruce <i>Library</i>	01/02/2004
CHATTERJEE, June <i>Foreign Languages</i>	05/28/2004
CHAVEZ, Rocco <i>Social Sciences</i>	05/27/2010

Name	Retirement Date
MAGA, Carol <i>Vice-President</i>	06/30/2011
MAJETTE, Baji <i>Asst. Dean of Instruction</i>	06/30/1999
MARTINCICH, Robert <i>Dean of the College</i>	07/31/1990
MATHEWS, Michel <i>Dean of Financial Aid</i>	06/30/2005
MIMS, Leroy <i>Dean of Student Services</i>	06/30/1994
MOORE, Jeanette <i>Dean of Enrollment Services</i>	04/09/2004
SACRISON, Bonnie <i>Bookstore Manager</i>	08/19/1991
WALSH, Janis <i>Bookstore Manager</i>	06/30/2011
WILLIAMS, Kenneth <i>Director of Business Services</i>	03/01/1997
WILLIAMS, McKinley <i>President</i>	12/31/2011
WILSON, Sodonia <i>Director of Student Programs & Services</i>	06/30/1999
VANDEWARK, Russell <i>Coordinator of Title III & Articulation Officer</i>	04/01/1999

Name	Retirement Date
COLES, George <i>Anthropology</i>	06/11/1982
COLLINS, Patricia <i>Computer information systems</i>	05/26/2001
CONRAD, James <i>Physics</i>	05/28/2011
DAVIDSON, Glenn <i>Computer Information Systems</i>	06/09/1984
DAY, Morris <i>History/Social Science</i>	01/14/1985
DIESTLER, John <i>Fine & Media Arts</i>	05/30/2013
DUVALL, James <i>Earth Science</i>	05/29/2010
FERNANDES, Michael <i>Automotive</i>	12/31/2011
FLEMING, Peggy <i>DSPS</i>	12/17/2010
FONTE, Virtudes <i>Nursing</i>	05/24/1996
FOSTER, John Thomas <i>Engineering</i>	05/26/1989
FREY, Walter <i>Mathematics</i>	05/31/1991
GERINGER, Ellen <i>Library Coordinator</i>	05/22/2014
GOLDMAN, Phyllis A. <i>Counseling</i>	05/22/1998
GONZALVES, Manuel <i>Physical Education</i>	06/30/2006
GORDON, Anthony T. <i>Psychology</i>	05/27/2000
GOTTESMAN, Jeffrey <i>Teacher Path/Academic Skills</i>	05/28/2011
GREEN, Thomas M. <i>Mathematics & Computer Science</i> ..	05/29/1999
GREENE, Edward <i>Physical Education</i>	05/28/2005
GREER, Stephen F. <i>Counseling</i>	05/28/2004
GREGORIAN, John <i>English</i>	12/19/2013

Emeritus Faculty (continued)

Name	Retirement Date	Name	Retirement Date
GRILLO, Barbara <i>Early Childhood</i>	05/22/2014	PARKS, Alice <i>Nursing</i>	05/26/1989
HENDERSON, Lillian <i>Business Office technology</i>	06/30/2005	POINTER, Fritz <i>English</i>	12/17/2010
HERNANDEZ, Mary C. <i>DSPS</i>	05/28/1993	POWELL, Randy L. <i>Medical Assisting and Office Technician</i>	05/26/2001
HOFFMAN, Roberta <i>Nursing</i>	12/17/2010	RADKE, Harold (Ted) <i>Social Sciences</i>	05/28/2004
HOM, Mabel <i>Biology</i>	05/24/1996	READ, Cynthia <i>Nursing</i>	01/12/1988
HOSTLER, Marlene <i>Nursing</i>	09/03/1993	REDER, Sharon <i>Nursing</i>	05/26/2001
HOUSTON, David <i>Humanities</i>	07/22/2014	REID, Elsie <i>Business Office technology</i>	06/28/2002
HUNN, Bernice <i>Nursing</i>	01/28/1981	RENTY, Virgie Lee <i>Mathematics</i>	12/21/1993
IYAMA, Chizu <i>Early Childhood Education</i>	05/30/1987	ROWE, Bob <i>Engineering</i>	05/25/2002
JACOBSON, David <i>English</i>	05/27/1988	SANTINA, Barbara. <i>Nursing</i>	05/28/2011
JORDAN, Kathleen <i>English for International Students</i> ...	05/26/2001	SCHAEFER, Stephen <i>Business</i>	05/28/2004
KELLEHER, John G. <i>Counseling/Psychology</i>	05/26/2001	SCHIFFERLE, Ruth <i>Nursing</i>	01/26/1983
KERR, William <i>Foreign Language</i>	01/01/1992	SHAVER, Beverly <i>Social Science</i>	06/10/1983
KINNARD, Tom K. <i>Physical & Health Ed./Athletics</i>	05/26/2001	SIMPSON, Waldo <i>Administration of Justice</i>	05/24/1996
KNOX, Jean <i>English</i>	05/31/1985	SMITH, Ellen <i>English as a Second Language</i>	05/25/2013
LACY, James <i>Social Science</i>	05/26/1995	SMITH, Leverett <i>Chemistry</i>	05/26/2012
LAMONS, Albert <i>Nursing</i>	05/26/2001	STATAN, Larry <i>ESL</i>	12/17/2012
LAWRENCE, William <i>English</i>	06/16/1978	TIDD, Patrick <i>Art</i>	05/27/1994
LAWSON, William <i>English</i>	01/13/1992	TSAI, Chen <i>Engineering</i>	12/22/2009
LeFEBVRE, Michael <i>Physical Education</i>	05/26/2006	VAIL, Milton <i>Business</i>	01/15/1984
LEVINE, Katherine <i>Biological Science</i>	05/17/2012	VAN DEWARK, Russell <i>Music</i>	04/01/1999
LEWIS, Helmut <i>Foreign Language</i>	05/26/1989	VAUGHAN, Deborah <i>Physical Education</i>	05/23/2008
LICHTER, Stuart, <i>Counselor</i>	05/25/2013	WALTERS, Hugh <i>Mathematics</i>	05/27/2016
LOCK, Peter <i>Automotive Services</i>	05/27/2016	WANDER, Sheila <i>English</i>	05/29/1999
LOPES, Ronald C. <i>Automotive</i>	05/23/1997	WENDT, Dorothy <i>Physical Education</i>	05/31/1991
MAIORANA, Vince <i>Physical Education</i>	05/24/1996	WERNER-McCULLOUGH, Maryanne, <i>Director Of Nursing</i>	05/26/2012
McCLAIN, Barbara <i>English</i>	07/01/2014	WESTON, Ronald <i>Business</i>	05/23/2008
McENTIRE, James <i>Business</i>	05/27/1988	WIEBER, Donald <i>Physical Science & Engineering</i>	05/29/1999
McLEAN, Robert <i>Art</i>	05/26/1995	WILLIAMS, Barbara <i>Business</i>	12/19/2009
MOXLEY, William <i>Social Sciences</i>	05/24/1996	WILLIAMS, Wendy <i>Social Science</i>	12/31/2012
MURPHY, Thomas <i>Computer & Related Electronics</i>	12/16/2016	WITTRY, Dian <i>English</i>	06/30/1984
NELSON, Elvoid <i>Welding Technology</i>	05/26/2001	WONG, Philip W. <i>Mathematics</i>	05/26/2001
NEWMAN, Adrian <i>English</i>	06/30/1972	ZELLER, Rudy <i>Physical Education/Kinesiology</i>	05/28/2016
O'HARE, Linda <i>Nursing</i>	05/28/2010		
ONIZUKA, Glenn <i>Counseling</i>	07/01/1996		
PARKER, Camille <i>Calworks</i>	05/27/2011		

Faculty & Certificated Managers

YASUKO ABE, manager disability support services;
B.A., M.A. San Francisco State University

LESLIE ALEXANDER, assistant professor, chemistry; B.S.,
University of California Santa Barbara; Ph.D., University of
California, San Diego

MANU AMPIM, department chairperson and professor history;
B.S., M.A., Morgan State University

**MICHEL ARNOLD, department chairperson of social sciences
and professor psychology;** B.S., Bennett College; M.S., Alliant
International University

**STEPHANIE AUSTIN, department co-chairperson and professor
music;** B.M., Loyola University, New Orleans; M.M., Eastman School
of Music, New York; Ed.D., Columbia University

**NAJIA AZIZI, department chairperson, counseling and eops/
care coordinator;** B.A., California State University, East Bay; M.A.,
St. Mary's College

EMANUEL BAPTISTE, professor mathematics; B.A., B.S., San Diego
State University; M.S., Northern Arizona University, Flagstaff

**LUCILE BEATTY, department chairperson and professor
automotive services;** B.A., Southern California College; M.A., Starr
King School for the Ministry

JASON BERNER, dean liberal arts division; B.A., M.A., Hunter
College, City University of New York; M.P.A., New York University

EUGENIA BERSANO, professor mathematics; B.A., University of
Chile; M.A., University of California, Berkeley

ANOOSHEH BORHAN, professor english as a second language;
B.A., UC Berkeley, M.A., San Francisco State University; Diploma de
Cuisine, Cordon Bleu, Paris

JOSEPH CARTER, assistant professor speech; B.A., M.A., Texas
State University, San Marcos

LUCILLE CASTRUITA, counselor; B.A., University of California,
Santa Barbara; M.A., California State University-Northridge

**JON CELESIA, department chairperson and professor physics
and astronomy;** B.A., University of California, Berkeley; M.S., San
Francisco State University

ROBERT CHAN professor computer information systems

**CARLOS-MANUEL CHAVARRIA, department chairperson and
assistant professor drama;** B.A., California State University,
Santa Clara; M.A., University of New Mexico; M.A., Arizona State
University

**ELLEN COATNEY, department chairperson and assistant
professor biological sciences;** B.S., University of California, Santa
Barbara; Ph.D., University of California, Davis

**J. VERN CROMARTIE, department chairperson and professor
sociology;** A.A., College of Alameda; B.S., University of San
Francisco; M.A., M.A., M.S., California State University, Hayward;
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EDWARD CRUZ, professor mathematics; B.A., University of
California, Berkeley; M.S., California State University, Hayward

SARAH BOLAND DRAIN, counselor; B.A., University of Rhode
Island; M.A. University of California, San Diego

THUY DANG, department chairperson and professor chemistry;
B.S., University of Utah, Salt Lake City; Ph.D., University of
Colorado, Boulder

**PAUL DEBOLT, department chairperson and professor
journalism;** head coach, women's basketball; A.A., Contra Costa
College; B.A., M.S., San Diego State University

KARL DEBRO, manager gateway to college; B.A., U.C. Berkeley;
M.A., Ed.D., Mills College

EVAN DECKER, manager career pathways; B.A., Hunter College of
the City University of New York; M.A., Mills College

JOSEPH DE TORRES, professor business and real estate;
B.A., San Francisco State University; M.P.A., John F. Kennedy
University; Ph.D., Golden Gate University

**SHERRY DIESTLER, department chairperson and professor
speech;** B.A., Pennsylvania State University; M.A., Queens College
of the City University of New York

DEBORAH DIXON, assistant professor-biology; B.S., M.S.,
University of Texas, Arlington; Ph.D., University of Georgia

**KATHLEEN DONLAN, department chairperson and assistant
professor english;** B.A., Sacramento State University; M.A., Mills
College

**JOY EICHNER-LYNCH, department chairperson and professor
english;** B.A., M.A., San Francisco State University; Ph.D., University
of California, Davis

**CHERI ETHEREDGE, department chairperson and professor
nursing;** B.S.N., Florida State University; M.N., Emory University;
Ed.D., University of San Francisco

ROBIN BROOKE EUBANKS, english assistant professor; B.A.,
University of California, Davis; M.A., California State University, Chico

SANDRA EVERHART, professor, health education; A.S., San
Francisco City College; B.A., Saint Mary's College; M.A., St. Mary's
College

VICKI FERGUSON, dean of student services; B.S., Alabama State; M.S., Jacksonville State

RICKY A. FIGUERA, professor computer and communications technology; A.S., Contra Costa College; B.A., University of California, Berkeley

DONNA FLOYD, senior dean of instruction; A.A., Contra Costa College; B.A., California State University, Hayward; M.A., University of San Francisco; Psy.D., John F. Kennedy University

JUDITH FLUM, department co-chairperson and professor, librarian; B.A., University of Florida; M.L.S., University of Pittsburgh

DENNIS FRANCO, dean of enrollment services; B.A., University of San Francisco; M.A., John F. Kennedy University

CATHERINE FROST, director of admissions and records; A.A., Solano Community College; B.A., University of California, Davis; M.A., California State University, Sacramento

TAMMEIL GILKERSON, vice-president; B.A., University of California, Berkeley; M.S., Cal State University, Hayward

BETH GOEHRING, president of the academic senate and professor kinesiology; B.A., M.A., M.S., San Diego State University

VANNA GONZALES, department chairperson and assistant professor political science; B.A., University of California, Los Angeles; M.A., University of California, Berkeley; Ph.D., University of California, Berkeley

ANTHONY GORDON, assistant professor art; B.A., San Francisco State University; M.A., California State University, Fullerton

RUTH GORMAN, professor disabled students programs and services counselor; A.A., Laney College; B.A., California State University, Hayward; M.A., San Francisco State University

CAROLYN HODGE, department co-chairperson and professor africana/chicano/ethnic studies; B.A., M.A., San Francisco State University

SUZANNE HUEY, counselor; B.A., University of California, Berkeley; M.S., California State University, Hayward

FRAN JACOBS-BUSTER, professor nursing; B.A., California State University, Hayward; M.S., University of California, San Francisco

BENJAMIN JAHN, assistant professor english; M.A., University of California, Davis

MIGUEL JOHNSON, professor kinesiology, head coach, men's basketball; B.S., Eastern Washington University; M.A., John F. Kennedy University

SAUL JONES, professor nursing; B.S., Temple University; M.S., California State University, Sacramento; Ed.D., Nova Southeastern University

MICHAEL KILIVRIS, philosophy assistant professor; B.A., Skidmore College; Ph.D., Duquesne University

ANGELA KING-JONES, professor nursing; B.S., California State University, Fresno; M.S., California State University, Sacramento; Ed.D., Nova Southwestern University

MEGAN KINNEY, librarian; B.A., Eugene Lane the New School for Liberal Arts, NY; M.A., California State University, East Bay

KATHERINE KROLIKOWSKI, professor biotechnology; B.S., Rice University, Texas; Ph.D., Harvard University

ANDREW KUO, department co-chairperson and professor librarian; B.A., Sarah Lawrence College; M.A., San Jose State University

DICKSON LAM, assistant professor english; A.A., City College of San Francisco; B.A., University of California, Berkeley; M.A., Columbia University; M.A., University of Huston; M.A. from Rutgers University;

JOSEPH LEDBETTER, professor chemistry; A.A., American River College; B.S., Ph.D., University of California, Davis

SUSAN LEE, dean library, allied health, vocational education & athletics division; B.A., San Jose State University; M.A., San Francisco State University; M.S., Pepperdine University; Ed.D., Nova Southwestern University

NATASHA LOCKETT, eops/care counselor; B.A., M.S., San Francisco State University

LISA MARSALEK, learning disability specialist; B.A., California Polytechnic State University, San Luis Obispo; M.A., University of California, Santa Barbara

GHADA AL-MASRI, dean natural, social & applied sciences division; B.A., University of California, Irvine; M.A., Ph.D., University of California, Davis

TERRILL MEAD, department chairperson and professor–mathematics; B.S., California Polytechnic State University, San Luis Obispo; M.A., University of California, Santa Barbara

JEFFREY MICHELS, professor english, philosophy and humanities; B.A., American University of Paris; M.A., Ph.D., Brandeis University

AMINTA MICKLES, department co-chairperson and professor health and human services; B.A., M.S., San Francisco State University

GEORGE G. MILLS, academic/student services manager, eops/care/calworks; A.A., Los Medanos College; B.A., California State University, Eastbay/Hayward; M.P.A., California State University, Eastbay/Hayward

SANDRA MOORE, department co-chairperson and professor, **early childhood education**; B.S., California State University, Northridge; M.S., Mills College

MICHELL NAIDOO — **early childhood education assistant professor**; B.A., University of California, Berkeley; M.A., Concordia University

TRUNG NGUYEN, **assistant professor mathematics**; B.S. University of California, Berkeley, M.S., California State University, East Bay

WAYNE ORGAN, **department co-chairperson and professor music**; B.A., San Francisco Conservatory of Music; M.A., California State University, Hayward

ELVIA ORNELAS-GARCIA, **department co-chairperson and professor english, philosophy and humanities**; B.A., M.A., University of California, Berkeley

JENNIFER OUNJIAN, **professor psychology**; B.A. California State University, Fresno; M.A. University of California, Los Angeles; M.A., Argosy University

AGUSTIN PALACIOS, **department co-chairperson and professor LaRaza**; B.A., M.A., Ph.D., University of California, Berkeley

DIONNE PEREZ, **counselor eops**; B.A., University of California, Santa Cruz; M.S., San Francisco State University

ANDREA PHILLIPS, **counselor B.A., University of California, Berkeley**; M.A., Stanford University; M.A., California State University, East Bay

RICHARD RAMOS, **department chairperson and professor administration of justice**; B.A., California State University, Hayward; M.S., California State University, Sacramento; Ed.D., San Francisco State University

HEATHER ROTH, **assistant professor english**; B.A., San Francisco State University; M.A., San Francisco State University

SHELLEY RUBY, **assistant professor esl**; B.A., University of California, Davis; M.A., San Francisco State University; M.A., Stanford University

PAMELA C. RUDY, **department chair and professor business office technology**; A.S.; Contra Costa College; B.A., St. Mary's College

ALISSA SCANLIN, **learning disabilities specialist**; B.A., M.A., San Francisco State University; Psy.D., John F. Kennedy University

ELIZABETH SCHWARZ, **assistant professor culinary arts**; A.S., Ohlone College; B.S., Ashford University

GABRIELA SEGADE, **professor english as a second language**; B.A., M.A., University of Hawaii; Ph.D., University of California, Berkeley

ELEANOR SEIDLER, **department chairperson and professor—fine and media arts**; B.A., Harvard University; M.A., University of California, Berkeley

INTISAR SHAREEF, **department co-chairperson and professor early childhood education**; B.A. Trenton State College; M.A., Newark State College; Ed.D., Nova Southwestern University

NADER SHARKES, **department chairperson and professor culinary arts**; B.A., Alexandria University

SHERRY SHARUFA, **professor, math**; B.S., University of California Berkeley; M.S., California State University, Hayward

JULIE SKOLER, **counselor eops**; B.A., Simmons College; M.Ed., Lesley University; M.A., Saint Mary's College, Moraga, CA

CAROL STANTON, **professor mathematics**; B.S., M.S., University of California, Riverside

IRENA STEFANOVA, **department chairperson and professor foreign languages**; B.S., M.A., Sofia University; M.A., Simon Fraser University

BOBBY STURGEON, **automotive technology assistant professor**; A.S., Los Medanos College

CHRISTOPHER TARP, **professor biological science**; B.A., University of California, Santa Cruz; Ph.D. University of California, Berkeley

NORMA VALDEZ-JIMENEZ, **counselor**; B.A., M.A., San Francisco State University

SUE VAN HATTUM, **professor mathematics**; B.A., University of Michigan; M.A., Eastern Michigan University

JOHN HENRY WADE II, **senior academic services manager—athletics and intramural sports**; B.A., Eastern Washington University; M.S.S., United States Sports Academy

RANDY WATKINS, **professor—computer information systems**; B.S., Texas A&M University

ROBERT WEBSTER, **counselor**; B.S. California State University, Hayward; M.S., San Jose State University

MARK WONG, **assistant professor physics & engineering**; B.S., University of California, Berkeley; M.S., University of California, San Diego

JACQUELINE WRIGHT, **assistant professor nursing**; A.A., Contra Costa College; B.S., Cal State University, Domingues Hills; M.S., University of Phoenix

ELISABETH XIEZOPOLSKI, **department chairperson and professor english as a second language**; B.A., California State University, Hayward; M.A., San Francisco State University

ALFRED I. ZUNIGA, **counselor and professor La Raza studies**; B.A., Gonzaga University; M.A., Santa Clara University; M.A., San Jose State University; M.A., Stanford University

Classified Staff and Managers

PEGGY ABRAMS — instructional assistant; B.A. California State University, Sacramento

SAPANA ACHARYA-REGMI — science laboratory technician II; B.S., San Francisco State University

BABARA ANDERSON — library assistant II

VANESSA AVALOS — police services officer

ERIC APPEL — computer aided instruction

EILEEN BEIL — chemistry lab coordinator; B.S., California State University, East Bay

SHAWNA BELFIELD — administrative secretary; A.S., Contra Costa College

KERRY BLEDSOE — instructional assistant; A.A. Contra Costa College; B.A., California State University, East Bay; M.A., Argosy University

JUANITA BOSWELL — science lab tech II; B.S., State University of New York at Fredonia, N.Y.

JOCELYN BRUCELAS — senior administrative secretary; B.A., National University

WARTNEY BUCHANAN — custodian II

ARMINDA CALAGUI — senior administrative assistant; A.A., Central Western University

JULIO CAMPOS — senior equipment maintenance worker

ALMA CARDENAS — senior admissions and records assistant; A.S., Contra Costa College; B.S., California State University, Hayward; M.A., Argosy University

MARIA CASTANEDA — custodian II

WING MAN “ANGEL” CHAU — culinary arts laboratory assistant; B.A., San Francisco State

ANNA CHOUON — instructional assistant; B.A., San Francisco State University

LORENA CORTEZ — senior administrative assistant; B.A., Saint Mary’s College

DARRIS CREAR — lead, bookstore operations assistant; A.A. Contra Costa College

DONA DE RUSSO — outreach, career technical education; A.A., Los Medanos College; B.A., California State University, Hayward

NICK DIMITRI — business services supervisor; B.A., University of California, Berkeley

NICHOLAS DUNN — bookstore operations assistant; A.A., Contra Costa College

KATHLEEN ELY — senior admissions and records assistant; B.A., University of California, Santa Barbara

DONNA ERICSON — custodian II

GREG ERICSON — ground worker/gardener II

JAMES EYESTONE — technology systems manager; A.S., Contra Costa College

MILEN FONG — senior computer and network specialist; B.S., University of California, Berkeley

TRINA GAINES — police services officer

JAMES GARDNER — instructional assistant; A.S., Contra Costa College

MONTY GAYTON — campus facilities assistant

BRANDY GIBSON — tutoring services coordinator; B.A. University of California, Santa Cruz; M.A., San Francisco State University

TIM GLEASON — media design specialist; A.B.J., University of Georgia; B.F.A., San Francisco Academy of Art

FLORA GONZALEZ — police services dispatcher; A.S., Contra Costa College, B.S., California State University, East Bay

ERIKA “LAILA” GREENE — customer service clerk; B.A., California State University, Hayward

REGINALD GRISBY — senior equipment maintenance worker

MARITZA GUERRERO — senior administrative secretary; A.A., Contra Costa College; B.A., San Francisco State University

EVREN GURSON — computer & network technician; A.A., Diablo Valley College; B.A., San Francisco State University

NANCY GUZMAN — assessment center technician; AAT, Diablo Valley College

CHARLES HANKINS — police services officer

LILLY HARPER — senior payroll clerk

PATRICIA HERRERA — financial aid assistant II

TRAVIS HINER — theater staging specialist; B.A., University of California, Santa Barbara; M.F.A., San Francisco State University

SHERI HINTZ — office assistant II; A.S., Contra Costa College

THOMAS HOLT — police services officer

BRANDY HOWARD — director of marketing & media design; B.A., Purdue University; M.P.A., Arizona State University

REHEEMA ISLAM — financial aid assistant II

MIKEL JACKSON — head athletic trainer; B.S., San Jose State University

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MARKEASHA KEETON — cashier, A.A., Pensacola State University

ANTHONY KENNEDY — custodian I

BRUCE KING — buildings & grounds manager

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CHUNNI LEUNG — student services and instructional support coordinator

JACQUELINE LOPEZ — senior account clerk

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JOSE CARLOS MARTIN — custodian II

RANDY MARTIN — custodian II

ZOLAYMA MARTIN — senior administrative secretary

CARLA MATUTE — assessment center coordinator; A.S., Contra Costa College

MICHAEL MAYO — senior grounds worker/gardener

AARON MCCOY — building maintenance worker

LETICIA MENDOZA — counselor assistant; A.A., Contra Costa College

MAGDA MERCADO — senior administrative assistant

LETANIA R. MITCHELL — police services assistant/dispatcher

GUADALUPE MORA — custodian II

NOEL MUNIZ — custodian II

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SARN SAEPHARN — eops assistant; A.A., Contra Costa College

DAVID SANO — police services officer

MAY TAN SATEURN — coordinator, first 5-early childhood education; A.A., Contra Costa College; B.A. California State University East Bay

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JACQUELINE SMITH ALLEN — custodian II

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RICHARD STOLLINGS — instructional assistant; A.A. Contra Costa College

AARON TAYLOR — grounds worker/gardener II

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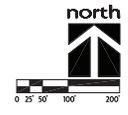


CONTRA COSTA COLLEGE

BUILDINGS, GROUNDS & PARKING
 2600 MISSION BELL DRIVE
 SAN PABLO, CA 94806



NOTE: ADA pathways are marked in bright red.



BUILDING NAME

- AA Applied Arts
- A Art
- AT Automotive Techology
- B Biological Sciences
- C Custodial
- CP Campus Police
- CTC Computer Technology Center
- ELC Early Learning Center
- FH Fireside Hall
- G Gymnasium
- GA Gym Annex (Athletic Office)
- GE General Education
- HS Health Sciences
- LA Liberal Arts
- LLRC Library and Learning Resource Center
- ML Men's Locker Room
- M Music
- PAC/KNOX John and Jean Knox Performing Arts Center
- PS Physical Sciences
- R Receiving/Buildings & Grounds
- SAB Student & Administration Building
- SSC Student Services Center: Admissions, Counseling, Financial Aid and Welcome Center
- WL Women's Locker Room

SERVICES

- Admissions & Records
- Assessment Center
- Athletics Office
- Bookstore
- Buildings & Grounds
- Business Office
- Campus Police
- Campus Dining
 - Aqua Terra Grill
 - Pronto
 - Student Cafeteria
- Cashier
- Center for Science Excellence
- Child Care Center
- Counseling
- Custodial Services

ROOM

- SSC-115
- SSC-104
- GA-90
- SAB-170
- R
- SAB-208
- CP
- SAB-130
- SAB-147
- SAB-159
- SSC-115
- PS-109
- ELC
- SSC-108
- C

SERVICES

- Disabled Students Programs & Services
- Economic & Workforce Development
- EOPS/CARE & CalWORKS
- Financial Aid
- Gateway to College
- International Students Office
- Middle College High School
- President's Office
- Scholarships
- Student Life/ASU
- Student Lounge
- Title IX Coordinator
- Tutoring
- Veterans Affairs
- Welcome Center

ROOM

- SSC-109
- SAB-223
- SSC-106
- SSC-102
- AA-219
- SSC-110
- AA-103B
- SAB-205
- SSC-102
- SAB-100
- SAB-120
- SAB-221
- LLRC-121
- SAB-109
- SSC-111



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2016-17 CATALOG



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