

# 2018-19 CATALOG ADDENDUM

All changes are effective Spring 2019 semester, unless otherwise noted.

## NEW COURSES

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### Art (ART)

#### **ART-222 Figure Drawing 2**

*Prerequisite:* ART-120

**3 Units: 36 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU**

This course is a continuing study of drawing the human figure from observation. Topics include using traditional measuring techniques to create accurate proportions.

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### Biology (BIOSC)

#### **BIOSC-188 Biotechnology Operations: Analytic Lab, Bioprocessing**

*Advisory:* Previous coursework in biotechnology, molecular biology, or chemistry

**2 Units: 18 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU**

This course will develop foundational knowledge of the key functions within biotechnology operations: project management, supply chain management, product development, oversight and compliance, production, packaging and documentation, quality assurance/control, and customer satisfaction. The roles and responsibilities of these functions in an analytical lab environment will be explored. This course will provide extensive hands-on experience in the development, production, and delivery of products and reports for use by both internal and external customers. Specifically, students in this course practice scientific sampling and analysis techniques, documentation practice, using quality systems in the workplace, scientific thinking, and effective communication while performing work as a member of an analytical laboratory team. Standards of Good Manufacturing Practice and effective communications with stakeholders will be emphasized as students improve their workplace skills important in life science industries such as biotechnology and biomedicine.

#### **BIOSC-873N Basic Concepts for Biotechnology Lab**

**Noncredit, 18-36 hours of lecture, per term, P/NP/SP**

This course covers the underlying knowledge of biology and science important for beginning-level work in a biotechnology lab and applied life science research projects. Students in this class become better prepared to pursue more advanced training and experience in biotechnology and biomedical applications.

#### **BIOSC-875N Work Skills in Preparation for Applied Life Science Projects**

**Noncredit, 15-108 hours of lab, per term, P/NP/SP**

This course is intended to develop workplace skills important for successful participation in life science projects and for completion of technical training in biotechnology. While performing work as a member of an applied research team, students will improve their workplace skills important life science industries such as biotechnology and biomedicine. Students in this course experience scientific sampling techniques, documentation practice, using quality systems in the workplace, scientific thinking, and effective communication.

#### **BIOSC-888N Biotechnology Operations: Analytic Lab, Bioprocessing**

*Advisory:* Previous coursework in biotechnology, molecular biology, or chemistry

**Noncredit, 0-18 hours of lecture, 36-216 hours of laboratory per term, P/NP/SP**

This noncredit course will develop foundational knowledge of the key functions within biotechnology operations: project management, supply chain management, product development, oversight and compliance, production, packaging and documentation, quality assurance/control, and customer satisfaction. The roles and responsibilities of these functions in an analytical lab environment will be explored. This course will provide extensive hands-on experience in the development, production, and delivery of products and reports for use by both internal and external customers. Specifically, students in this course practice scientific sampling and analysis techniques, documentation practice, using quality systems in the workplace, scientific thinking, and effective communication while performing work as a member of an analytical laboratory team. Standards of Good Manufacturing Practice and effective communications with stakeholders will be emphasized as students improve their workplace skills important in life science industries such as biotechnology and biomedicine.

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## Health Education (HED)

### HED-886N Balance and Mobility

**Noncredit, 5 hours of lecture, 22-103 hours of lab, per term**

This course is designed for individuals at moderate risk for fall (e.g., self-identified balance problems, existing fall history, including the ability to stand and ambulate independently). Students must be able to stand and ambulate independently. The course adopts a multidimensional approach to balance-related problems. Activities target specific balance problems in a challenging training environment.

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## Kinesiology (KINES)

### KINES-888N Fitness Leadership 1

**Noncredit, 18 hours of lecture, 36 hours of lab, per term, P/NP/SP**

This course is designed to prepare students to plan and instruct a variety of group fitness classes such as cardiovascular conditioning, muscle strength and endurance training, stretching, and relaxation. Topics include, class format, leadership, motivation, musicality choreography, cueing, monitoring techniques, and exercise modifications. The course may be repeated indefinitely.

### KINES-889N Fitness Leadership 2

**Noncredit, 18 hours of lecture, 36 hours of lab, per term, P/NP/SP**

This course is the second level of fitness leadership designed to prepare students to plan and instruct a variety of group fitness classes such as cardiovascular conditioning, muscle strength and endurance training, stretching, and relaxation. Topics include, class format, leadership, motivation, musicality choreography, cueing, monitoring techniques, and exercise modifications. The course may be repeated indefinitely.

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## La Raza Studies (LARAZ)

### LARAZ-131 Introduction to LGBTQ Studies

**3 Units: 54 hours of lecture, per term, SC, DG, CSU**

This introductory course examines a broad range of contemporary gay, lesbian, bisexual, transgender, and queer issues in various contexts including bio-medical, sociological, political, racial and sexual. Using interdisciplinary approaches that incorporate the intersecting questions of race, class, gender, and nation alongside sexuality and gender identity, we will cultivate analytical tools provided by queer and trans studies. The course will also give students an overview of the history and diversity of LGBTQ communities.

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## REVISED COURSES

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## Art (ART)

**Note Changes: Title, Lab hours**

### ART-120 Figure Drawing 1

**3 Units: 36 hours of lecture, 54 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.

**Note Changes: Lecture/Lab hours**

### ART-811N Beginning and Intermediate Painting for Older Adults

**Noncredit, 16-18 hours of lecture, 32-26 hours of lab, per term**

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.

**Note Changes: Lecture/Lab hours**

### ART-812N Exploration in 2-D Art for Seniors

**Noncredit, 16-18 hours of lecture, 32-26 hours of lab, per term**

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.

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## Biological Science (BIOSC)

**Note Changes: Lecture hours. Prerequisites removed. Advisory added.**

### BIOSC-157 Foundations in Biotechnology

**2 Units: 36 hours of lecture, per term, LR, DG, CSU, UC (C-ID: BIOT 150 BX)**

**Corequisite:** *BIOSC-159*

**Advisory:** *BIOSC-172L*

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.

**Note Changes: Lab hours.****BIOSC-159 Foundations in Biotechnology Laboratory**

1 Unit: 54 hours of laboratory per term, LR, DG, CSU, UC (C-ID: BIOT 150 BX)

*Corequisite:* 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.

**Note Changes: Advisory removed. Prerequisite option added.****BIOSC-172L Introduction to Biotechnology Lab**

1 Unit: 54 hours of laboratory, per term, LG, DG, CSU, UC (C-ID: BIOT 150 BX)

*Prerequisite:* BIOSC-172 or BIOSC-873N

*Advisory:* MATH-118, ENGL-142B

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.

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## Cooperative Education (COOP)

**Note Changes: Course Description, Repeatability****COOP-160 General Work Experience Education**

1-3 Units: 60-225 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. Please note that a combined maximum of 16 units of Occupational Work Experience Education (COOP-170 and/or any -099 course number), and General Work Experience Education (COOP-160) may be earned. Not repeatable.

**Note Changes: Course Description, Repeatability****COOP-170 Occupational Work Experience Education**

1-4 Units: 60-300 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 must 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. Petition to repeat may be possible. Please note that a combined maximum of 16 units of Occupational Work Experience Education (COOP-170 and/or any -099 course number), and General Work Experience Education (COOP-160) may be earned.

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## Early Childhood Education (ECHD)

**Note Changes: Description. Grading option.****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 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 an early childhood education environment. The curriculum focus will be on Practical life and Art.

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## Health and Human Services (HHS)

**Note Changes: Description.****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. Students focus 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.

**Note Changes: Grading option.****HHS-220 Group Processes for Helping Professions**

3 Units: 54 hours of lecture, per term, LR, 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.

**Note Changes: Grading option.****HHS-221 Pharmacology and Medical Aspects of Alcohol and Drug Studies****3 Units: 54 hours of lecture, per term, LR, 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.

**Note Changes: Grading option.****HHS-222 Multicultural Issues in Human Services****3 Units: 54 hours of lecture, per term, LR, 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.

**Note Changes: Grading option.****HHS-223 Introduction to Case Management****3 Units: 54 hours of lecture, per term, LR, 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.

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## Humanities (HUMAN)

**Note Changes: Description, Advisory added.****HUMAN-180 Understanding Love****3 Units: 54 hours of lecture, per term, SC, DG, CSU****Advisory: ENGL-142B**

This course is a study of individual human consciousness and social relationships through the concept of love, using significant models of meaning to investigate ideas, conventions and expressions of love. Drawing on insights from psychology, philosophy, literature, and art, this course cultivates an informed and inclusive understanding of concepts such as self-love, romantic love, friendship, and universal love.

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## La Raza Studies (LARAZ)

**Note Changes: Description.****LARAZ-125 Latin American History****3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC**

This course examines the history of Latin America and the Caribbean from 1492 to the present. The course is a survey of the history and its influence upon the Latino and indigenous people of the Americas. Special attention would be given to European colonialism, independence movements, the relationship between the United States and Latin America, and to the study of nationalism and social revolutions. The class will also focus on the many ways that globalization and neoliberalism are reshaping the politics, culture, and daily life of Latin Americans.

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## Medical Assisting and Office Technician (MEDIC)

**Note Changes: Corequisite removed. Advisory added.****MEDIC-225 Medical Practice Management and EHRs****4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG****Advisory: Keyboarding Skills**

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.

# DEACTIVATED COURSES

## Art (ART)

ART-125	Painting: Beginning II
ART-141	Sculpture: Beginning II
ART-175	Drawing and Composition: Beginning II
ART-225	Painting: Intermediate II
ART-241	Sculpture: Intermediate II
ART-246	Ceramics: Intermediate II
ART-259	Digital Photography: Intermediate II
ART-275	Drawing and Composition: Intermediate II

## Biological Science (BIOSC)

BIOSC-148	General Microbiology
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## English (ENGL)

ENGL-001B	Composition and Reading: Literature
ENGL-250B	Introduction to Shakespeare B

# SPECIAL NOTICE

## Addition to the 2018-19 Contra Costa College Graduation Requirements for the Associate Degree

The chart on page 60 of Chapter 3 shows the CCC General Education requirements. There has been a new addition under Area D, Social Sciences. The course LARAZ-131 has been added to the available list of courses within that section.

# REACTIVATED DEGREE & CERTIFICATE

## Real Estate (RE)

### Program Description

Completion of this program will prepare the student to successfully pass the California Department of Real Estate Salesperson Examination and possess additional study towards a 4-year degree in the field of business or real estate.

Since the dream of every citizen in California is to someday own/possess real property, the real estate program seeks to:

1. help students understand and appreciate the benefits and responsibilities involved in owning real property;
2. learn about the commercial (and personal) aspects of accumulating and transferring real estate; and
3. prepare for successful completion of the California Department of Real Estate Salesperson Examination.

### Some Possible Careers:

Real estate salesperson, real estate broker, mortgage company, lender, real estate instructor or real estate appraiser.

### Program Student Learning Outcome Statement

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

1. Possess the fundamental tools needed for additional study towards a 4-year degree in the real estate field.
2. Be prepared to take the California Department of Real Estate Salesperson Examination.

### Associate in Arts Degree

#### Real Estate..... 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.

#### Courses required for the Degree (22 units):

4 units	BUS-186	Principles of Accounting I
3 units	BUS-294	Business Law
3 units	RE-160	Real Estate Principles
3 units	RE-161	Legal Aspects of Real Estate
3 units	RE-163	Real Estate Practice
3 units	RE-164	Real Estate Finance
3 units	RE-168	Property Management

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**Certificate of Achievement****Real Estate..... 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.

**Courses required for the Certificate of Achievement: (22 units):**

4 units	BUS-186	Principles of Accounting I
3 units	BUS-294	Business Law
3 units	RE-160	Real Estate Principles
3 units	RE-161	Legal Aspects of Real Estate
3 units	RE-163	Real Estate Practice
3 units	RE-164	Real Estate Finance
3 units	RE-168	Property Management