



CONTRA
COSTA
COLLEGE

2019-20 CATALOG

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GENERAL EDUCATION BUILDING





**CONTRA
COSTA
COLLEGE**

2019-2020 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
and 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



Thank you for your interest in Contra Costa College. Since 1949, our college has been providing exemplary education to residents of the west county area.

Our renovated campus has modern classrooms, buildings and facilities, easy parking and ample access through public transportation. Located in the northern corner of San Pablo, California, Contra Costa College occupies nearly 83 acres of beautiful natural landscaping accentuated by rolling hills through which the Wildcat Creek runs.

Our diverse population of approximately 10,000 students, who are 43 percent Latino, 17 percent African American, 20 percent Asian/Filipino/Pacific Islander, and 12 percent white, come largely from the local communities of Richmond, San Pablo, Hercules, Pinole, and El Cerrito.

Over the decades, our graduates have found their paths at Contra Costa College and continued on to complete their four-year degrees in many universities or began their successful careers in a wide range of fields. Today, these trends continue.

Students completing their transfer studies in STEM, social sciences, humanities, and other fields are transferring to University of California campuses, as well as to Cal State East Bay, San Francisco State, Sacramento State, and others. Those looking to go to out-of-state institutions have landed in renowned HBCUs, or institutions such as University of Pennsylvania or Barnard College in New York.

Our health science programs remain first options for many seeking careers in nursing and other health

care disciplines. Our business and computer science programs provide high-quality education to those seeking to further their careers with professional training, or to prepare for the completion of their bachelor-level education at four-year universities. These programs are complemented with others for those who are interested in administration of justice, early childhood education and culinary arts.

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 discover that CCC is an institution recognized for many of its academic and career education programs locally, statewide and nationally with programs supported by the U.S. Department of Education, the National Science Foundation of Education, and private and corporate foundations.

Stepping onto campus, you will find warm and friendly professionals ready to help you get started on your education journey. In the classrooms, you will meet experienced faculty members who are eager to provide a nurturing learning environment.

On behalf of our entire college, I invite you to join us. Allow us to help you get started on your journey to education and career success.

I look forward to meeting you on campus!

Sincerely,

Dr. Katrina VanderWoude, *President*

Administration and College Organization

Contra Costa Community College District

Governing Board Members

Fred Wood, Ph.D., Chancellor
 Vicki Gordon, President
 Andy Li, Vice President
 John E. Márquez, Secretary
 Rebecca Barrett, Member
 Greg Enholm, Member
 Shreejal Luitel, Student Trustee

Contra Costa College Administration

Dr. Katrina VanderWoude	<i>President</i>
Carsbia Anderson	<i>Interim Vice President of Student Services</i>
Susan Kincade	<i>Interim Vice President of Academic Affairs</i>
Tish Young	<i>Senior Dean of Instruction</i>
Jason Berner	<i>Dean, Liberal Arts Division</i>
Dennis Franco	<i>Dean of Students</i>
Mayra Padilla, Ph.D.	<i>Dean, Institutional Effectiveness and Equity</i>
Catherine Frost	<i>Admissions and Records Director</i>
Mariles Magalong	<i>Business Services Director</i>
John Wade	<i>Athletic Director</i>
Brandy Howard	<i>Director of Marketing and Media Design</i>
Yasuko "Sue" Abe	<i>Disabled Students Program and Services Manager</i>
Karl Debro, Ed.D.	<i>Gateway to College Manager</i>
Evan Decker	<i>Workforce and Economic Development Manager</i>
James Eyestone	<i>Technology Systems Manager</i>
Bruce King	<i>Buildings and Grounds Manager</i>
George Mills	<i>EOPS/CARE and CalWORKS Manager</i>
Dwight Calloway	<i>Interim Custodial Manager</i>
Joel Nickelson Shanks	<i>Interim Outreach Manager</i>
Nick Dimitri	<i>Business Office Supervisor</i>
Monica Rodriguez	<i>Financial Aid Supervisor</i>

Constituent Leadership

Academic Senate President	Katie Krolkowski	(510) 215-3990
Classified Senate President	Brandy Gibson	(510) 215-4909
Student Union President	Preston Akubuo-Onweumeka	(510) 215-3855

Campus Offices and Service Centers

Admissions and Records Office	SSC-115	(510) 215-6027
Assessment Center	SSC-104	(510) 215-3896
Associated Students Union	SAB-109	(510) 215-3855
Athletics Office	LLRC 206	(510) 215-4801
Bookstore	SAB-170	(510) 215-4958
Buildings and Grounds	R	(510) 215-4853
Business Services	SAB-208	(510) 215-3843
Campus Police	CP	(510) 215-2820
Campus Dining		
Aqua Terra Grill	SAB-130	(510) 215-3846
Pronto	SAB-147	
Student Cafeteria	SAB-159	
Campus-Wide Tutoring	LLRC-121	(510) 215-4898
Career Center	SAB-227	(510) 215-6865
Cashier's Office	SSC-115	(510) 215-4892
Childcare Services and Lab	ELC	(510) 215-4885
Cooperative Education	LLRC-212	(510) 215-4916
Counseling	SSC-108	(510) 215-3935
Custodial Services	C	(510) 215-4809
Disabled Students Programs and Services	SSC-109	(510) 215-3969
Economic and Workforce Development	SAB-223	(510) 215-3871
EOPS/CARE and CalWORKS	SSC-106	(510) 215-3949
Fitness Center	GA-30	(510) 215-4795
Financial Aid Office	SSC-102	(510) 215-6026
Gateway to College	AA-219	(510) 215-3835
International Student Office	SAB-124	(510) 215-3954
Learning Resource Center	LLRC	(510) 215-4898
Library Reference Desk	LLRC	(510) 215-4897
Marketing	SAB-217	(510) 215-3836
Media Lab	LLRC	(510) 215-4919
President's Office	SAB-201	(510) 215-3800
Scholarships	SSC-102	(510) 215-6026
STEM Center	PS-109	(510) 215-4815
Student Life	SAB-109	(510) 215-4923
Supported Education Services	SSC-109	(510) 215-3904
Technology Services	SAB-215	(510) 215-3866
The Advocate	AA-215	(510) 215-3819
Transfer Center	SAB-227	(510) 215-3914
Veterans Services	SAB-101	(510) 215-6774
Welcome Center	SSC-111	(510) 215-4110

Contra Costa College Academic Calendar

Fall Term 2019

April 29	Fall registration begins
August 26	First day of instruction
Sept. 2	Labor Day holiday
Sept. 27	Native American Day holiday
Nov. 11	Veterans Day holiday
Nov. 28-29	Thanksgiving holiday
Nov. 28-29	No classes
Dec. 15	Last day of instruction
Dec. 20-Jan. 1	Winter recess

Spring Term 2020

Nov. 18	Spring registration begins
Jan. 27	First day of instruction
Jan. 20	Martin Luther King Jr. Day holiday
Feb. 14	Lincoln's Birthday holiday
Feb. 15-16	No classes
Feb. 17	Washington's Birthday holiday
March 29- April 4	Spring recess
May 22	Last day of instruction
May 22	Graduation
May 25	Memorial Day holiday

Division/Department Organization

Liberal Arts (LA)

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

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

Department	Chairperson	Email	Phone
Fine & Media Arts	Charles Anthony Gordon	agordon@contracosta.edu	(510) 215-3964
Drama	Carlos-Manuel Chavarria	cchavarria@contracosta.edu	(510) 215-4136
English	Ben Jahn	bjahn@contracosta.edu	(510) 215-4932
(co-chairs)	Elvia Ornelas-Garcia	eornelas@contracosta.edu	(510) 215-4128
English as a Second Language	Shelley Ruby	sruby@contracosta.edu	(510) 215-4135
Foreign Languages	Irena Stefanova	istefanova@contracosta.edu	(510) 215-4134
Journalism	Paul DeBolt	pdebolt@contracosta.edu	(510) 215-3823
Music	Jennifer Griest	kgriest@contracosta.edu	(510) 215-4824
Philosophy and Humanities	Dr. Michael Kilivris	mkilivris@contracosta.edu	(510) 215-4023
Speech	Sherry Diestler	sdiestler@contracosta.edu	(510) 215-3885

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

Division Office: Library and Learning Resource Center (LLRC), Room-212

Dean	Vacant, contact Vice President of Academic Affairs	skincade@contracosta.edu	(510) 215-3800
Administrative Assistant	Magda Mercado	mmercado@contracosta.edu	(510) 215-4916

Department	Chairperson	Email	Phone
Administration of Justice	John Sanford Jr.	jsanford@contracosta.edu	(510) 215-3865
EMED/Paramedic	Troy Hess	thess@contracosta.edu	(510) 215-4124
Automotive Services	Lucile Beatty	lbeatty@contracosta.edu	(510) 215-4908
Culinary Arts	Nader Sharkes	nsharkes@contracosta.edu	(510) 215-3877
Early Childhood Education	Sandra Moore	smoore@contracosta.edu	(510) 215-4940
Health & Human Services	Aminta Mickles	amickles@contracosta.edu	(510) 215-4935
Medical Assisting and Office Technician	Jessica Le	jle@contracosta.edu	(510) 215-4936
Library	Andrew Kuo	akuo@contracosta.edu	(510) 215-4997
Nursing	Dr. Sandra Castillo	scastillo@contracosta.edu	(510) 215-4104
Physical Education and Kinesiology	Miguel Johnson	mjohnson@contracosta.edu	(510) 215-4826

Natural, Social and Applied Sciences (NSAS)

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

Dean	Vacant, contact Vice President of Academic Affairs	skincade@contracosta.edu	(510) 215-3806
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Administrative Assistant	Maritza Guerrero	mguerrero@contracosta.edu	(510) 215-4008
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Department	Chairperson	Email	Phone
Africana/Chicano/ Ethnic Studies includes:			
AFRAM	Carolyn Hodge	chodge@contracosta.edu	(510) 215-4934
La Raza	Dr. Agustin Palacios	apalacios@contracosta.edu	(510) 215-4933
History, Anthropology and Geography	Manu Ampim	mampim@contracosta.edu	(510) 215-4133
Astronomy, Computer Science, Engineering, Geology and Physics	Jon Celesia	jcelesia@contracosta.edu	(510) 215-4095
Biology	Dr. Ellen Coatney	ecoatney@contracosta.edu	(510) 215-3997
Business Information and Computer Technology (includes: Real Estate, Economics, Business, Computer Information Systems, and and Business Office Technology)	Bashir Shah	bshah@contracosta.edu	(510) 215-4125
Chemistry (co-chairs)	Dr. Thuy Dang Leslie Alexander	tdang@contracosta.edu lalexander@contracosta.edu	(510) 215-4079 510) 215-4160
Mathematics	Trung Nguyen Sherry Sharufa	tnguyen@contracosta.edu ssharufa@contracosta.edu	(510) 215-7766 (510) 215-3810
Political Science	Dr. Vanna Gonzales	vgonzales@contracosta.edu	(510) 215-4943
Psychology	Michel Arnold	marnold@contracosta.edu	(510) 215-4944
Sociology and Social Sciences	Dr. Vern Cromartie	vcromartie@contracosta.edu	(510) 215-4937

Student and Enrollment Services

Office: Student and Administration Building (SAB), Room-219

Dean of Student Services	Dennis Franco	dfranco@contracosta.edu	(510) 215-3900
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Administrative Assistant	Elizabeth Bremner	ebremner@contracosta.edu	(510) 215-3960
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Department	Chairperson/Director	Email	Phone
Admissions and Records	Catherine Frost	cfrost@contracosta.edu	(510) 215-3928
Counseling	Luci Castruita Dionne Perez Andrea Phillips	lcastruita@contracosta.edu dperez@contracosta.edu aphillips@contracosta.edu	(510) 215-3910 (510) 215-3911 (510) 215-3914
DSPS	Yasuko "Sue" Abe	sabe@contracosta.edu	(510) 215-3920
EOPS/CARE and CalWORKS	George Mills	gmills@contracosta.edu	(510) 215-3903
Financial Aid	Monica Rodriguez	mrodriguez@contracosta.edu	(510) 215-3958
Retention Support Services	Carla Matute	cmatute@contracosta.edu	(510) 215-3807
Student Life	Charles Ramirez	cramirez@contracosta.edu	(510) 215-4796
Transfer Services	Andrea Phillips	aphillips@contracosta.edu	(510) 215-3914
Outreach	Joel Nickelson-Shanks	jnickelsonshanks@contracosta.edu	(510) 215-3870

CHAPTER

1

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

Accreditation

Contra Costa College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (10 Commercial Blvd, Suite 204, Novato, CA 94594, (415) 506-0234) an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Program accreditation includes the California Board of Registered Nursing and Automotive Service Excellence Educational Foundation. 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 students' 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 socioeconomic variations of all people; that a democracy depends upon an informed and involved citizenry; and that the college therefore serves both the individual and society.

Values

Contra Costa College's commitment to its mission derives from strength and guidance that promote 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 staff 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.

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 opinions 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 believes 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 for 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 or 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 Dennis Franco, Dean of Students, Title IX Coordinator, and section 504/ADA Coordinator, SAB-219, phone (510) 215-3900.

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) 229-6868. The campus coordinator for purposes of this regulation is Dennis Franco, Dean of Students, Title IX Coordinator, and section 504/ADA Coordinator, SAB-219, phone (510) 215-3900, 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 prohibit 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 Carsbia Anderson, Vice President of Student Services, Title IX Coordinator, and section 504/ADA Coordinator, SAB-203, phone (510) 215-3827 or by email at caanderson@contracosta.edu.

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 favor, 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 Dennis Franco, Dean of Students, Title IX Coordinator, and section 504/ADA Coordinator, SAB-219, phone (510) 215-3900.

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 (SAB-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 his/her record, he/she 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 and 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 Police Services in the CP 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 full-time 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 partially online 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 he or she is 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 partially online 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 email, 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 or 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.

REVOCATION 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.

I. 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 provide 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 college. 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 submitting 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 information related to admissions, enrollment in courses, grades, and related academic information.
2. The director of Admissions and 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, SAB-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, the Dean of Enrollment Services.
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, John Wade, GA 90, 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) instructional days of receipt of the student grievance form. If the appeal is filed in the summer, the 30 days will apply subject to the availability of the parties involved. 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 of student services.
- The vice president of student services 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) working 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) working 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

ADMISSIONS, COLLEGE POLICIES AND SERVICES

As one of California's 114 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. Many courses are term-length, but we also offer short-term courses in four (4), eight (8) and twelve (12) week options. Courses are offered during the day, in the evening and on weekends.

Associate and Transfer Degree, Certificate of Achievement and 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 accomplishment for individual courses.

Associate degree studies prepare students for a wide variety of jobs, providing students a depth of educational exposure, well-roundedness and 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 toward 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 costs.

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 Economic and Workforce Development Office, SAB-223, (510) 215-3871.

Distance Education

In an effort to provide more flexibility in the delivery of instruction, Contra Costa College offers distance education 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 abroad 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 Barcelona, Spain.

For more information on either the semester or summer programs, contact the CCC Study Abroad Office (International Students Office) in SSC-110.

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. 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 (full-time for financial aid purposes during the summer is 12 units).

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 K-12 grade student and are recommended by your principal, or designee, to take college courses.

Special Admissions:

K-12 Students and Home-Schooled Minors

- Once admitted to the college, K-12 students must submit a Special Admit Form signed by their principal, counselor and parent/guardian every semester.

- Home-schooled minors must submit an admissions application, a Special Admit 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>
- Parents of concurrently enrolled high school students wishing to enroll in a computer laboratory class should be sure to closely review the language pertaining to internet access on the Special Admit Form.
- Concurrent enrollment in fall and spring courses is contingent upon available space. Concurrent students register for courses at the Admissions and 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 for Tuition Purposes

The State of California requires public colleges and universities to abide by the rules and regulations associated with determining a student's residency status for tuition purposes. The following residency information is based on the California Code of Regulations and the California Education Code.

Resident

In order to establish residence, it is necessary that there be a union of act and intent. Students wanting California residency for tuition purposes must present documentation of physical presence and provide objective evidence that they intend to make California their home for anything other than a temporary purpose. (5 CCR 54020)

Students are qualified for California residency for tuition purposes if they have resided in the state for one year prior to the "residence determination date". The residence determination date is the day immediately preceding the opening day of instruction. (5 CCR 54002)

A residency classification is made at the time of application. Students seeking California Residency for tuition purposes will be required to present evidence of physical presence in California, intent to make California their home for other than a temporary purpose and, if the student was classified as a nonresident in the preceding term, financial independence.

If a student is over the age of 19, has maintained a home outside of California at any time during the last two years, or has engaged in any other activity inconsistent with making California his/her permanent home, he/she will be required to provide additional evidence of intent to reside in California. Students under the age of 19 derive their residency from their parents.

Students seeking California residency for tuition purposes must also show intent to make California their permanent home. Evidence of intent to make California a permanent home can

be provided in a variety of ways. There must be an absence of residency from any other state. Some examples of the evidence you may present is California Driver's License, the filing of California taxes as a resident, registering to vote in California, showing a California address on federal income tax form, and establishing and maintaining active California bank accounts. (5 CCR 54024)

AB-540 & SB-68

California Assembly Bill AB-540 is a California law passed in 2001 which states that undocumented students who meet certain requirements can qualify to be exempt from nonresident tuition at California public colleges and universities. In 2014 Assembly Bill AB-2000 was passed expanding the definition to allow flexibility for student to meet the requirements. In January of 2018, Senate Bill SB-68 went into effect which further expands the criteria. This is very important because it allows eligible undocumented students to pay the in-state tuition rate, rather than the non-resident tuition rate.

Who qualifies for AB-540/AB-2000/SB-68

A student will qualify for this exemption if they meet ALL of the following four requirements:

Requirement 1 – Attendance at California School.

This requirement can be met one of two ways:

- a) Total attendance (or attainment of credit earned) in California is equivalent to three or more years of full-time attendance at California high schools, California adult schools, campuses of the California Community Colleges, or a combination of these;
OR
- b) Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

Full time attendance at a California community college means either 12 units of credit per semester or a minimum of 420 class hours per year in non-credit courses. Attendance in credit courses at a California community college counted towards this requirement shall not exceed a total of two years of full-time attendance. Full-time attendance at a California adult school is also equivalent to 420 class hours of attendance for each school year.

Requirement 2 – Completion of a course of study.

This requirement can be met in any one of the following three ways:

- a) Graduation from a California high school or the equivalent (GED, Proficiency Exam, etc);
OR
- b) Attainment of an associate degree from a California community college;
OR
- c) Fulfillment of the minimum transfer requirements for California State University or University of California.

Requirement 3 – Registration.

Requires registration as an entering student or current enrollment at Contra Costa College.

Requirement 4 – Affidavit of student without lawful immigration status.

Students without lawful immigration status must file an affidavit with Contra Costa College stating that the student has either filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. This affidavit, which is included on the AB-540 form, is confidential and will not be shared with other agencies.

To see if you may qualify for AB-540/SB-68 status, please use the Immigrants Rising online California In-State Tuition Tool.

To qualify for AB-540 status you must submit the California Nonresident Tuition Exemption Request form to the Office of Admissions and Records along with transcripts (unofficial is permitted) from your high school and/or adult school.

Please note that students who are non-immigrants, other than those with a T or U visa (F-1 visa, B visa, etc.) are not eligible for this exemption.

Other Exemptions

Education Code section 68075.6 grants immediate nonresident tuition fee exemptions to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the United States. This exemption is granted for one year from the date the student settled in California upon entering the United States.

This exemption applies to the following:

- Iraqi citizens or nationals (and their spouses and children) who were employed by or on behalf of the United States Government in Iraq.
- Afghan and Iraqi translators (and their spouses and children) who worked directly with the United States Armed Forces.
- Afghanistan nationals who were employed by or on the behalf of the United States Government or in the International Security Assistance Force (ISAF) in Afghanistan.
- Refugee students admitted to the United States under Section 1157 of Title 8 of the United States Code.

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 residents 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 and 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 Nonresident Tuition

Assembly Bill 540 exempts nonresident students, U.S. citizens, and permanent residents who meet the following criteria from paying nonresident tuition and allows them to apply for different types of California Dream Act financial aid:

- attended high school in California for three or more years, OR attained credits earned in California from a California high school equivalent to three or more years of full-time high school coursework AND a total of three or more years of attendance in California elementary schools, secondary schools, or a combination of those schools;
- received a high school diploma or equivalent (such as GED or High School Equivalency Test) 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) to the Admissions and Records Office;
- completed an affidavit to legalize immigration status as soon as eligible;
- do not hold a valid non-immigrant visa (F, J, H, L, A, B, C, D, E, etc.).

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 California College Promise Grant.

AB-130 and AB-131 allow AB-540 eligible students to apply for and receive several types of financial aid, including:

- California College Promise Grant;
- 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 in SSC-102, (510) 215-6026.

Assembly Bill (AB) 705

AB-705, effective on January 1, 2018, requires that a community college district or college maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one year timeframe and use, in the placement of students into English and math courses, one or more of the following: high school coursework, high school grades, and high school grade point average.

The bill also authorizes the Board of Governors to establish regulations governing the use of measures, instruments and placement models to ensure that these measures, instruments and placement models achieve the goal of maximizing the probability that a student will enter and complete transfer-level coursework in English and math.

International Students (F-1 Visa)

International students must file their application and related documents with the International Students Office by July 1st for the fall term and December 1st for the spring term. International students are admitted to the summer term on a case by case basis. Application materials are available in the CCC International Students Office (SSC-110) and online on the CCC website.

Requirements for International Student Admissions

To qualify for admission, a student 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. Completion of the International Student Application.
2. Copy of passport. (Note: Transfer students must also provide a copy of: F-1 visa, Form I-20, and I-94.)
3. Proof of financial support showing a minimum of \$23,000 (bank statements/certificate of deposits from within 6 months of the start of the semester).
4. Official transcripts (in English) of all high school and college course work completed, both in your home country and elsewhere; Chapter Two, Admissions, Policies, Services 25.
5. Proof of English proficiency with one of the following:
 - 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.
 - IELTS score of 4.5 (a minimum acceptable band score of 4.0).
 - Completion of ELS-109 or higher (www.els.edu).
 - Completion of International Education Center (IEC) Advanced B (www.iec-dvc.edu).
 - Graduation from English Medium Diploma Programme at an International Baccalaureate (IB) School.
 - International General Certificate of Secondary Education (IGCSE) certificate and also pass five exams, four of which must be in English, science, math, and social sciences.
 - General Certificate of Education (GCE) with the completion of O-Level and also pass five exams, four of which must be in English, science, math, and social sciences.
 - Graduate from a U.S. high school.
 - Completion of English composition with a passing grade from a U.S. college/university.
6. \$50.00 nonrefundable application payment.

Age Requirements

Students must have graduated from a high school (secondary school), or be 18 years of age or older by the start of the semester. Students who are not 18 years of age by the start of the semester must also have graduated and also complete the Minor Student Admissions Authorization form.

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

F-1 international students are required to enroll and maintain a minimum of 12 units each fall and spring semester to remain in legal status. Students must also maintain a cumulative grade point average of 2.0 or higher.

English Language Ability

Applicants must demonstrate English language proficiency by submitting one of the following documents:

NOTE: Official TOEFL/IELTS scores must be within the last two (2) years.

English language proficiency demonstrated by:

- TOEFL – Internet-based score minimum of 40 or higher.
- TOEFL – Paper-based score minimum of 400 or higher.
- TOEFL – Computer-based score minimum of 120 or higher.
- IELTS – Score of 4.5, minimum acceptable band score of 4.0.
- Completions of ELS-109 or higher. <https://www.els.edu>.
- Completion of IEC Advanced B. <https://www.iec.dvc.edu>.
- Citizen of countries and territories where English is an official and/or major language. Transcripts will be required.
- Graduation from an English medium Diploma Programme at an International Baccalaureate (IB) School.
- Completion of International General Certificate of Secondary Education (IGCSE). Must pass 5 exams: English, science, math and social science.
- Completion of the O-Level of the GCE. Must pass five exams: English, science, math, and social science.
- Graduate from a U.S. high school.
- Completion of English composition from a U.S. college/university.

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 \$321 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 through Jump Off Campus (JOC) or Homestay.

- Jump Off Campus: <https://ccc.jumpoffcampus.com/>
- Homestay: <https://diablovalleyhomestay.com/homestay-international-students/>

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 an international 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 and 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. Further assistance can be located in the Veterans Resource Center located in SAB-109. The veterans program coordinator can assist you with accessing campus and off campus resources as well as help you navigate the certification process. For more information call (510) 215-6774.

The following requirements apply to veterans receiving benefits:

1. **New students** (never enrolled in any college) must provide the following to the Admissions and 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;
 - a copy of your letter of eligibility for veterans benefits;
 - 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:

- 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.

- 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.
- 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.
- 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 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.

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

- **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/apply to complete your application online. To submit an application in person visit the Welcome Center in the Student Services Center, Room 111.

STEP 2 – Apply for Financial Aid

College can be expensive, but we are here to help! Federal and state financial aid is available to students who qualify. See page 6 for more details.

STEP 3 – Complete Orientation

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. After you submit your application for admission, you will receive an email with a link to the online orientation.

* For non-native English speakers and learners, an in-person class, ESL-108 is available. Information about ESL-108 can be found at InSite.4cd.edu/search.

STEP 4 – Complete the Assessment

We want to meet you where you are! Assessing your math and English or English as a Second Language (ESL) skills will help you choose the right classes. If you attended high school in the United States: for math and English, visit www.contracosta.edu/assessment to use your high school transcripts to self-report grades from classes you have already taken. For ESL: make an appointment, online or in person, to take an assessment test in the Assessment Center of the Student Services Center, Room 104.

STEP 5 – 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 work with a counselor to identify your specific program of study and the most direct route from start to finish. Information about COUNS-108 can be found at www.contracosta.edu/steps-to-success.

Step 6 – Register for Classes

Now that you have a plan for meeting your educational goals, registering for classes is simple. Log in to InSite to register for classes directly from your educational plan. If you need help in person, visit the Welcome Center in the Student Services Center, Room 111.

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 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 (SB-1456) 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 and 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:

Group 1 – CalWORKs, DSS/DSPS, EOPS, foster youth, homeless youth, and veterans

Group 2 – Note takers, early graduation applicants, athletes

Group 3 – Continuing students, 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 on page 4 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 probation and/or 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. If you are receiving financial aid, 12 units is full-time during 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 19 units in the fall and spring, or to register in more than 12 units in the summer, you must have approval from the Dean of Student Services.

Course Prerequisites/Corequisites

A prerequisite is a course or skill which is required before you can enroll in a particular course. Students registering in a course with a prerequisite must complete the prerequisite course with a C grade or better. Current students attending any college in the District will be allowed to register in a course with a prerequisite providing they are currently enrolled in the prerequisite course. In progress courses from other colleges or high school are not accepted as completion of the prerequisite until the course is reflected with a grade on the institution's transcript.

To clear a prerequisite with a course taken at another college or high school, complete the prerequisite form and attach an unofficial transcript. Prerequisites must be cleared before a student can enroll. Processing time is 3-5 business days. If a course is taken at an institution other than CCC, coursework used to meet a prerequisite must be completed at a regionally accredited institution (e.g., college, university or high school) as recognized by the U.S. Department of Education. All coursework used from other institutions must be equivalent to a CCC course. Should it be determined that coursework is not equivalent to a CCC course, a student may opt to challenge the prerequisite by following the prerequisite challenge process.

A corequisite is a course that is required to be taken at the same time as another course. Dropping a course that has a co-requisite will result in being dropped from both courses. If you have previously completed a course that is a co-requisite, you have satisfied this requirement and do not need to re-enroll.

Prerequisite and/or Corequisite Challenge

Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment may challenge the existing prerequisite/corequisite if one of the following applies (T5,55003(p)):

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

5. The student seeks to enroll in a course where the prerequisite was established to protect the health and safety of students, and the student demonstrates that they do not pose a threat to themselves or others.
6. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, when the facts are within the college's own records, then the college has the obligation to produce that information.

Prerequisite forms can be obtained online or from the Admissions and Records Office. If space is available in a course when the challenge is filed, the student may be enrolled for a period of 5 working days to allow time for a decision. If the college fails to resolve the challenge within the 5 days period, the student shall remain in the course.

If there is no space in the course when challenged, the challenge shall be resolved prior to the next registration period. If the challenge is approved, the student may enroll in a subsequent semester.

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:

- All corequisites or prerequisites must be completed before you will be placed on a waitlist.
- 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.
- Waitlist units will be counted as enrolled units for the purpose of determining the maximum unit limit.
- If you wish to be removed from a waitlist, you may do so through InSite.
- Students are responsible for checking their InSite email account regularly. Waitlist notifications are sent to InSite email. The college is not responsible for information missed because the student failed to monitor their college email account.

Registering in Conflicting Courses

Students are not permitted to enroll in courses with conflicting meetings times (T5, 55007).

Changes to Enrollment

Adding Courses

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

To add a course during the late registration period, you must obtain permission from the instructor. If the instructor enters permission you will be able to enroll through your InSite portal. Students should be aware that courses may be cancelled if there are not enough students enrolled in the course before it begins.

Dropping Courses

To drop a course go to your InSite Portal, and select the Registration tile and follow the prompts to drop a class. You may also drop in person at the Admissions and Records Office. Please make a note of the various deadlines associated with dropping courses which you can find on your class schedule.

Course Repetition

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

Allowable Repeats:

- Non-Credit courses (no limit).
- Disability-related accommodation.
- Intercollegiate athletic courses.
- Alleviation of substandard grade (2 repeats including withdrawals).
- Cooperative work experience (up to a total of 16 semester units).
- Legally mandated training requirement.
- COOP-160 cannot be repeated.
- Repeat of an open entry/open exit variable unit course is repeatable upon petition up to the number of times it takes to complete the entire curriculum of the course at one time.
- Significant change in industry or licensure standards.
- Courses for programs that have a recency requirement.
- 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 College may allow the auditing of a course if the student has taken the course for credit or repeated the course the maximum number of times allowed. Auditing is not permitted in courses that

have health and safety issues such as Drama, Physical Education, and Science Labs. Auditing is not allowed in ESL courses and courses with restricted enrollment due to regulations or station limitations. The College reserves the right to deny an audit request at their discretion. The decision cannot be appealed.

Enrollment is on a space available basis; therefore, the auditors will not be allowed to petition to audit until the second week of instruction. The audit must be approved by the instructor and division dean. The cost to audit a course is \$15/unit. All audit requests must be submitted to the Office of Admissions and Records by the last day to add a course. A student shall not be permitted to change their enrollment from credit to audit or audit to credit after the fact.

College Costs

Enrollment Fees and 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 \$265 in tuition, and \$10 for a capital outlay fee, per unit. This is a total of \$321 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 \$265 per unit, plus the enrollment fee of \$46 per unit, and \$10 for a capital outlay fee, for a total of \$321 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:

- the instructional and other materials required for the course have a continuing value to the student outside of the classroom setting, or
- 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 Cashier's Office. Instructional material fees refunds are provided to students who withdraw from school or drop the course by the refund 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.

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. Admissions and 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 his/her 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 and 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. Through InSite, 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, \$7.50 per transcript thereafter. Mailed via United States Postal Service (USPS).

Rush Service: (available for student pickup at 10:00am 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 3:00pm for delivery the following day.

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

Electronic Transcripts: Transcripts are automatically sent electronically to colleges that are part of our electronic network. No additional notation needs to be made when requesting a transcript.

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.

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 (click on "Enrollment Verification" for this service).

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

- Standard: First 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 for spring and fall term, \$25 for summer intersession for automobiles. Motorcycles and mopeds

are \$30 for 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: California College Promise Grant 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 and 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" under the Admissions + Aid menu.

Office of Financial Assistance

The Office of Financial Assistance is located in the Student Services Center, Room 102. Office hours are 8:00 a.m. - 4:30 p.m. on Mondays, Tuesdays, and Thursdays, 8:00 a.m. - 6:30 p.m. on Wednesdays, and 8:00 a.m. - 1:00 p.m. on Fridays.

Need help applying for financial aid online? We also offer open Financial Aid Computer Lab hours from 9:00 a.m. - 1:00 p.m. Monday through Friday, as well as special Pop-Up Labs throughout the academic year. For a list of Pop-Up Labs, visit our web site. 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 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 equivalent, and who are beyond the age of compulsory school

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	\$321 total per unit	Nonresidents of California pay an enrollment fee of \$46* per unit of credit, plus \$265 in tuition per unit of credit, plus \$10 for a capital outlay fee, per unit.
Non-U.S. Citizen Tuition (including International Students)	\$321 total per unit	Nonresidents of California pay an enrollment fee of \$46* per unit of credit, plus \$265 in tuition per unit of credit, plus \$10 for a capital outlay fee, per unit.
Health Insurance for International Students	\$110 per month	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 (Subject to change at any time).
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 and \$15 motorcycles	Term-length parking permits can only be purchased online through the InSite Portal. California College Promise Grant (formerly the BOG fee waiver) recipients receive a discount on parking permits.
Instructional Material Fees¹	Variable by course	See policy statement below. ¹
Student Activity Fee** (This is an optional fee.)	\$5 per semester	The Student Activity Fee allows the Contra Costa College Associated Students Union (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 Fee²	All requests require written authorization and advance payment. Standard: First 2 copies in the district are free. \$7.50 thereafter. Rush: \$17.50 per transcript. If the student has not received his/her free transcripts, the total cost will be \$10. If the student has received his/her free transcripts the cost will be \$17.50. Express: \$32.50 per transcript. If the student has not received his/her free transcripts the total cost will be \$25.00. If the student has received his/her free transcripts the cost will be \$32.50.	Standard: Mailed through the U.S. Postal Service within 7-10 business days. No student pick up allowed for standard service. Rush: Mailed by U.S. Postal Service next business day or for pick up. Express: Same day service prepared for student pick up (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 and Records Office will be charged \$2 for each request. Students can receive free verifications of enrollment through the InSite Portal.

* 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 to the Cashier's Office 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. 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.
2. Transcripts: Students may receive two (2) free transcripts across the district (e.g. one (1) at CCC and one (1) at DVC equals two (2)). A Transcript Request Form is available on the college website and at the Admissions and Records Office. It can be mailed or faxed to (510) 412-0769. All requests must include payment for associated fees. This includes electronic transcripts.

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. The Contra Costa College Assessment Center no longer offers an ATB on campus. If you believe you qualify under the ATB provisions, please contact the Office of Financial Assistance for more information.

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

California College Promise Grant

You may be eligible for a waiver of the enrollment fee if you are a California resident or AB-540 eligible student, 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) or California Dream Act application and have "financial need;"

Applications for the California College Promise Grant 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

California College Promise Grant Regulations: Beginning in fall 2016, students must meet minimum academic and progress standards to avoid losing eligibility for the California College Promise Grant. 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 the California College Promise Grant. For more information, visit www.contracosta.edu/financialaid

Satisfactory Academic Progress: You are required to maintain satisfactory and measurable academic progress in order to maintain eligibility for financial aid programs. 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 www.contracosta.edu/financialaid

Types of Financial Assistance

- **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 s/he is 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.
- **California College Promise Grant** — This will waive enrollment fees for California residents who meet one of the following requirements: 1) demonstrate financial need on your FAFSA or Dream Act Application, 2) be a recipient of TANF, SSI, or General Assistance, 3) be a qualified veteran or dependent of a qualified veteran, or 4) meet specific annual income requirements.
- **Cal Grant** — A state program which awards cash grants to California students meeting specific income and academic requirements. Award amounts can vary based on the type of Cal Grant and the type of institution the student attends. For more information, log on to www.calgrant.org.
- **Student Success Completion Grant (SSCG)** — A supplemental grant to California Community College students who receive a Cal Grant and are enrolled full-time or more. The purpose of this program is to support persistence, retention and success for students to attend full-time.
- **Supplemental Educational Opportunity Grant** — This campus-based grant program is available to students who 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.
- **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. Log on to www.chafee.csac.ca.gov to apply online.
- **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.

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 16 weeks). Refunds are now processed every two weeks. Refund checks will be mailed to students the first week of each month.

You may receive a refund if:

- 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 16 weeks). Ask your instructor for the drop date for short-term and summer session classes, which is also included on your schedule on the InSite Portal.
- You become eligible for financial aid and receive an enrollment fee waiver or deferral after you have paid your enrollment fees.
- The fee was collected in error. Fees collected in error are those you do not owe for any of the following reasons:
 - college cancelled the course.
 - college cancelled your enrollment (academic or other dismissal).
 - books for the course were not available.
 - you qualified for state financial aid later in the term.
 - death of the student.

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. Payment in the form of a check will not be accepted for returned check fee.

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 within the drop deadline: Refund checks for complete withdrawal from the college will be processed within three weeks.
- 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.

- 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 and Records Office.
- If you have a new address, please change your address on InSite, and notify the Admissions and Records Office.

The District Office processes refund checks twice a month. All refund checks will be made payable to the student, whether the fees were paid by cash, check, money order, cashier's check, 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. Mid-semester parking permits are non-refundable.

Academic Policies

Excused Withdrawal

Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a course(s) due to specific events beyond the control of the student affecting his or her ability to complete a course(s) and may include a job transfer outside the geographical region, an illness in the family where the student is the primary caregiver, when the student who is incarcerated in a California state prison or county jail is released from custody or involuntarily transferred before the end of the term, when the student is the subject of an immigration action, or other extenuating circumstances.

- Upon verification of these conditions and consistent with the district's required documentation substantiating the conditions, an Excused Withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals.
- Excused Withdrawal shall not be counted in progress, probation and dismissal calculations.
- Excused Withdrawal shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

Academic Renewal

The Contra Costa Community College District has adopted the following procedures, pursuant to Title 5, Section 55046, which permits students to alleviate previously recorded substandard grades (defined as "D," "F" or "NC/NP") which are not reflective of a student's demonstrated academic ability. The procedures must:

1. not conflict with Education Code Section 76224, pertaining to finality of grades assigned by instructors, and Title 5,

Sections beginning with 59020 to 59033 pertaining to the retention and destruction of records;

2. allow 30 units to be alleviated. Courses within the District can be combined up to the maximum of 30 units, however each college will adjust units on its own transcript;
3. require that a student has completed either:
 - a. Nine units of work with a 3.5 cumulative grade point average;
 - b. 15 units of work with a 3.0 cumulative grade point average;
 - c. 21 units of work with a 2.5 cumulative grade point average; or
 - d. 24 units of work with a 2.0 cumulative grade point average.

The unit count begins the semester after the last substandard grade has been received. The course work upon which the application for alleviation is based, may have been completed within the Contra Costa Community College District or any other regionally accredited college or university.

4. allow upper division course work to meet the unit and GPA requirement for alleviation;
5. require that the student must have a minimum 2.0 GPA subsequent to the course work to be alleviated;
6. a minimum of 12 months must have elapsed since the substandard grades were earned;
7. identify any courses or categories of courses, if any, which are exempt from consideration;
8. be exempt from consideration and are courses that have already been removed from the student's GPA by course repetition;
9. course work alleviated will be disregarded in the computation of the grade point average; or
10. when academic work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible and provide a true and complete record of academic history.

Students must meet with a counselor to review options to Academic Renewal, as this procedure is irreversible. Once they qualify for Academic Renewal, they must complete the Petition for Academic Renewal Form, using one form per college, obtain a counselor's signature and turn it into Admissions and Records at any college within the District. If the student is using non-District courses to qualify for the satisfactory work completed and required cumulative GPA, official transcripts must be on file in Admissions and Records prior to petitioning for Academic Renewal.

Attendance Course Hours

Courses start and 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

Students are expected to attend all class meetings. When you need to be absent, you must contact your instructor as soon as possible. Your absence does not excuse you from completing the required assignments.

You may be dropped by the instructor if you are no longer participating in the course. No longer participating is defined as the accumulation of excessive absences as defined as more than two weeks of full term class meetings. If there are extenuating circumstances related to your absence such as verified cases of accident, illness or other circumstances beyond your control you are encouraged to share that with your instructor. Instructors are authorized to require verification of your circumstances.

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 the student's responsibility to officially withdraw from courses by the deadline. Failure to drop a course you are no longer attending will result in a student debt and possibly a failing grade. Instructors have the right to drop you from a course in the following circumstances:

1. You are absent from the first class meeting.
2. You are absent for the equivalent of more than two weeks of full term class meetings.

Verified extenuating circumstances may prevent you from being dropped. It is up to the instructor to decide; therefore, please communicate your absence as soon as you can to prevent being dropped for excessive absents.

Change of Address and/or Personal Information

You are to report a change of address immediately to the Admissions and 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 and 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 and 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 and 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 and 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 and 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 and 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:

- 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;
- 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;
- 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 toward 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 and 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 and 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 and 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 and Dismissal

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

Definition of Terms

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

Probation

- **Academic probation:** If, since first enrolling, you have attempted 12 or more units and your grade point average drops below 2.0, you will be placed on academic probation.
- **Progress probation:** You are subject to progress probation after you have enrolled in at least 12 semester units. You will be placed on progress probation if you received 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 Office of Retention (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 2.0 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 probation or dismissal, an administrative hold will be placed on your record, barring you from enrollment. Being in 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 your Insite Portal email address with the following information below:

Students on Academic or Progress Probation I must:

1. Successfully complete an online Student Success Workshop.
2. Maintain a semester GPA of 2.0 or better.
3. Complete 100% of their attempted units or be placed on Probation II status.

Students on Academic or Progress Probation II must:

1. Attend a Probation II Workshop.
2. Maintain a semester GPA of 2.0 or better.
3. Complete 100% of their attempted units or be placed on dismissal status.

Students on Academic or Progress Dismissal must:

1. Attend a Reinstatement Workshop.
2. After completing the workshop, students will be scheduled to meet with a counselor and complete the Petition for Reinstatement form. The Petition for Reinstatement form will be reviewed on a case-by-case basis, with no guarantee of approval.

Students can access the online Probation Level I workshop or register for the Probation II and Dismissal workshops on the following webpage: www.contracosta.edu/academic-standing

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 cumulative 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.

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 and 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 and 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 unaccredited 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 and 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.

Contra Costa College

College Credit for Advanced Placement (AP) Tests • 2019-2020

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. This is the information available at the time of catalog submissions and may not reflect the most current information available at present. Please see a counselor for the most current information.

All units denote semester calendar credits. NOTE: CSU credit is to be determined by the admitting CSU campus.

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	Area C1 or C2 3 units	6	Area 3A or 3B 3 units	5.3	
Art, Studio	2-D Design	3, 4, 5	Area C Arts and Humanities 3 units	3	None	3	None	5.3	Max of 5.3 semester units for all exams
	3-D Design	3, 4, 5	Area C Arts and Humanities 3 units	3	None	3	None	5.3	
	Drawing	3, 4, 5	Area C Arts and Humanities 3 units	3	None	3	None	5.3	
Biology		3, 4, 5	Area B Natural Science 3 units	6	Areas B2 and B3 4 units	6	Areas 5B and 5C 4 units	5.3	
Chemistry		3, 4, 5	Area B Natural Science 3 units	6	Areas B1 and B3 4 units (6 units if taken prior to FA'09)	6	Areas 5A and 5C 4 units	5.3	
Computer Science	Computer Science A	3, 4, 5	None	3 (Max of 6 units for both Computer Science exams)	None	3 ¹	None	1.3	Max of 2.7 semester units for both exams
	Computer Science AB	3, 4, 5	None	6 (Max of 6 units for both Computer Science exams)	None	6 ¹	None	2.7	
	Computer Science Principles	3, 4, 5	Area E Mathematics Proficiency	6	None	6	None	5.3	
Economics	Macroeconomics	3, 4, 5	Area D Social Sciences 3 units	3	Area D 3 units	3	Area 4 3 units	2.7	
	Microeconomics	3, 4, 5	Area D Social Sciences 3 units	3	Area D 3 units	3	Area 4 3 units	2.7	
English	English Language and Composition	3, 4, 5	Area A1 Language and Rationality 3 units	6	A2 3 units	6	Area 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	Area 1A or 3B 3 units	5.3	
Environmental Science		3, 4, 5	Area B Natural Science 3 units	4	Areas B1 and B3 4 units (May apply to B2+B3 or B1+B3 if taken prior to FA'09.)	4	Areas 5A and 5C 3 units	2.7	
Government and Politics	Comparative	3, 4, 5	Area D Social Sciences 3 units	3	Area D 3 units	3	Area 4 3 units	2.7	
	United States	3, 4, 5	Area D Social Sciences 3 units	3	Areas D and US-2 3 units	3	Area 4 3 units	2.7	

All units denote semester calendar credits. NOTE: CSU credit is to be determined by the admitting CSU campus.

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
History	European History	3, 4, 5	Area C Arts and Humanities 3 units or Area D – Social Sciences 3 units	6	Area C2 or D 3 units	6	Area 3B or 4 3 units	5.3	
	United States History	3, 4, 5	Area C Arts and Humanities 3 units or Area D – Social Sciences 3 units	6	Area C2 or D and US-1 3 units	6	Area 3B or 4 3 units	5.3	
	World History	3, 4, 5	Area C Arts and Humanities 3 units or Area D – Social Sciences 3 units	3	Area C2 or D 3 units	3	Area 3B or 4 3 units	5.3	
Human Geography		3, 4, 5	Area D – Social Sciences 3 units	3	Area D 3 units	3	Area 4 3 units	2.7	
Language Other than English	Chinese Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	3	Area C2 3 units	6	Areas 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	Area C2 3 units (6 units if taken prior to FA'09)	6	Areas 3B and 6A 3 units	5.3	
	French Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 3 units	6	Areas 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	Area C2 3 units	6	Areas 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	Area C2 3 units (6 units if taken prior to FA'09)	6	Areas 3B and 6A 3 units	5.3	
	German Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 3 units	6	Areas 3B and 6A 3 units	5.3	
	Italian Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 3 units	6	Areas 3B and 6A 3 units	5.3	
	Japanese Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 3 units	6	Areas 3B and 6A 3 units	5.3	
	Latin (Offered May 2013 and beyond)	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 3 units	6	Areas 3B and 6A 3 units	5.3	
	Latin: Vergil (Only if taken Prior to FA'12)	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 3 units	3	Areas 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	Area C2 3 units	6	Areas 3B and 6A 3 units	2.7	
	Spanish Language (Only if taken prior to SP'14)	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 6 units	6	Areas 3B and 6A 6 units	5.3	
	Spanish Language and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 3 units	6	Areas 3B and 6A 6 units	5.3	

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1 If a student passes more than one AP exam in calculus or computer science only one examination 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 2019-2020

All units denote semester calendar credits. NOTE: CSU credit is to be determined by the admitting CSU campus.

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
	Spanish Literature (Only if taken prior to SP'13)	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 6 units	6	Areas 3B and 6A 6 units	5.3	
	Spanish Literature and Culture	3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C2 3 units	6	Areas 3B and 6A 3 units	5.3	
Mathematics	Calculus AB	3, 4, 5	Area A2 - Oral Communication/Critical Thinking 3 units and Area E - Mathematics Proficiency	3 (Max of 6 units for both Calculus exams)	Area B4* 3 units	3 ¹	Area 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 A2 - Oral Communication/Critical Thinking 3 units and Area E - Mathematics Proficiency	6 (Max of 6 units for both Calculus exams)	Area B4* 3 units	6 ¹	Area 2A 3 units	5.3	
	Calculus BC/AB Subscore	3, 4, 5	Area A2 - Oral Communication/Critical Thinking 3 units and Area E - Mathematics Proficiency	3 (Max of 6 units for both Calculus exams)	Area B4* 3 units	3 ¹	Area 2A 3 units	2.7	
Music Theory		3, 4, 5	Area C - Arts and Humanities 3 units	6	Area C1 3 units (Only if taken prior to FA'09)	6	None	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 Sciences 3 units	4 (Max of 6 units for all Physics exams)	Areas B1 and B3 4 units	4	Area 5A and 5C 4 units	5.3	Max of 5.3 semester units for all Physics exams
	Physics 2	3, 4, 5	Area B – Natural Sciences 3 units	4 (Max of 6 units for all Physics exams)	Areas B1 and B3 4 units	4	Area 5A and 5C 4 units	5.3	
	Physics B (Only if taken prior to FA'13)	3, 4, 5	Area B – Natural Sciences 3 units	6 (Max of 6 units for all Physics exams)	Areas B1 and B3 4 units (6 units if taken prior to FA'09)	6	Area 5A and 5C 4 units	5.3	
	Physics C: Electricity and Magnetism	3, 4, 5	Area B – Natural Sciences 3 units	4 (Max of 6 units for all Physics exams)	Areas B1 and B3 4 units	4	Area 5A and 5C 3 units	2.7	
	Physics C: Mechanics	3, 4, 5	Area B – Natural Sciences 3 units	4 (Max of 6 units for all Physics exams)	Areas B1 and B3 4 units	4	Area 5A and 5C 3 units	2.7	
Psychology		3, 4, 5	Area D – Social Sciences 3 units	3	Area D 3 units	3	Area 4 3 units	2.7	
Seminar		3, 4, 5	None	3	None	3	None	0	
Statistics		3, 4, 5	Area A2 – Oral Communication/Critical Thinking 3 units and Area E – Mathematics Proficiency	3	Area B4 3 units	3	Area 2A 3 units	2.7	

1 If a student passes more than one AP exam in calculus or computer science only one examination 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 • 2019-2020

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 the 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. This is the information available at the time of catalog submissions and may not reflect the most current information available at present. Please see a counselor for the most current information.

All units denote semester calendar credits. NOTE: CSU credit is to be determined by the admitting CSU campus.

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	Area D 3 units	3
Biology		50+	Area B – Natural Science 3 units	3	Area B2 3 units	3
Business	Financial Accounting	50+	None	3	None	3
	Information Systems and Computer Applications	50+	None	3	None	3
	Introductory Business Law	50+	None	3	None	3
	Principles of Accounting	50+	None	3	None	3
	Principles of Management	50+	None	3	None	3
	Principles of Marketing	50+	None	3	None	3
Chemistry		50+	Area B – Natural Science 3 units	3	Area B1 3 units	3
Economics	Principles of Macroeconomics	50+	Area D - Social Sciences 3 units	3	Area D 3 units	3
	Principles of Microeconomics	50+	Area D - Social Sciences 3 units	3	Area D 3 units	3
English ¹	American Literature	50+	Area C – Arts and Humanities 3 units	3	Area C2 3 units	3
	Analyzing and Interpreting Literature	50+	Area C – Arts and Humanities 3 units	3	Area C2 3 units	3
	English Literature (Only if taken prior to F11)	50+	Area C – Arts and Humanities 3 units	3	Area C2 3 units	3
History ²	United States I	50+	Area D - Social Sciences 3 units	3	Area D and US-1 3 units	3
	United States II	50+	Area D - Social Sciences 3 units	3	Area D and US-1 3 units	3
	Western Civilization I	50+	Area C - Arts and Humanities OR Area D - Social and Behavioral Sciences 3 units	3	Area C2 or D 3 units	3
	Western Civilization II	50+	Area D - Social Sciences 3 units	3	Area D 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) • 2019-2020

All units denote semester calendar credits. NOTE: CSU credit is to be determined by the admitting CSU campus.

CLEP Exam		CLEP Score	AA/AS CCC GE Area Units	Units for CCC Associate Degree	CSU GE Areas Units	CSU Credit
Human Growth and Development		50+	Area D - Social Sciences 3 units	3	Area E 3 units	3
Human Growth and Development		50+	Area D - Social Sciences 3 units	3	Area E 3 units	3
Humanities		50+	Area C – Arts and Humanities 3 units	3	Area C2 3 units	3
Language Other than English	French Level I	50+	None	6	None	6
	French Level II	59+	Area C – Arts and Humanities 3 units	9 (12 units if taken prior to FA'15)	Area C2 3 units	9 ³ (12 if taken prior to FA'15)
	German Level I	50+	None	6	None	6
	German Level II	60+	Area C – Arts and Humanities 3 units	9 (12 units if taken prior to FA'15)	Area C2 3 units	9 ³ (12 if taken prior to FA'15)
	Spanish Level I	50+	None	6	None	6
	Spanish Level II	63+	Area C – Arts and Humanities 3 units	9 (12 units if taken prior to FA'15)	Area C2 3 units	9 ³ (12 if taken prior to FA'15)
Mathematics	Calculus	50+	Area A2 - Oral Communication/Critical Thinking 3 units and Area E - Mathematics Proficiency	3	Area B4 3 units	3
	College Algebra	50+	Area A2 - Oral Communication/Critical Thinking 3 units and Area E - Mathematics Proficiency	3	Area B4 3 units	3
	College Algebra – Trigonometry	50+	Area A2 - Oral Communication/Critical Thinking 3 units and Area E - Mathematics Proficiency	3	Area B4 3 units	3
	Pre-Calculus	50+	Area A2 - Oral Communication and Critical Thinking 3 units and Area E – Mathematics Proficiency	3	Area B4 3 units	3
	Trigonometry(Only if taken prior to FA'06)	50+	Area A2 - Oral Communication/Critical Thinking 3 units and Area E - Mathematics Proficiency	3	Area B4 3 units	3
Natural Sciences		50+	Area B – Natural Science 3 units	3	Area B1 or B2 3 units	3
Psychology	Introductory Psychology	50+	Area D - Social Sciences 3 units	3	Area D 3 units	3
	Introduction to Educational Psychology	50+	None	3	None	3
Introductory Sociology		50+	Area D - Social Sciences 3 units	3	Area D 3 units	3

3 If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a Language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

Contra Costa College

College Credit for International Baccalaureate (IB) Exams

2019-2020

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. This is the information available at the time of catalog submissions and may not reflect the most current information available at present. Please see a counselor for the most current information.

All units denote semester calendar credits. NOTE: CSU credit is to be determined by the admitting CSU campus.

IB Exam	Accepted IB Score	AA/AS CCC GE Areas/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	Area B – Natural Science 3 units	6	Area B2 3 units	6	Area 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	Area B – Natural Science 3 units	6	Area B1 3 units	6	Area 5A 3 units	5.3	
Economics HL	5, 6, 7	Area D - Social Sciences 3 units	6	Area D 3 units	6	Area 4 3 units	5.3	
Geography HL	5, 6, 7	Area D - Social Sciences 3 units	6	Area D 3 units	6	Area 4 3 units	5.3	
History (any region) HL	5, 6, 7	Area C – Arts and Humanities or Area D - Social Sciences 3 units	6	Area C2 or Area D 3 units	6	Area 3B or Area 4 3 units	5.3	
Language A1 (any language, except English) HL	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	6	Area C2 3 units	6	Areas 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	Area C2 3 units	6	Areas 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	Area C2 3 units	6	Area 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	Area C2 3 units	6	6	5.3	
Language B (any language) HL	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	3	6	6	Area 3B	5.3	
Mathematics HL	5, ¹ 6, 7	Area E Mathematics Proficiency	3	5.3	6	Area 2A 3 units	5.3	
Physics HL	5, 6, 7	Area B – Natural Sciences 3 units	6	Area B1 3 units	6	Area 5A 3 units	5.3	
Psychology HL	5, 6, 7	Area D - Social Sciences 3 units	3	Area D 3 units	3	Area 4 3 units	5.3	
Theatre HL	5, ¹ 6, 7	Area C – Arts and Humanities 3 units	6	Area C1 3 units	6	Area 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-native speakers. 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.

Transfer Credit

CCC accepts transcripts from institutions (e.g., colleges and universities) currently recognized by regional accrediting organizations as recognized by the U.S. Department of Education. Only courses and credit from accredited institutions will be considered for transfer.

To have your transfer credits evaluated, please schedule an appointment with a counselor when your official college transcript is received by the Admissions and Records Office. Coursework and credits that may transfer will be determined based on an evaluation that may include but is not limited to: course content, objectives, student learning outcomes, units, grades, course level and applicability to degree, certificate or prerequisite requirements, as well as CSU GE and IGETC requirements.

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 Academic Renewal policy included in the prior section.

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 and 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 and 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.

Contra Costa College's STEM Center

Physical Science Building, Room 109, (510) 215-4815

The STEM Center is home to CCC's Hispanic Serving Institution Science, Technology, Engineering, and Math (HSI STEM) grant. The HSI STEM grant is closing the gaps in the STEM pipeline by providing intentional access and comprehensive support to Latino and low-income high school and college students. At the STEM Center, you will be able to enroll in workshops, events, programs and seminars related to STEM exploration, the successful completion of STEM courses, degrees and or certificates, and transferring to four-year institutions in STEM disciplines. Resources are available regarding scholarships, internships and campus support services. Tutoring services for STEM courses are also offered at the STEM Center.

The STEM Center houses our STEM pipeline programs that support students from PreK through Transfer; these 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 underserved in the STEM fields.

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

Metas Program

Physical Science Building, Room-109, (510) 215-4815

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 please visit the STEM Center in PS 109 or email us at metas@contracosta.edu. Hablamos Español.

STEM Jams

Physical Science Building, Room-109, (510) 215-4815

Free weeklong pre-semester preparation programs that support students in a relaxed setting to successfully complete courses in STEM disciplines such as anatomy, biology, chemistry, and physics.

Jam sessions are designed to help students face and overcome their fears and anxiety about science, reflect upon their past science experiences, and deconstruct the myths about science in a safe environment. Students will review key concepts for their upcoming science courses, learn to develop a growth mindset, and evaluate how science is relevant to their daily lives and careers.

Students will also learn best practices for student success, while building a community of support in science that includes faculty, staff, tutors and peers.

All students who complete the program will be given their semester science textbook on loan through the HSI STEM Department.

To learn more, please visit the STEM Center in PS109 or visit www.contracosta.edu/learningcommunities.

Adelante STEM Academy

Physical Science Building, Room-109, (510) 215-4815

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

Program activities are open and free to all CCC students exploring STEM.

For more information please visit the STEM Center in PS 109 or email us at adelantewithstem@contracosta.edu.

Bookstore

Student and 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 (CIS-095, EML875N 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.

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.
- 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 a one hour educational planning appointment 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 and 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 6 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

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

- **During day or evening courses:** In case of emergency, call 911 from a cell phone or 9-911 from any campus phone. For non-emergencies, call (510) 215-4858 or on-campus extension 44858.
- **Weekends and holidays:** In case of emergency, call 911 from a cell phone or 9-911 from any campus phone. For non-emergencies, call (925) 383-0872.

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.

Extended Opportunity Programs and Services (EOPS)

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

EOPS 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 who 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 California College Promise Grant.
- 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 Police Escort

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.

Food on Campus

The Aqua Terra Grill

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

The restaurant is operated by the Culinary Arts Department. Gourmet lunches are served from 11:00am to 1:15pm 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 8:30am to 1:15pm, Tuesday through Thursday from 10:00am to 1:30pm and 3:00pm to 7:00pm, and Fridays from 9:00am to 1:30pm.

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 8:00am to 7:15pm, and Wednesday - Friday from 8:00am to 4:15pm, offers coffee, bottled water, soda, and assorted snacks.

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.

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 and Administration Building, Room-109, (510) 215-4923

The Contra Costa Community College District offers a low-cost student 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-110, (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 an immigration adviser on staying in status;
- assists potential students in applying for change of status;
- assists students, if necessary, in applying for reinstatement;
- interprets rules from the Department of Homeland Security that apply to F-1 students;
- provides orientation for new F-1 students.

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.

Library and Learning Resource Center

Library and 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 this page: 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.

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 and 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.

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 on Monday, Tuesday and Thursday, 8:00am - 6:30pm on Wednesdays, and 8:00am - 1:00pm 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 AB-540 students). To get one-on-one help completing your online financial aid application, you may visit our office from 9:00am - 1:00pm Monday through Friday.

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 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 should 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 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 and ENGL 1A) and personal development classes (PSYCH 103A and PSYCH 103B) taught by Puente-trained teachers and counselors. The English classes provide 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 ENGL 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 and Learning Resource Center

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

The Learning Resource Center (LRC) 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 LRC 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 LRC to meet with an instructor.

To use tutoring services, or any of the other LRC services or facilities, students must be enrolled in ENGL 875N, a free non-credit class.

Transfer Services

Career/Transfer Center

Student and Administration Building, SAB-227

The Career/Transfer Center offers both career exploration and transfer support. The office is open during fall, spring and summer semesters.

The 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, including 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 California College Promise Grant 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 and Administration Building, Student Services Center or from Campus Police.

Enforcement

Parking is regulated 24 hours a day, Monday through Thursday, and midnight to 5:00pm 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 7:00am to 4:00pm. 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 4:00pm, 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 4:00pm, 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 4:00pm 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 and 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. 7:54am to 10:55pm 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 and Administration Building, Room-109

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
- Food pantry and distribution
- Free breakfast program

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;
- attend 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 the 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 6 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, Learning Resource 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, LLRC-206, (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.

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 Vicki Ferguson, Directora de los Servicios de Negocios, al (510) 215-3921.

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 entrego.
- 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 o ESL-108 (para estudiantes cuyo idioma natal no es inglés)
- 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 1 de enero de 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.

CHAPTER

3

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 on page 59, "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 8 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 interrelatedness of certain basic principles, concepts and methodologies, both unique to and shared by the various disciplines. General education is intended

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

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

- complete a minimum of 60 units of degree credit 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:

- 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.
- Complete all courses in the AA-T or AS-T major with a "C" grade or higher.
- 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. **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 Admission and Records Office. 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 and 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," "MW," "EW" 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.

DEGREES + CERTIFICATES

Program of Study	Associate Degree	Certificate of Achievement	Certificate of Accomplishment
Administration of Justice			
Administration of Justice	AS-T		
Correctional Specialist		●	
Corrections	AS	●	
Law Enforcement	AS	●	
Police Records + Services Technician		●	
Pre-Law Studies		●	
Security Specialist		●	
African American Studies	AA		
Anthropology	AA-T, AA		
Art	AA		
Automotive Services			
Automotive Collision Repair Technology	AS	●	
Automotive Hybrid Technician		●	
Automotive Service Technician	AS	●	
Chassis Level I Technician		●	
Powertrains Level I Technician		●	
Automotive Collision Repair - Damage Estimator		●	
Biological Science			
Biology	AS-T		
Biological Science	AS		
Biotechnology	AS		
Biotechnology Assistant		●	
Biotechnology Technician		●	
Pre-Allied Health		●	
Business			
Accounting Technician		●	
Business Administration	AS-T, AS	●	
Business Management	AS	●	
Business Office Technology			
Administrative Assistant	AS	●	
Business Information Worker		●	
General Office	AS	●	
Chemistry	AS	●	
Computer + Communications Technology			
Computer Repair Technology			●
Fiber Optic/Copper Network Structure			●
Network Communication Technology			●
Network Technology	AS	●	
Security Systems/ Home + Small Business			●

Program of Study	Associate Degree	Certificate of Achievement	Certificate of Accomplishment
Wireless Networks/ Home + Small Business			●
Computer Information Systems			
Computer Operations	AS	●	
Computer Programming	AS	●	
Computer Science	AS		
Culinary Arts			
Basic Food Service			●
Classical/Modern Food Preparation + Restaurant Training	AS	●	
Restaurant Management			●
Training in Pastry + Baking Skills	AS	●	
Early Childhood Education			
Early Childhood Education	AS-T, AS	●	
Associate Teacher - Preschool		●	
Associate Teacher - School Age Children		●	
Montessori Education: Preschool Teacher	AS	●	
Montessori Education: Introductory Level		●	
Violence Intervention + Counseling		●	
Earth Science	AS		
Economics	AA-T, AA		
Emergency Medical Services			●
Paramedic Studies		●	
Engineering	AS	●	
English	AA-T		
English as a Second Language			
Advanced ESL		●	
High-Intermediate ESL		●	
Low-Intermediate ESL		●	
Geography			
Geography	AA-T, AA		
Geographical Information Systems			●
Health Education			
Public Health Science	AS-T		
Health + Human Services			
Human Services	AA	●	
Dual Diagnosis Screening			●

Program of Study	Associate Degree	Certificate of Achievement	Certificate of Accomplishment
Dual Diagnosis Specialization			●
Peer Support Services			●
Psychosocial Rehabilitation			●
Substance Abuse Case Management			●
History	AA-T, AA		
Journalism	AA-T, AA	●	
La Raza Studies	AA		
Social Justice: Latino + Chicano Studies	AA-T		
Liberal Arts			
Arts + Humanities	AA		
Communication in the English Language	AA		
Math + Science	AA		
Science, Technology, Engineering + Math		●	
Social + Behavioral Sciences	AA		
Mathematics	AS-T		
Media			
Digital Film Production			●
Medical Assisting	AS	●	
Health Navigator			●
Medical Terminology			●
Music	AA-T, AA		
Nursing*	AS		
Philosophy	AA-T	●	
Physical Education/Kinesiology			
Kinesiology	AA-T		
Physical Education/Kinesiology	AS		
Fitness Trainer			●
Personal Training Prep Course			●
Physics	AS-T		
Political Science	AA-T		
Psychology	AA-T, AA		
Real Estate	AA	●	
Sociology	AA-T, AA		
Spanish	AA-T, AA		
Speech			
Communication Studies	AA-T		

*Bachelor of Science in Nursing, in partnership with the University of Phoenix, and Certified Nursing Assistant programs also available.

2019-20 Contra Costa College 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 and all general education requirements listed on this worksheet are necessary to earn an associate degree.

NOTE: THIS WORKSHEET IS FOR LOCAL ASSOCIATE DEGREES AND **NOT** FOR THE AA-T AND AS-T (TRANSFER) DEGREES.

NAME/ID#: _____ MAJOR: _____

AREA A1: Language and Rationality (3 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one course with a 'C' grade or higher: ENGL 1A, 1AX, 2B			
AREA A2: Oral Communication & Critical Thinking (3 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one course from: CIS 125; DRAMA 126; ENGL 1C, 2B; ESL 132; LARAZ 131 MATH 121, 135, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292 PHILO 130; SPCH 120, 121, 121-I, 122, 128, 141, 142, 160B			
AREA B: Natural Science (3 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one course from: ANTHR 140; ASTRO 120; BIOSC 110, 119, 132, 134, 145, 147, (157 + 159), 172 CHEM 119, 120, 121, 226, 227; GEOG 120; GEOL 120 PHYS 110, 120, 120H, 121, 121H, 130, 230, 231; PSYCH 150			
AREA C: Arts and Humanities (3 units minimum)	Completed Course	In Progress Course	Planned Course
Complete at least one course from: AFRAM 112, 113, 120, 122, 123, 210; ANTHR 150; ART 101—275 CHIN 120, 121; DRAMA 101, 102, 103, 104 DRAMA 106, 107, 108, 109, 110, 122, 123, 125, 126, 165, 221A, 230 ENGL 2B, 163, 200A, 210B, 220B, 230B, 250, 274, 293H; ESL 195 HIST 110, 120, 121, 122, 123, 124, 127, 140, 141 HUMAN 113, 120, 180; JAPAN 120, 121 LARAZ 127, 130, 165, 190; MEDIA 130, 152, 153, 161, 162, 165, 166, 170 MUSIC 102—177, 190A, 190B, 191A, 191B, 222—259, 270A, 270B, 272 PHILO 101, 120 (formerly PHILO 110), 130, 140, 150, 160, 180 (formerly PHILO 220), 200 SPAN 110, 111, 112, 120, 121, 220, 221, 230, 231 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, 122, 123, 140, 210, 225, 226, 228 ANTHR 125, 130, 140, 150; BUS 109 ECHD 120, 121, 144, 220; ECON 220, 221; GEOG 120, 130, 150, 160 HED 110; HIST 110, 120, 121, 122, 123, 124, 127, 140, 141; JRNAL 130 LARAZ 110, 113, 125, 127, 131, 141; POLSC 125, 130, 140, 225 PSYCH 118, 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 ONE of the following options with 'C' grade or higher: 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: MATH 120, 121, 122, 135, 164, 170, 171, 180, 185, 190, 191, 200 MATH 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: Major	Completed Course	In Progress Course	Planned Course
A minimum of 18 units with a 'C' or better is required for courses in the major			

Graduation Checklist

- ☐ 1. Completed or in last semester of completing 60 degree applicable units with a 2.0 GPA
- ☐ 2. Completed minimum 12 degree applicable units at contra costa college
- ☐ 3. Completed all requirements in major with a 'C' grade or higher
- ☐ 4. Have official transcripts from other institutions attended on file with admissions and records office
- ☐ 5. Have AP/CLEP/IB documents on file with admissions and records office
- ☐ 6. Recently met with a counselor to review completion of degree requirements
- ☐ 7. Petition for associate degree(s) by going to "m.4cd.edu" by the following deadlines:
 - **MARCH 1: GRADUATING SPRING (May)**
 - **JULY 1: GRADUATING SUMMER (July)**
 - **OCTOBER 15: GRADUATING FALL (December)**

GRADUATING WITH HONORS

HONORS GRADUATE: EARNING A CUMULATIVE GPA BETWEEN 3.25 AND 3.74 IN ALL DEGREE APPLICABLE UNITS

PRESIDENT'S SCHOLAR: earning a cumulative GPA of 3.75 or higher in all degree applicable units

CATALOG RIGHTS

If continuous enrollment is maintained by enrolling in at least one course at CCC, DVC and LMC in an academic year (Summer, Fall, Spring) students are guaranteed rights to the catalog requirements in effect

During their initial term of enrollment. Should catalog requirements change while continuous enrollment is maintained, students may utilize any subsequent catalog in effect to graduate.

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 four-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 four-year transfer representatives 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, four-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 include 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 four-year institution while attending Contra Costa College. Impacted majors (meaning a major for which more students apply 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 on 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 are 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 student's 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 to the last year at the community college, have the required GPA (varies from campus to campus), and complete specific math and English (see UC TAG MATRIX) courses
- 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 and 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
- Obtain the IGETC/CSU Certification Request form through Admissions and Records or the A & R webpage "forms" link.

- Complete the form and submit it to the Admissions and Records Office.

Admissions and Records will mail Contra Costa College official transcripts and certification to the specific four-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 statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another 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.

2019-20 IGETC for CSU or UC Transfer

NAME/ID#: _____ MAJOR: _____

REQUIRED PREPARATION FOR THIS MAJOR:

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.

_____	_____
_____	_____
_____	_____
_____	_____

IGETC CERTIFICATION: Students are strongly encouraged to request an IGETC certification when sending their final transcripts to the UC or CSU transfer school of their choosing. To request certification of GE completion, students must complete an "IGETC Certification" form and file it with the Admissions and Records Office. A certification of GE completed along with the final transcripts from CCC will be sent to the UC or CSU transfer institution. This service may be requested one time only.

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

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 001A, 001AX			
Area 1B: Critical Thinking—English Composition	Completed Course	IP Course	Planned Course
ENGL 001C, 002B; 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
MATH 135, 164, 170, 171, 180, 185, 190, 191, 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
AFRAM 112; ART 117, 118, 190, 191, 194; DRAMA 101, 102, 103, 104, 110, 126***, 165 ENGL 163; LARAZ 165; MUSIC 102, 108, 114, 119, 120, 121 NOTE: ***Approved for area FA'19			
Area 3B: Humanities	Completed Course	IP Course	Planned Course
AFRAM 113, 122, 123, 210; ANTHR 150; CHIN 121 DRAMA 102, 103, 104; ENGL 2B, 210B, 220B, 230B, 250, 274 HIST 110, 120*, 121*, 122, 123, 124, 127*, 140, 141 HUMAN 113, 120, 180***; JAPAN 121; LARAZ 127*, 130, 190 MUSIC 102; PHILO 101**, 120, 140**, 150***, 160***, 180 SPAN 121, 220, 221; SPCH 122* NOTE: *Approved for area FA'15; **Approved for area FA'17			
Area 3A or 3B: Complete one additional course from 3A or 3B above	Completed Course	IP Course	Planned Course
SEE ABOVE COURSE LISTS IN 3A OR 3B TO SELECT A COURSE NOTE: ***--Approved for area FA'19			

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

Complete at least 9 semester units including three courses from at least two disciplines.

	Completed Course	IP Course	Planned Course
ADJUS 120**, 135			
AFRAM 110, 122, 123, 140, 210, 225, 228			
ANTHR 125, 130, 140, 150			
ECON 220, 221			
GEOG 130, 150, 160; HED 110			
HIST 110, 120, 121, 122, 123, 124, 127, 140, 141	Completed Course	IP Course	Planned Course
HUMAN 180***; JRNAL 130			
LARAZ 110, 113, 125, 127, 131***141			
POLSC 125, 130, 140, 225			
PSYCH 120, 122***, 126, 128, 130, 132, 140, 150, 170, 220, 222	Completed Course	IP Course	Planned Course
SOCIO 130, 142, 220, 221, 222, 225, 245, 250			
SOCSC 140, 141; SPCH 122			
NOTE: ** - Approved for area FA'17; NOTE: *** - Approved for area FA'19			

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

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

Area 5C may be satisfied by completing a 5A or 5B course which contains a lab (see underlined courses).

Area 5C may also be satisfied by completing one of the separate laboratory courses listed along with a related lecture course.

AREA 5A: Physical Science	Completed Course	IP Course	Planned Course
ASTRO 120; CHEM 119, 120, 121, 226, 227; GEOG 120; GEOL 120 PHYS 110, 120, 120H, 121, 121H, 130, 230, 231 Note: Courses that include a lab are underlined and also satisfy area 5C.			
AREA 5B: Biological Science	Completed Course	IP Course	Planned Course
ANTHR 140; BIOSC 110, 119, 132, 134, 145, 147, 148, 172 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
ANTHR 140L (with ANTHR 140); BIOSC 110, 119, 132, 134, 145, 147 BIOSC 159 or 172L (with BIOSC 172); CHEM 119, 120, 121, 226, 227 GEOG 120L (with GEOG 120); GEOL 120L (with GEOL 120) PHYS 110L (with PHYS 110), 120, 120H, 121, 121H, 130, 230, 231 Note: Underlined courses also count for 5A or 5B			

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

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

- 1) Completion of two years of high school study in one language other than English with a grade of "C" or better (verified by official high school transcript). The two years must be in the same language.
- 2) Earn a 'C' grade or better from CHINESE 120, 121, JAPANESE 120, 121, SPANISH 120, 121, 220, 221 or one semester of college work in a language other than English equivalent to two years of high school work.
- 3) Satisfactory completion with grades equivalent to "C" (2.0) or better in the native language, with 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 documentation).
- 4) Satisfactory score on the SAT II: Subject test in languages other than English. Check with your counselor for required scores.
- 5) Satisfactory score of 3 or higher on the College Board Advanced Placement (AP) Exams in a languages other than English.
- 6) Satisfactory score of 5 or higher on the International Baccalaureate (IB) Higher Level Examinations in languages other than English.
- 7) Earn a passing grade (A, B, C or 5, 6, 7) on the Cambridge International 'A' level or 'O' level exam in a language other than English.
- 8) Satisfactory completion of an achievement test administered by a community college, university, or other college in a language other than English at a level equivalent to at least two years of high school language. ***If an achievement test is not available, a faculty member associated with a U.S. regionally accredited institution of higher education can verify a student's competency.***
- 9) Completion of a Defense Language Institute language other than English course with a passing grade of 'C' or higher.

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

Complete one course from Group 1 and one from Group 2.

GROUP 1: (HISTORICAL DEVELOPMENT): HIST 120, 121, 122 (AFRAM 122) HIST 123 (AFRAM 123), HIST 127 (LARAZ 127) NOTE: THE ABOVE COURSES MAY ALSO BE COUNTED FOR GE AREA 3B OR AREA 4	Completed Course	IP Course	Planned Course
GROUP 2: (U.S. CONSTITUTION AND GOVERNMENT): LARAZ 113; POLSC 125 NOTE: THE ABOVE COURSES MAY ALSO BE COUNTED FOR GE AREA 4			

2019-20 California State University General Education Pattern for CSU TRANSFER

NAME/ID#: _____ MAJOR: _____

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 of 23 CSU campuses. 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.

NOTE: NOT ALL AREAS OF THIS AGREEMENT ARE REQUIRED FOR ALL MAJORS. PLEASE SEE A COUNSELOR.

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

REQUIRED PREPARATION FOR THIS MAJOR:

_____	_____
_____	_____
_____	_____

CSU GE BREADTH CERTIFICATION: Students are strongly encouraged to request a CSU GE Breadth certification when sending their final transcripts to the CSU transfer school of their choosing. To request certification of GE completion, students must complete a "CSU GE Certification" form and file it with the Admissions and Records Office. A certification of GE completed along with the final transcripts from CCC will be sent to the CSU transfer institution. This service may be requested one time only.

AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Complete at least 9 semester units including one course in Areas A1, Area 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: If choosing SPCH 160B a total of 3 units must be completed to satisfy Area A1.			
AREA A2: Written Communication	Completed Course	IP Course	Planned Course
ENGL 001A, 001AX			
AREA A3: Critical Thinking	Completed Course	IP Course	Planned Course
ENGL 001C, 002B; PHILO 130; SPCH 121, 121-I			

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Complete at least 9 units and one course in Areas B1, B2, B3 and B4. Courses that are underlined may satisfy area B3 in addition to B1 or B2.

AREA B1: Physical Science	Completed Course	IP Course	Planned Course
ASTRO 120; CHEM 119, 120, 121, 226, 227; GEOG 120; GEOL 120 PHYS 110, 120, 120H, 121, 121H, 130, 230, 231 Note: Courses that include a laboratory are underlined and also satisfy Area B3.			
AREA B2: Life Science	Completed Course	IP Course	Planned Course
ANTHR 140; BIOSC 110, 119, 132, 134, 145, 147, 172; PSYCH 150 *Note: Courses that include a laboratory are underlined 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 ANTHR 140L (with ANTHR 140); BIOSC 110, 119, 132, 134, 145, 147 BIOSC 159 or 172L (with BIOSC 172); CHEM 119, 120, 121, 226, 227 GEOG 120L (with GEOG 120); GEOL 120L (with GEOL 120) PHYS 110L (with PHYS 110), 120, 120H, 121, 121H, 130, 230, 231			
AREA B4: Math/Quantitative Reasoning	Completed Course	IP Course	Planned Course
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. Include one course in Area C1, one course in C2 and one additional course in either C1 or C2.

AREA C1: Arts (Arts, Cinema, Dance, Music, Theater)	Completed Course	IP Course	Planned Course
AFRAM 112; ART 117, 118, 190, 191, 194; DRAMA 101, 102, 103, 104, 110, 126, 165; ENGL 163 LARAZ 165; MUSIC 102, 108, 114, 119, 120, 121, 130; SPCH 142*			
AREA C2: Humanities (Literature, Philosophy, Languages Other than English)	Completed Course	IP Course	Planned Course
AFRAM 113, 122, 123, 210; ANTHR 150; CHIN 120, 121 DRAMA 102, 103, 104, 165; ENGL 2B, 163, 210B, 220B, 230B, 250, 274, 293H HIST 110*, 120*, 121*, 122*, 123*, 124*, 127*, 140, 141 HUMAN 113, 120; JAPAN 120, 121; LARAZ 127*, 130, 165, 190 MUSIC 102; PHILO 101**, 120, 130, 140**, 150***, 160***, 180 SPAN 120, 121, 220, 221; SPCH 122;			
AREA C1 or C2: Complete One Additional Course from C1 or C2	Completed Course	IP Course	Planned Course
SEE ABOVE COURSE LISTS IN AREAS C1 OR C2 TO SELECT A COURSE <i>NOTE: *--Approved for area in FA'15; **--Approved for area in FA'17; ***--Approved for area in FA'19</i>			

AREA D: SOCIAL SCIENCES

Complete at least 9 semester units in Area 'D' including three courses from at least two different disciplines.

	Completed Course	IP Course	Planned Course
ADJUS 120, 121, 135; AFRAM 110, 122, 123, 140, 210, 225, 228 ANTHR 125, 130, 140, 150 ECHD 120, 121, 144, 220; ECON 220, 221 GEOG 120, 130, 150, 160 HED 110***; HIST 110, 120, 121, 122, 123, 124, 127, 140, 141 JRNAL 130 LARAZ 110, 113, 125, 127, 131***, 141 POLSC 125, 130, 140, 225 PSYCH 120, 122***, 126, 128, 130, 132, 140, 150, 170, 220, 222 SOCIO 130, 142, 220, 221, 222, 225, 245, 250 SOCSC 140, 141; SPCH 122 <i>NOTE***--Approved for area in FA'19</i>			
	Completed Course	IP Course	Planned Course
	Completed Course	IP Course	Planned Course

AREA E: LIFELONG LEARNING & SELF-DEVELOPMENT

Complete at least 3 units from this area. There is a limit of 1.5 units for Dance or PE activity units counting for this requirement. Therefore, this area may not be fully satisfied by completing solely Dance or PE activity courses.

MILITARY SERVICE CREDIT: Veterans may fully satisfy this requirement by submitting a copy of their DD-214 (Certificate of Release of Discharge from Active Duty) to the Admissions and Records office.

	Completed Course	IP Course	Planned Course
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, 209, 218A, 250A-C, 261A-B, 267A, 268A, 270A-B, 273A, 275A, 278A PEIC 290; PSYCH 118, 120, 128			

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

Complete one course from Group 1 and one course from Group 2.

	Completed Course	IP Course	Planned Course
GROUP 1: (HISTORICAL DEVELOPMENT): HIST 120, 121, 122 (AFRAM 122) HIST 123 (AFRAM 123), HIST 127 (LARAZ 127) <i>NOTE: THE ABOVE COURSES MAY ALSO BE COUNTED FOR GE AREA 'C2' OR AREA 'D'</i>			
GROUP 2: (U.S. CONSTITUTION AND GOVERNMENT): LARAZ 113; POLSC 125 <i>NOTE: THE ABOVE COURSES MAY ALSO BE COUNTED FOR GE AREA 'D'</i>			

CHAPTER

4

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. Only units of credit awarded in degree credit applicable courses 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 is given. Noncredit courses are designed for a variety of purposes including personal interest, short-term vocational training, college preparation and success, and certain basic skills preparation. These courses do not apply to any credited certificated programs 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." Units of credit are established based on the minimum amount of time students will need to achieve the intended learning outcomes as described by Title 5, section 55002.5. In general, for a full-term lecture course students spend on average three hours each

week in class and six hours of study time out of class, totaling a minimum of 9 hours each week to earn three-units of credit. The number of units established for laboratory courses is based on the number of hours of laboratory work alone, although many laboratory courses may also require study outside of laboratory hours. For short-term courses including summer, the total hours required in and outside of class are proportionally adjusted. Online classes require more hours of independent work in lieu of face-to-face meetings, therefore students should expect to spend more time than the minimum stated above.

The following examples illustrate the minimum expected hours of study for a variety class formats:

Term Type	Units	Lecture hours	Laboratory Activity hours	Minimum out of class study hours	Total hours	Typical hours per week
Full (16 weeks)	3	54	0	108	162	9
Full (16 weeks)	4	54	54	108	216	12
Full (16 weeks)	1	0	54	0	54	3
Short (8 weeks)	3	54	0	108	162	18
Short (8 weeks)	4	54	54	108	216	24

Grading Options

Credit Courses: LR, P/NP, SC

Each of the course descriptions in this chapter 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.

Noncredit Courses: P/NP/SP

Graded noncredit courses are ones that lead to a noncredit certificate or are designed for skill building for college readiness or specific vocational training. Noncredit courses designed

primarily for personal interest are not typically graded. Noncredit courses that are graded will be identified by the abbreviation P/ NP/SP appearing on the line under the course number.

P/NP/SP= Only the grade of "P" (Pass), "NP" (No Pass) or "SP" (Satisfactory Progress) will be assigned to students who remain in the course past the final date for withdraw.

Prerequisite, Corequisite, Advisory and 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.)

Corequisite:

A corequisite is a course that must be taken at the same time as the course for which it is a corequisite. Generally, it means that related material is taught in the corequisite 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 whether 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 DEGREES, CERTIFICATES AND COURSE 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 Justice18-19 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:**LIST A: Required Core Courses:**

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

LIST B: Choose any one of the following:

3 units	ADJUS-120	Introduction to Administration of Justice
3 units	ADJUS-125	Report Preparation
3 units	ADJUS-222	Basic Investigations

Certificate of Achievement**Administration of Justice:****Police Records and Services Technician 16 Units**

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

Courses required for the certificate:

3 units	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
3 units	BOT-243	General Office Procedures
1 unit	BOT-200	Basic Keyboarding

Certificate of Achievement**Pre Law Studies.....23 units**

This program is recognized as part of the California State Bar and California Community College State Chancellor's office initiative "Pathway to Law School." Typically, students transfer to a four-year University where they earn a bachelor degree before they apply to law school. Career paths and opportunities for lawyers are endless. A law degree can be used in traditional legal employment, non-traditional legal employment and non-legal employment. A certificate of achievement may be earned by completing all courses required for this program with a grade of C or better.

Required Courses (14 units):

3 units	ADJUS-135	Law and Democracy
4 units	ENGL-001A	Composition and Reading
3 units	SPCH-141	Argumentation and Debate
4 units	MATH-164	Introduction to Probability and Statistics

Plus, one of the following (3 units):

3 units	PHILO-130	Logic and Critical Thinking
3 units	SPCH-121	Critical Thinking and Persuasion
3 units	SPCH-121I	Critical Thinking and Persuasion (IGETC)
3 units	ENGL-001C	Critical Thinking and Advanced Composition

Plus, one of the following (3 units):

3 units	POLSC-125	Government of the United States
3 units	LARAZ-113	Introduction to the Analysis of American Political Institutions

Plus, one of the following (3 units):

3 units	HIST-121	History of the United States (1865-present)
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 (1846-present)

Certificate of Achievement**Administration of Justice:****Security Specialist15 Units**

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

Courses required for the certificate:

3 units	ADJUS-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

Administration of Justice (ADJUS)

ADJUS-099 Occupational Work Experience

1-4 Units: 60-300 hours of work experience, per term, SC, DG, CSU

Note: Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 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 Correctional Counseling

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

This course is designed to offer content to students in learning the use of relevant concepts, strategies and techniques to effectively assess and match offenders to community based program organizations. The content includes a segment of assignments introducing communication and interviewing skills and technology as learning tools. Students will receive materials on the use of format templates, recording and documenting interviews, creating files for report writing, and different media categories (audio, oral, video).

ADJUS-127A Police Youth Academy - Module A

3 Units: 48 hours of lecture, 32 hours of laboratory per term, LR, DG, CSU

This course is an introduction to the functions of a police department and its relationship to the criminal justice system, and examines community involved policing and general practices. This career planning and technical preparation bridge course is for high school and college students interested in, or currently working in, positions as police explorers, police cadets, police aides and community service officers. The skill level for this course is that of entry or beginning levels. This course is the first of a sequence of two that will benefit students interested in a career in law enforcement.

ADJUS-127B Police Youth Academy - Module B

3 Units: 48 hours of lecture, 32 hours of laboratory, per term, LR, DG, CSU
Prerequisite: ADJUS-127A; or Challenge Policy: Final practical and written exam in ADJUS-127A with a passing score of 70% or greater.

This course further explains the functions of a police department and its relationship to the criminal justice system, and examines community involved policing and general practices. This career planning and technical preparation bridge course is for high school and college students interested in, or currently working in, positions as police explorers, police cadets, police aides, and community service officers. The skill level for this course is intermediate. This course is the second of a sequence of two that benefits students interested in a career in criminal justice.

ADJUS-128 Campus Police Aide Orientation

2 Units: 18 hours of lecture, 54 hours of 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 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-163C Security Guard Certification - Firearms Course

1 Unit: 12 hours of lecture, 18 hours of laboratory, per term, SC, DG

Prerequisite: ADJUS-163A or ADJUS-164 or a valid California Powers of Arrest (Guard Card); Not be banned from owning or possessing any firearm pursuant to State or Federal Law (BPC Sections 7583.24, 7583.25 and 7596.8); Felon or certain violent crime convictions; Be a citizen of the United States or have permanent legal alien status (BPC Sections 7583.23 and 7596.3)

This Bureau of Consumer Affairs approved course qualifies the student to apply for a Security Guard Firearms Card from the State of California. 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: 27 hours of lecture, 27 hours of lab, per term, LR, DG, CSU

Prerequisite: ADJUS-121; Under PC 29800, three groups of people are prohibited from owning or acquiring guns: convicted felons, anyone convicted of specific misdemeanors, and narcotic drug addicts.

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.

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 and 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-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

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 to 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

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-112 African American Theatre

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

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. This course is identical to DRAMA-110.

AFRAM-113 African American Humanities

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

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.

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 and impact of films on African American society. In this course, we will examine how films, both feature length and documentary style, can help tell the history of a people. How do they help us understand, through the medium of art, the experience of Black people in the United States and around the world?

AFRAM-122 History of African Americans in the U.S. (Pre-Colonial – 1865)

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

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.

AFRAM-123 History of African Americans in the U.S. (1865 to the Present)

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

This course covers United States history 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.

AFRAM-140 Psychology of African Americans**3 Units: 54 hours of lecture, per term, LR, DG, CSU**

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 and Rap Movement, and the impact of the 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.

AFRAM-210 History of African Civilization**3 Units: 54 hours of lecture, per term, SC, DG, CSU**

This is a survey course which covers the origins of humanity in east Africa and the civilizations in various regions of Africa before slavery and colonialism. It examines ideas on the evolution of humanity among the Mbuti, Batwa, and San people, as well as the origins of the advanced Nile Valley civilizations of Kush (Ethiopia), Nubia, and Egypt. It also covers the civilization of Great Zimbabwe, and the influential Mali empire with its seafaring tradition and Timbuktu university system, and its influence in southern Europe.

AFRAM-225 Dynamics of African American Politics in America**3 Units: 54 hours of lecture, per term, LR, DG, CSU**

This course describes and analyzes political problems and trends affecting the African American in America by studying 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.

AFRAM-226 Black Male and Female Relationships**3 Units: 54 hours of lecture, per term, LR, 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 an 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-228 Sociology of African Americans**3 Units: 54 hours of lecture, per term, LR, DG, CSU**

This course presents a sociological analysis of African American societies in the United States. Topics include political, economic, religious, judicial, and familial organizations of African American communities, the effects of the dominant society on these institutions and recent African American socio-political movements.

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.

Additional courses offered in African American Studies

(Refer to corresponding department in catalog for complete course description.)

DRAMA-110 African American Theatre**HIST-110 History of African Civilization****HIST-122 History of African Americans in the United States (Pre-Colonial to 1865)****HIST-123 History of African Americans in the United States (1865 to the Present)****HUMAN-113 African American Humanities****POLSC-225 Dynamics of African American Politics in America****PSYCH-140 Psychology of African Americans****SOCIO-225 Sociology of African Americans**

Anthropology

Program Description

The Anthropology Program is part of the History, Anthropology and Geography (H.A.G.) 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

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. This course 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 (C-ID: ANTH 110)

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 (C-ID: ANTH 115)

Prerequisite: ANTHR-140 (may be taken concurrently)

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, paleoprimatology, 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

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 1
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 2
3 units	ART-274	Drawing and Composition: Intermediate 1
3 units	ART-275	Drawing and Composition: Intermediate 2
3 units	ART-184	Pastels and Color Theory

Group B:

3 units	ART-140	Sculpture: Beginning 1
3 units	ART-141	Sculpture: Beginning 2
3 units	ART-240	Sculpture: Intermediate 1
3 units	ART-241	Sculpture: Intermediate 2

Group C:

3 units	ART-135	Hot Metals Beginning Jewelry 1
3 units	ART-136	Hot Metals Beginning Jewelry 2
3 units	ART-235	Hot Metals Intermediate Jewelry 1
3 units	ART-236	Hot Metals Intermediate Jewelry 2

Group D:

3 units	ART-145	Ceramics: Beginning 1
3 units	ART-146	Ceramics: Beginning 2
3 units	ART-245	Ceramics: Intermediate 1
3 units	ART-246	Ceramics: Intermediate 2
3 units	ART-143	Decorative Techniques in Ceramics: Beginning 1
3 units	ART-144	Decorative Techniques in Ceramics: Beginning 2

Group E:

3 units	ART-124	Painting: Beginning 1
3 units	ART-125	Painting: Beginning 2
3 units	ART-224	Painting: Intermediate 1
3 units	ART-225	Painting: intermediate 2

Group F:

3 units	ART-132	Digital Art: Beginning 1
3 units	ART-133	Digital Art: Beginning 2
3 units	ART-232	Digital Art: Intermediate 1
3 units	ART-233	Digital Art: Intermediate 2

Group G:

3 units	ART-158	Digital Photography: Beginning 1
3 units	ART-159	Digital Photography: Beginning 2
3 units	ART-258	Digital Photography: Intermediate 1
3 units	ART-259	Digital Photography: intermediate 2

Group H:

3 units	ART-161	Black and White Film Photography: Beginning 1
3 units	ART-162	Black and White Film Photography: Beginning 2
3 units	ART-261	Black and White Film Photography: Intermediate 1
3 units	ART-262	Black and White Film Photography: Intermediate 2

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 and Architecture

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: ARTH 100)

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 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-001A

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 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.

ART-124 Painting 1

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: ARTS 210)

This course is an introduction to principles, elements and practices of painting. Focus on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter.

ART-132 Photoshop 1

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: ARTS 250)

This course is an introduction to fundamental concepts, practices and theories of digital art production for traditional and novice artists. Topics include integration of traditional design, color and compositional principles with contemporary digital tools such as Adobe Photoshop.

ART-134 Digital Illustration

3 Units: 36 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU, UC

Prerequisite: ART-132

This is a course for digital artists which focuses on vector image creation. Students will work with Adobe Illustrator software. In this course, students will learn the basic functions and tools to design and illustrate vector graphics in Adobe Illustrator, as well as an understanding of technical and compositional concepts.

ART-140 Sculpture I

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This course is an introduction to three-dimensional sculptural principles, techniques and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context.

ART-145 Ceramics 1

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Required materials fee of \$3.00 per unit.

This course is an introduction to ceramics materials, concepts and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing, and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary and personal modes of expression across cultures.

ART-158 Digital Photography I

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

This course is an introduction to the processes, principles and tools of digital photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, and contemporary trends in photography.

ART-159 Digital Photography: Beginning II

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

Prerequisite: ART-158

This course is a continuation of ART-158 and will provide students with additional instruction in the processes, principles and tools of digital photography. Topics include developing new thematic projects, downloading of images, archiving strategies, advancing skills in using image editing software (Adobe Photoshop and Lightroom) and the creation of a professional portfolio.

ART-174 Drawing and Composition 1

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: ARTS 110)

This course is an introduction to principles, elements and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities and creative responses to materials and subject matter.

ART-184 Color Theory

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: ARTS 270)

This course will introduce students to the principles, theories and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color and the elements of design as they apply to color.

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, ENGL-001A

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, ENGL-001A

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-001A

This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from prehistory to modern times.

ART-222 Figure Drawing 2

Prerequisite: ART-120

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

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

ART-224 Painting 2

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART-124

This course builds on foundation techniques and skills students gained by completing ART-124 and provides a study of intermediate techniques in compositional, technical and content-related elements in opaque acrylic paint. Students will also focus on developing a personal style.

ART-232 Photoshop 2

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

Prerequisite: ART-132

This course builds on foundation techniques and skills students gained by completing ART-132. Students will expand upon their knowledge of digital image-making applications including Adobe Photoshop. Students will develop their skills in intermediate-level photographic image-making, scanning, digital painting, and image manipulation using current digital art software. Students will continue to sharpen their focus on image creation, using the computer as a tool to help shape their vision.

ART-240 Sculpture: Intermediate I

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART-141

Required materials fee of \$3.00 per unit.

This course builds on foundation sculpture techniques and skills students gained by completing ART-141. 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 develop intermediate skills in the handling of sculpture, sculpture in other mediums (including wax, clay, wood and/or stone) and sectional mold making.

ART-245 Ceramics 2

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART-145

Required materials fee of \$3.00 per unit.

This course builds on ceramic techniques and skills students gained by completing ART-145. Students will learn more about ceramic materials and will learn intermediate level skills in forming, wheel throwing, decorating, and firing as applied to creating functional stoneware objects.

ART-258 Digital Photography: Intermediate I

3 Units: 36 hours of lecture, 54 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-159. Topics covered include thematic projects, intermediate techniques using software (Adobe Photoshop and Lightroom) to enhance images and the use of large format archival printers to produce fine art prints. Students will add to a professional portfolio.

ART-274 Drawing and Composition 2

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: ART-174

This course builds on drawing techniques and skills students gained by completing ART-174. The course includes exploration of artistic concepts, styles and creative expression related to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing media, colors, techniques, and methodologies.

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

Noncredit, 9-18 hours of lecture, 27-36 hours of lab, per term

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

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

Working from live models, still life and outdoor settings, 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

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.

Astronomy (ASTRO)**ASTRO-099 Occupational Work Experience**

1-4 Units: 60-300 hours of work experience, per term, SC, DG, CSU

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 hours of paid work experience. 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

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, 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 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

**Education Foundation**

Automotive Service Excellence (ASE) Education Foundation nationally certifies the Contra Costa College Automotive Service Technician Associate in Science Degree. This ASE certification signifies that the program meets uniform national standards for instruction, facilities, equipment, staff credentials, and curriculum.

Associate in Science Degree**Automotive Service Technician 43.5 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 core courses:

3 units	AUSER-097	Automotive Service Advising
4 units	AUSER-101	Automotive Fundamentals
5 units	AUSER-103	Automotive Electrical/Electronic Systems
3 units	AUSER-107	Introduction to Hybrid Electric Vehicles
5 units	AUSER-111	Automotive Brakes
5 units	AUSER-113	Automotive Suspension and Steering
5 units	AUSER-115	Engine Service and Repair
4 units	AUSER-117	Automotive Drive Trains
4 units	AUSER-203	Automotive Engine Performance
2.5 units	AUSER-207	Hybrid Electric Vehicles Diagnostics and Repairs
3 units	AUSER-238	Automotive Heating and Air Conditioning

**Education Foundation**

Automotive Service Excellence (ASE) Education Foundation nationally certifies the Contra Costa College Automotive Service Technician Certificate of Achievement. This ASE certification signifies that the program meets uniform national standards for instruction, facilities, equipment, staff credentials, and curriculum.

Certificate of Achievement**Automotive Service Technician 43.5 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 core courses:

3 units	AUSER-097	Automotive Service Advising
4 units	AUSER-101	Automotive Fundamentals
5 units	AUSER-103	Automotive Electrical/Electronic Systems
3 units	AUSER-107	Introduction to Hybrid Electric Vehicles
5 units	AUSER-111	Automotive Brakes
5 units	AUSER-113	Automotive Suspension and Steering
5 units	AUSER-115	Engine Service and Repair
4 units	AUSER-117	Automotive Drive Trains
4 units	AUSER-203	Automotive Engine Performance
2.5 units	AUSER-207	Hybrid Electric Vehicles Diagnostics and Repair
3 units	AUSER-238	Automotive Heating and Air Conditioning

Certificate of Achievement**Automotive Collision Repair****Damage Estimator 14 Units**

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

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 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 and Repair

Certificate of Achievement**Chassis Level I Technician 17 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 automotive industry with an emphasis in tire, wheel alignment and brake positions.

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:

3 units	AUSER-097	Automotive Service Advising
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 16 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:

3 units	AUSER-097	Automotive Service Advising
4 units	AUSER-101	Automotive Fundamentals
5 units	AUSER-115	Engine Service and Repair
4 units	AUSER-117	Automotive Drive Trains

Automotive Services (AUSER)

AUSER-097 Automotive Service Advising

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

This course involves the fundamental study of automotive service advising and procedures. Topics include: customer service, writing repair orders, estimating labor charges, and revising repair estimates in accordance with California law.

AUSER-099 Occupational Work Experience

1-4 Units: 60-300 hours of work experience, per term, SC, DG, CSU

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 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 of laboratory, per term, SC, DG, CSU

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 of laboratory, per term, LR, DG, CSU

Prerequisite: AUSER-101 (may be taken 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, CSU

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 and 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, CSU****Corequisite:** 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, body filler, removing and replacing cosmetic and structural body parts, and corrosion protection steps. This course prepares students for ASE (Automotive Service Excellence) non-structural repair exam. Students will take the I-CAR (Inter-Industry Conference on Auto Collision) PDP-EE (Professional Development Program Education Edition) Non-Structural Technician ProLevel 1 exam and have the opportunity to be eligible for I-CAR 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****Corequisite:** AUSER-126*Normally offered in the spring.*

This course covers the importance of safety in the workplace including the Safety and Pollution exams (SP2), the painter's responsibility to the environment in volatile organic compound (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 I-CAR (Inter-Industry Conference on Auto Collision) PDP-EE (Professional Development Program Education Edition) Refinish Technician ProLevel 1 exam and have the opportunity to be eligible for I-CAR Industry Training Alliance.

AUSER-125 Introduction to Automotive Collision Repair Technology Laboratory**5 Units: 270 hours of laboratory, per term, LR, DG, CSU****Corequisite:** AUSER-123*Normally offered in the fall.*

This course offers shop practice in automotive construction, repair of plastics, repairing metals used on all vehicles, mixing and applying body fillers, performing removal and replacement of exterior body panels, automotive welding, and corrosion protection steps. This course prepares students for the ASE (Automotive Service Excellence) non-structural repair exam. Students will take the I-CAR (Inter-Industry Conference on Auto Collision) PDP-EE (Professional Development Program Education Edition) Non-Structural Technician ProLevel 1 exam and have the opportunity to be eligible for I-CAR Industry Training Alliance Gold class points and I-CAR Welding Qualification Test.

AUSER-126 Introduction to Automotive Painting and Refinishing Technology Laboratory**5 Units: 270 hours of laboratory, per term, LR, DG, CSU****Corequisite:** AUSER-124*Normally offered in the spring.*

This course allows the student to demonstrate the importance of safety in the workplace by practicing the Safety and Pollution exams (SP2), the painter's responsibility to the environment in volatile organic compound (VOC) record keeping, using tools and equipment in the refinishing trade, vehicle preparation for spray painting, and color matching. It prepares the student to take the Automotive Service Excellence (ASE) exam in Painting and Refinishing. Students will take the I-CAR (Inter-Industry Conference on Auto Collision) PDP-EE (Professional Development Program Education Edition) Refinish Technician ProLevel 1 exam and have the opportunity to be eligible for I-CAR 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 cover 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 of 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. Students will perform routine maintenance and repairs as are prescribed by the manufacturer. Students 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 Repair**5 Units: 54 hours of lecture, 108 hours of laboratory, per term, LR, DG, CSU****Prerequisite:** AUSER-123 and AUSER-125*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

5 Units: 54 hours of lecture, 108 hours of laboratory, per term, LR, DG, CSU

Prerequisite: AUSER-124 and AUSER-126

Normally offered in the spring.

This course provides advanced experience in all phases of collision repair emphasizing 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 painter's responsibility to the environment in VOC record keeping, related tools and equipment in the refinishing trade, preparation for spray painting, and color matching that 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

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 Transfer Degree**Biology35-36 Units**

The Associate in Science in Biology for Transfer (AS-T) degree is designed to prepare a transfer pathway for students who plan to complete a baccalaureate degree in biology or similar major at a California State University (CSU). With the completion of the AS-T in Biology, students will possess foundational knowledge and skills that comprise the core content of the first two years of many baccalaureate programs in biology. The AS-T in Biology 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 (23 units):

4 units	BIOSC-147	Cell and Molecular Biology
4 units	BIOSC-145	Organismal Biology
5 units	CHEM-120	General College Chemistry I
5 units	CHEM-121	General College Chemistry II
5 units	MATH-190	Analytic Geometry and Calculus

Plus, 8 units from the following:

4 units	PHYS-120	General College Physics I
and		
4 units	PHYS-121	General College Physics II

or

4 units	PHYS-130	General Physics I
and		
4 units	PHYS-230	General Physics II

Plus, 4-5 units from the following:

5 units	CHEM-226	Organic Chemistry I
4 units	COMP-251	Fundamentals of Computer Science C++
4 units	BIOSC-148	General Microbiology
4 units	BIOSC-132	Human Anatomy
4 units	BIOSC-134	Human Physiology

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
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and either

4 units	CHEM-109	Introductory Organic and Biochemistry
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or

4 units	CHEM-119	Introductory Chemistry
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or

5 units	CHEM-120	General College Chemistry
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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.....26.5-27 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: (16 units)

3 units	BIOSC-172	Introduction to Biotechnology
2 units	BIOSC-172L	Introduction to Biotechnology Lab
2 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

Plus, 4 units from the following laboratory courses:

2 units	BIOSC-182	GLP and GMP; Principles and Compliance
2 units	BIOSC-183	Mammalian Cell Culture
2 units	BIOSC-186	Protein Purification and Analysis
2 units	BIOSC-188	Biotechnology Operations: Analytic Lab, Bioprocessing

Coursework from other colleges with the following C-ID's fulfill this requirement: BIOT210BX for BIOSC182, BIOT220BX for BIOSC186, BIOT230BX for BIOSC183

Plus, 3 units from the following business and communication courses:

3 units	SPCH-120	Public Speaking
3 units	BUS-120	Introduction to Management

Plus, 3.5-4 units from 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	BOT-224	Microsoft Excel for Business
3.5 units	BOT-226	Microsoft Access for Business

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: (6 units)

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

Plus, 4 units from the following advanced laboratory courses:

4 units	BIOSC-147	Cell and Molecular Biology
2 units	BIOSC-182	GLP and GMP; Principles and Compliance
2 units	BIOSC-183	Mammalian Cell Culture
2 units	BIOSC-186	Protein Purification and Analysis
2 units	BIOSC-188	Biotechnology Operations: Analytic Lab, Bioprocessing

Plus, 3 units from the following business and communication courses:

3 units	SPCH-120	Public Speaking
3 units	BUS-120	Introduction to Management

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	BOT-226	Microsoft Access for Business
3.5 units	BOT-224	Microsoft Excel for Business

Certificate of Achievement**Biotechnology Assistant 11.5-14 Units**

The Biotechnology Assistant Certificate of Achievement provides both entry-level workforce skills and a bridge into the rigorous biotechnology training and pre-allied health programs at CCC and other programs in the region. Students will receive hands-on laboratory experience utilizing state of the art bio-manufacturing equipment. 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 courses: (11.5-14 Units)

1 unit BIOSC-172L Introduction to Biotechnology Lab

Choose one of the following:

3 units COUNS-120 Managing College Success and Life Transitions

1.5 units COUNS-130 Career and Major Exploration

1.5 units COUNS-140 Job Search Strategie

Choose one of the following:

5 units MATH-118 Elementary Algebra

5 units MATH-120 Intermediate Algebra

6 units MATH-122 Beginning & Intermediate Algebra for STEM

6 units MATH-125 Algebra for Statistics

and either:

4 units ENGL-142B Writing: Expository – B

or

4 units ENGL-001A 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-001A 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

Biological Science (BIOSC)**BIOSC-099 Occupational Work Experience**

1-4 Units: 60-300 hours of work experience, per term, SC, DG

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 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

This course is intended to provide preparation for the successful completion of higher level biology courses. 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 the 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 includes 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-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-001A

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, LR, 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-001A

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-157 Foundations in Biotechnology

2 Units: 36 hours of lecture, per term, LR, DG, CSU (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.

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.

BIOSC-160 Nutrition

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course provides scientific concepts related to the study of the essential nutrients, their function in the body and the relationship of nutrition to health, fitness and diseases.

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

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

Prerequisite: BIOSC-172 (may be taken concurrently) 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.

BIOSC-182 GLP and GMP: Principles and Compliance

2 Units: 36 hours of lecture, per term, LR, DG, CSU (C-ID: BIOT 210X)

This course will introduce students to the concepts of quality control and validation as it relates to manufacturing in regulated industries. GLP, cGMP, Quality Assurance and Quality Control laws, regulations and quality practices associated with the biotechnology industry are included, with emphasis on the development of pharmaceuticals and medical devices.

BIOSC-183 Mammalian Cell Culture

2 Units: 18 hours of lecture and 54 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

2 Units: 18 hours of lecture and 54 hours of laboratory, per term, LR, DG, CSU (C-ID: BIOT 220 BX)

Prerequisite: *BIOSC-159, BIOSC-172L or BIOSC-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 students how sample preparation, protein separation and purification, column chromatography, large-scale recovery, and use of assays for recovery analysis are studied.

Students practice isolating a specific protein from a complex cell lysate using affinity and other forms of chromatography, and analyze the results by qualitative and quantitative protein assays. The size and purity of the isolated protein are analyzed by SDS-Polyacrylamide Gel Electrophoresis (SDS-PAGE). Application of current Good Manufacturing Process (cGMP), Good Laboratory Practice (GLP), and Standard Operating Procedures (SOP's) in relation to these techniques will be addressed.

BIOSC-188 Biotechnology Operations: Analytic Lab, Bioprocessing

2 Units: 18 hours of lecture, 54 hours of laboratory, per term, SC, DG, CSU
Advisory: *Previous coursework in biotechnology, molecular biology, or chemistry.*

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-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.

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 in 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

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

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

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.

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 Administration28-29 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 semester units of CSU transferrable coursework, including the major requirements and CSU or IGETC GE-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 Macroeconomic Principles
3 units	ECON-221	Introduction to Microeconomic Principles
3 units	BUS-294	Business Law

Plus, 4 units from List A:

4 units	MATH-164	Introduction to Probability and Statistics
4 units	MATH-180	Applied Calculus

Plus, 7-8 units from List B (or any course not used in List A):

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

Most universities require both an applied calculus and statistics course. Please see a counselor.

Associate in Science Degree**Business Administration29-30 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
4 units	MATH-164	Introduction to Probability and Statistics
3 units	ECON-220	Introduction to Macroeconomics Principles
4 units	CIS-135	Introduction to Computers

Spring semester

4 units	BUS-187	Principles of Accounting II
3 units	BUS-294	Business Law
3 units	ECON-221	Introduction to Microeconomic Principles

And one of the following:

5 units	MATH-171	Elementary Functions and Coordinate Geometry
4 units	MATH-180	Applied Calculus
5 units	MATH-190	Analytic Geometry and Calculus I

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

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
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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
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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
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or

3 units	SPCH-128	Interpersonal Communication
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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

Business (BUS)**BUS-099 Occupational Work Experience**

1-4 Units: 60-300 hours of work experience, per term, SC, DG, CSU
Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. www.contracosta.edu/Coop

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 75 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, CSU

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 their 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-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

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

Business Office Technology:

Administrative Assistant..... 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

3 units	BOT-118	Basic Communication Skills for Business
2 units	BOT-210A	Keyboard Skills through Word Processing
3.5 units	BOT-224	Microsoft Excel for Business

2nd semester

3 units	BOT-222	Microsoft Word/Information Processing
4 units	CIS-135	Introduction to Computers
3.5 units	BOT-226	Microsoft Access for Business

3rd semester

3 units	BUS-181	Applied Accounting
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4th semester

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

Certificate of Achievement

Business Office Technology:

Administrative Assistant..... 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

3 units	BOT-118	Basic Communication Skills for Business
2 units	BOT-210A	Keyboard Skills through Word Processing
3.5 units	BOT-224	Microsoft Excel for Business

2nd semester

3 units	BOT-222	Microsoft Word/Information Processing
4 units	CIS-135	Introduction to Computers
3.5 units	BOT-226	Microsoft Access for Business

3rd semester

3 units	BUS-181	Applied Accounting
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4th semester

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

Certificate of Achievement**Business Office Technology:****Business Information Worker 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 courses:

2 units	BOT-210A	Keyboard Skills through Word Processing
4 units	CIS-135	Introduction to Computers
1.5 units	BOT-190B	Windows Fundamentals
3 units	BOT-118	Basic Communication Skills for Business
3 units	BOT-222	Microsoft Word/Information Processing
3.5 units	BOT-224	Microsoft Excel for Business
2 units	BOT-242	Microsoft Outlook for Business
3 units	BOT-243	General Office Procedures

Associate in Science Degree**Business Office Technology: General Office 18 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	BOT-224	Microsoft Excel for Business

2nd semester

3 units	BOT-222	Microsoft Word/Information Processing
3 units	BOT-243	General Office Procedures
3.5 units	BOT-226	Microsoft Access for Business

Certificate of Achievement**Business Office Technology: General Office 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.

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	BOT-224	Microsoft Excel for Business

2nd semester

3 units	BOT-222	Microsoft Word/Information Processing
3 units	BOT-243	General Office Procedures
3.5 units	BOT-226	Microsoft Access for Business

Business Office Technology (BOT)**BOT-099 Occupational Work Experience**

1-4 Units: 60-300 hours of work experience, per term, SC, DG, CSU
Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. www.contracosta.edu/Coop

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 75 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

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, word processing commands, Internet research, email, and correct formats for correspondence and reports.

BOT-222 Microsoft Word for Business

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU

Prerequisite: BOT-210A or CIS-135 with a minimum grade of C; or complete typing exam with a minimum of 40 wpm.

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. This course offers complete instruction in skill sets and activities for the appropriate Microsoft Office Specialist certification (MOS) Exams. Petition to repeat for certification purposes.

BOT-224 Microsoft Excel for Business

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

Prerequisite: CIS-135 with a minimum grade of C

This course will introduce students to intermediate and advanced features of Microsoft Excel such as lookup, pivot tables, pivot charts, and data set management. Ten-key skills using the computer numeric keypad and the principles of mathematics used on the job will also be introduced. This course offers complete instruction in skill sets and activities for the appropriate Microsoft Office Specialist Certification (MOS) Exams.

BOT-226 Microsoft Access for Business

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

Prerequisite: CIS-135 with a minimum grade of C

This course will introduce students to intermediate and advanced features of Microsoft Access such as building links, relationships, indexes, designing advanced queries, forms, and reports. The history of records management and the Alphabetic Indexing Rules 1-10 will also be introduced. This course offers complete instruction in skill sets and activities for the appropriate Microsoft Office Specialist Certification (MOS) Exams.

BOT-242 Microsoft Outlook for Business

2 Units: 36 hours of lecture, 18 hours of laboratory, per term, SC, DG, CSU

This course is for students who want to learn the comprehensive functions of Microsoft Outlook, a powerful email and personal information manager program which is part of the Microsoft Office Suite. This course prepares students for Microsoft certification testing but is also useful for students who want a deeper understanding of the program. No previous experience with this software is required.

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; file 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.

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

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, and 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

4th semester

5 units CHEM-227 Organic Chemistry II

Certificate of Achievement

Chemistry 29 Units

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

Courses required for the certificate:

5 units CHEM-120 General College Chemistry I

5 units CHEM-121 General College Chemistry II

5 units CHEM-226 Organic Chemistry

5 units CHEM-227 Organic Chemistry II

5 units MATH-190 Analytic Geometry and Calculus I

4 units MATH-191 Analytic Geometry and Calculus II

Chemistry (CHEM)

CHEM-099 Occupational Work Experience

1-4 Units: 60-300 hours of work experience, per term, LR, DG
Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. www.contracosta.edu/Coop

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 75 hours of paid work experience. 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: 54 hours of lecture, 108 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 1A 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: 54 hours of lecture, 108 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, special topics in nuclear chemistry, transition metal chemistry, organic chemistry, 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: 54 hours of lecture, 108 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: 54 hours of lecture, 108 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, 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 Mandarin. The goals are to communicate in Mandarin through the development of skills in speaking, understanding, reading, 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, 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)

Program Description

The Computer and 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 photovoltaic 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.

***Note:** The following certificates and degrees are no longer offered to incoming students:

A.S. - Network Technology, Certificate of Achievement - Network Technology, and Certificate of Accomplishment - Computer Repair Technology, Fiber Optic/Copper Network Structure, Network Communication Technology, Security Systems for Home and Small Business, and Wireless Networks for Home and Small Business.

Students are advised to look at the Computer Information System Program for current majors options. For more information and guidance to complete a program in progress, please contact the Business Information and Communication Technologies Department Chair.

Associate in Science Degree*Computer and 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 and Small Business

3 units CCT-274 Network Communication Technology

or

4 units CCT-172 Wireless Networks for Home and 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 and 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 and Small Business

3 units CCT-274 Network Communication Technology

or

4 units CCT-172 Wireless Networks for Home and 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 and 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

Certificate of Accomplishment*Computer and 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

Certificate of Accomplishment*Computer and 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

Certificate of Accomplishment*Computer and Communication Technology:****Security Systems for Home and 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 and Small Business

Certificate of Accomplishment*Computer and Communication Technology:****Wireless Networks for Home and 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 and Small Business

Computer and Communications Technology (CCT)

CCT-099 Occupational Work Experience

.5-4 Units: 30-300 hours of work experience, per term, LR, DG

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 hours of paid work experience. 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, CSU

This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer

hardware and software as well as advanced concepts such as security, networking and the responsibilities of an ICT professional will be introduced. Preparation for CompTIA's A+ certification exam.

CCT-274 Network Communication Technology

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

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The course uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations are introduced to provide a foundation for the curriculum. This course is preparation for the CompTIA Network+ certification exam.

CCT-275 Introduction to Networks CCNA 1

4 Units: 54 hours of lecture, 54 hours of lab, per term, LR, DG

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The course uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations are introduced to provide a foundation for the curriculum. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches, and implementing IP addressing schemes. This course is preparation for the CCENT and CCNA certification exams.

CCT-276 Routing and Switching Essentials CCNA 2

4 Units: 54 hours of lecture, 54 hours of lab, per term, LR, DG

Prerequisite: CCT-276

This course covers the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of the course, students will be able to determine how a router will forward traffic based on the contents of a routing table, explain how switching operates in a small to medium-sized business network, use monitoring tools and network management protocols to troubleshoot data networks, configure monitoring tools available for small to medium-sized business networks, configure monitoring tools available for small to medium-sized business networks, configure Ethernet switch ports, implement VLANs, implement static routing, implement DHCP on a router, implement network address translation (NAT) and implement access control lists (ACLs) to filter traffic. This course is a preparation for the Cisco Certified Entry-Level Network Technician (CCENT) and Cisco Certified Network Associate (CCNA) certification exams.

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

Program Description

Computer Information Systems covers the programming, operation and management of the software and data information, 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 Systems:

Computer Operations 23.5 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 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
1.5 units	CIS-166A	Basic Web Page Development
1.5 units	CIS-166B	Advanced Web Page Development

4th semester

3.5 units	BOT-226	Microsoft Access for Business
3.5 units	BOT-224	Microsoft Excel for Business

Certificate of Achievement

Computer Information Systems:

Computer Operations 23.5 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
1.5 units	CIS-166A	Basic Web Page Development
1.5 units	CIS-166B	Advanced Web Page Development

4th semester

3.5 units	BOT-226	Microsoft Access for Business
3.5 units	BOT-224	Microsoft Excel for Business

Associate in Science Degree Computer Information Systems:

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 BOT-226 Microsoft Access for Business

Certificate of Achievement

Computer Information Systems:

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 BOT-226 Microsoft Access for Business

Computer Information Systems (CIS)

CIS-099 Occupational Work Experience

1-4 Units: 60-300 hours of work experience, per term, SC, DG, CSU

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 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

Corequisite: 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-101 IT Essentials – Technician Course

4 Units: 54 hours of lecture, 54 hours of laboratory per term, SC, DG, CSU

This course will introduce the student to computer hardware and software, as well as operating systems, networking concepts, mobile devices, IT security, and troubleshooting.

CIS-110 Fundamental Computer Literacy

2 Units: 27 hours of lecture, 27 hours of laboratory, per term, SC, DG, CSU

Normally offered as a 9-week course.

This course is a non-technical introduction to computers which covers basic computer technology, examines the social issues surrounding computers and introduces the student to "hands-on" use of general Web, Windows and Word processing operations.

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

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/Web, Microsoft Word, Microsoft Excel, Microsoft Access and BASIC programming.

CIS-166A Basic Web Page Development

1.50 Units: 27 hours of lecture, 18 hours of laboratory, per term, SC, DG, CSU

This course provides an introduction to Web page development using static HTML and CSS. Basic “real-world” application of webpages including text, styles, graphics, links, tables, and forms using a simple text editor.

CIS-166B Advanced Web Page Development

1.50 Units: 27 hours of lecture, 18 hours of laboratory, per term, SC, DG, CSU

Prerequisite: CIS-166A or Challenge the CIS-166A exam with 70% or greater.

This course is a continuation of CIS-166A: Basic Web Page Development. Advanced “real-world” application of webpages 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, CSU

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-197 Installing and Configuring Windows 10

3 Units: 36 hours of lecture, 72 hours of laboratory, per term, SC, DG, CSU

Prerequisite: CIS-110 or CIS-135 or BOT-210A

This course provides students the opportunity to install, configure, customize, monitor, and troubleshoot the latest version of software from Microsoft. After the class, they get to keep the software for their own use and continued practice. CIS-197 prepares students for Exam 70-698 of the Microsoft Certified Technology Expert (MCTE) certification.

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

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

or

4 units COMP-260 Introduction to Programming-LISP SCHEME

4 units COMP-280 Computer Structure and Organization

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 corequisite.

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, and 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: 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.

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.

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-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.

COUNS-103B Ensuring Transfer Success

1.5 Units: 27 hours of lecture, per term, LR, DG, CSU, UC

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.

COUNS-108 Introduction to Educational Planning

.2 Unit: 4 hours of lecture, per term, P/NP, 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. Emphasis is placed on educational planning tools, such as general education patterns, and major preparation resources used for transfer and local certificates and associate degrees (IGETC, CSU GE, CCC GE, ASSIST.org, AA-T, AS-T, CCC catalog, and private college resources). Information obtained through multiple measures assessment methods will help student identify the correct sequencing of math and English courses. Students will identify other major and general education courses to include in their online educational plan.

COUNS-120 Managing College Success and Life Transitions

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

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. Topics such as motivation and attitudes, time management, decision-making processes, goal-setting, critical thinking skills, study skills, and interpersonal communication will be explored. Students will evaluate their own skills and behaviors in relation to these topics and learn strategies to make meaningful choices about their education, career and personal goals.

COUNS-130 Career and Major Exploration

1.5 Units: 27 hours of lecture, per term, SC, DG, CSU, UC

This course is designed for students who are undecided about their career and/or educational goals and will assist them in choosing a major or navigating a career/major change. The course will guide students through the formative stages of their career development, beginning with career assessments, including personality, interest, values and skills. An introduction to the basic career planning process, computerized information systems that aid in the research of occupational and college major options and result in a plan that outlines a clear academic/career pathway will also be included.

COUNS-140 Job Search Strategies

1.5 Units: 27 hours of lecture, per term, SC, DG, CSU, UC

This course prepares students for the employment search process including personality and value assessment, identification of goals and job skills, how to complete an application, traditional and electronic cover letters and resumes, interview techniques, job market research, and overview of employee and employer rights. Students will identify and discuss the employability skills most commonly sought by employers.

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

Noncredit, 14-18 hours of lecture, 14-18 hours of lab, per term

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 to educational norms and are more likely to achieve academic excellence. May be repeated indefinitely.

COUNS-806N Building Pre-Collegiate Skills: Level II

Noncredit, 14-18 hours of lecture, 14-18 hours of lab, per term

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 to educational norms and are more likely to achieve academic excellence. May be repeated indefinitely.

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.

Program Requirement

Proof of a current negative TB test is required for any culinary course that includes laboratory hours.

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 an 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 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:

1.5 units	CULIN-105	Food Safety Training
3 units	CULIN-280	Applied Math for Food Service
3 units	CULIN-200	California Cuisine
1.5 units	CULIN-250	International Cuisine
8 units	CULIN-099	Occupational Work Experience

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

CULIN-099 Occupational Work Experience

1-4 Units: 60-300 hours of work experience, per term, LR, DG, CSU
Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 hours of paid work experience. 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

Corequisite: CULIN-127 and CULIN-095A-D

Students must provide medical documentation of a 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 where 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. Students will be prepared 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.

Culinary Arts Management (CULIN)

CULIN-095A-DCulinary 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-130 Introduction to Commercial Baking

9 Units: 54 hours of lecture, 360 hours of laboratory, per term, LR, DG, CSU

Corequisite: 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

Corequisite: 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, CSU

Prerequisite: CULIN-120

Corequisite: 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, CSU

Prerequisite: CULIN-120

Corequisite: CULIN-095A-D

This course will provide laboratory experience 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

Corequisite: 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 - 1:15 pm.

CULIN-241B Advanced Classical and Modern Food Preparation

8 Units: 432 hours of laboratory, per term, LR, DG, CSU

Prerequisite: CULIN-241A

Corequisite: 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 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 of lecture, 54 hours of laboratory per term, P/NP, DG

This course provides laboratory experience 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 and 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 and 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 the "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 dance 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: 60-300 hours of work experience, per term, LR, DG, CSU
Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 hours of paid work experience. 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 (C-ID: THTR 111)

Advisory: Eligibility for ENGL-001A 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 at 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 Stagecraft

3 Units: 135 hours of laboratory, per term, SC, DG, CSU, UC (C-ID: THTR 171)

This course will introduce the student to the basics of technical theatre. The focus will be on backstage operations and crew assignments. Emphasis on understanding the roles, duties and responsibilities of the stage manager and running crew: prop master, dresser, sound and light operators, and technicians. This will include the following areas: communication with designers, actors, directors, and fellow running crew, load in/load out, technical rehearsals and show run procedures, safety, backstage etiquette, professionalism, and practical applications for productions.

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. This course is identical to AFRAM-112.

DRAMA-122 Acting I

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: THTR 151)

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, CSU, UC

Prerequisite: DRAMA-122

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: 54 hours of lecture, per term, SC, DG, CSU, UC

Advisory: DRAMA-122 or equivalent is recommended.

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-126 Script Analysis

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: THTR 114)

This course explores an in-depth methodology of analyzing and understanding play scripts in a variety of genres and styles. This course will emphasize critical analysis in relation to the cultural, political, and social conditions at the time the script was written and performed with the goal of understanding the dramatic text and its relationship to society. Plays are analyzed for structure, genre, theme, style, character, language and dramatic event, in order to appreciate the point of view of the playwright, director, critic, actor and audience. Comprehension of what the script "means" to the theatre artist, the theatre-goer and society at large will be a major focus of this analysis.

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-221A Technical Theatre in Production I

1 Unit: 54 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: THTR 192)

This course will help students gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costumes, lighting, sound, and running crews.

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 adaption 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

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, resource 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 specialists, 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.

Courses 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 and Child Guidance
3 units	ECHD-120	Introduction to Principles and 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 and Child Guidance
3 units	ECHD-120	Introduction to Principles and 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 and 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 and 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.

Courses required for the certificate:

3 units	ECHD-120	Introduction to Principles and 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.

Courses required for the certificate:

3 units	ECHD-120	Introduction to Principles and Practices of 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.

Courses 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)

Early Childhood Education (ECHD)**ECHD-095B,D,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: 60-300 hours of work experience, per term, LR, DG, CSU

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 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, CSU (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 and 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 and 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, CSU

This course is designed to enable teachers who work with the preschool child to understand the 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.

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 and 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, LR, 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 is 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, 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-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 students 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, 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

Corequisite: 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

Noncredit, 18 hours of lecture, per term

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

Noncredit, 18-108 hours of lab, per term

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.

ECHD-895N Foster Parent Skills

Noncredit, 2-36 hours of lecture, per term

This class examines issues relating to adoption, foster parenting and kinship/guardian care of children. Topics of discussion vary throughout the semester and are dependent upon current issues that are relevant to the field of foster care. May be repeated indefinitely.

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 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 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 macroeconomic 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

and

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
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2nd semester

3 units	ECON-221	Introduction to Microeconomic Principles
5 units	MATH-190	Analytic Geometry and Calculus I

3rd semester

4 units	MATH-191	Analytic Geometry and Calculus II
3 units	POLSC-125	Government of the United States

4th semester

3 units BUS-240 Business Statistics

or

4 units MATH-164 Introduction to Probability and Statistics

Economics (ECON)

ECON-099 Occupational Work Experience**1-4 Units: 60-300 hours of work experience, per term, LR, DG, CSU***Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf*

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 75 hours of paid work experience. 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 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 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

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 3 units from the following:

4 units	BIOSC-132	Human Anatomy
3 units	EMED-135	BLS/ALS Interface

Certificate of Achievement

EMED: Paramedic Studies36-41 Units

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

Courses required for the certificate:

6 units	EMED-200	Paramedic Theory I
4 units	EMED-201	Paramedic Laboratory I
6 units	EMED-202	Paramedic Theory II
4 units	EMED-203	Paramedic Laboratory II
6 units	EMED-204	Paramedic Clinical Practicum
10-15 units	EMED-205	Paramedic Field Internship

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

8 Units: 108 hours of lecture, 72 hours of laboratory, 36 hours of laboratory by arrangement, per term, LR, DG, CSU

Advisory: EMED-107 or EMED-130

Prerequisite: Current American Heart Association CPR Card

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 Technician Recertification**1 unit: 16 hours of lecture, 8 hours of lab, per term, SC, DG****Prerequisite:** Valid American Heart Association Health Care Provider CPR Card; Valid EMT Card or EMT Card that has expired within 6 months

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, CSU**

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.

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 on 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-200 Paramedic Theory I**6 Units: 108 hours of lecture, per term, LR, DG, CSU (C-ID: EMS 100X)****Prerequisite:** EMED-109 (or valid American Heart Association Health Care Provider CPR Card) and EMED-110 (or valid State of California EMT Certification) and EMED-130, or BIOSC-132 and BIOSC-134; High school diploma or general education equivalent**Corequisite:** EMED-201

This course offers general paramedic didactic education and training following the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes cognitive content associated with: preparatory, anatomy and physiology, pharmacology, airway management, patient assessment, and trauma patient management.

EMED-201 Paramedic Laboratory I**4 Units: 216 hours of laboratory, per term, LR, DG, CSU (C-ID: EMS 102X)****Corequisite:** EMED-200

This course provides the skills portion of the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes psychomotor skills associated with: preparatory, anatomy and physiology, pharmacology, airway management, patient assessment, and trauma patient management.

EMED-202 Paramedic Theory II**6 Units: 108 hours of lecture, per term, LR, DG, CSU (C-ID: EMS101X)****Prerequisite:** EMED-200 and EMED-201 and possess a valid EMT Card and possess a valid AHA CPR Card. Student must have a high school diploma or GED.**Corequisite:** EMED-203

This course provides paramedic didactic education and training following the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes cognitive content associated with: medical emergencies, special patient populations and EMS operations.

EMED-203 Paramedic Laboratory II**4 Units: 216 hours of laboratory, per term, LR, DG, CSU (C-ID: EMS 103X)****Prerequisite:** EMED-200 and EMED-201 and Possess a valid EMT Card and Possess a valid AHA CPR Card. Student must have a high school diploma or GED**Corequisite:** EMED-202

This course provides the skills portion of the current Department of Transportation National Emergency Services Education Standards (NEMSES) and California Code of Regulations, Title 22. Includes psychomotor skills associated with: medical patient management, cardiac patient management, special populations, EMS operations, and simulated patient encounters.

EMED-204 Paramedic Clinical Practicum**6 Units: 324 hours of laboratory, per term, LR, DG, CSU****Prerequisite:** EMED-202 and EMED-203. Student must remain certified as an EMT with the State of California and certified in CPR for the Healthcare Provider issued by the American Heart Association for the duration of the course.

This course provides instruction to enhance student's knowledge of emergency care in a clinical setting. Students are provided access to adequate numbers of patients, proportionally distributed by illness, injury, gender, age, and common problems encountered in the delivery of emergency care appropriate to the level of the Emergency Medical Services Profession(s). Hospital/clinical experiences include the operating room, recovery room, intensive care unit, coronary care unit, labor and delivery room, pediatrics, and emergency department, and include exposure to an adequate number of pediatric, obstetric, psychiatric, and geriatric patients.

EMED-205 Paramedic Field Internship

10-15 Units: 540-810 hours of laboratory by arrangement, per term, LR, DG, CSU

Prerequisite: EMED-200, 201, 202, 203, and 204; Student must remain certified as an EMT throughout the duration of this course and have a valid AHA CPR Card, or equivalent.

This course provides practicum experience for paramedic students to observe and participate in emergency medical care supervised by a preceptor in an emergency response vehicle. Requires a minimum of 540 hours, and students must document at least 40 advanced life support (ALS) patient contacts. Student will provide the full continuum of care from initial contact to transfer of care at the receiving facility for half of all ALS contacts. Students must obtain minimum competency as a Team Leader. The field internship provides the student with an opportunity to serve as team leader in a variety of pre-hospital advanced life support emergency medical situations.

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

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 3 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
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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
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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-160 Programming Concepts and Methodologies for Engineers

4 Units: 54 hours of laboratory, 54 hours of lecture, per term, LR, DG, CSU, UC

This course introduces the basics of software development using a high level language utilizing programming and the interface of software with the physical world.

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 (C-ID: ENGR-150)

Prerequisite: MATH-121 or MATH-171

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 MATH-292 (may be taken concurrently) and PHYS-230 (may be taken concurrently)

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 are 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

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 19 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 (4 units):

4 units ENGL-002B Critical Thinking through Literature

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, 6 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-293H 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 JRNAL-120 Newswriting and Reporting

3 units SPCH-142 Performance of Literature

3 units DRAMA-101 Introduction to Theatre

or any course from List A or List B not already used

English (ENGL)

ENGL-001A Composition and Reading

4 Units: 72 hours of 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 fiction and non-fiction from various cultural perspectives. Through discussion, essay writing, and research, the course will develop the techniques used in effective argumentation.

ENGL-001AX Intensive Composition and Reading

5 Units: 90 hours of composition, per term, LR, DG, CSU, UC

Prerequisite: ENGL-142B or ESL-195, or appropriate assessment scores, or other assessment measures as appropriate

This intensive five-unit 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. This is a version of ENGL-001A that provides students with an additional 18 hours of instructional support.

ENGL-001C Critical Thinking and Advanced Composition

3 Units: 54 hours of 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, 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-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 Learning Resource Center. May be repeated until the maximum three units have been earned.

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-142B Writing: Expository - B

4 Units: 72 hours of composition, per term, SC, ND

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-001A

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-001A

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 of lecture, per term, LR, DG, CSU, UC (C-ID: ENGL 135)

Prerequisite: ENGL-142B or eligibility for ENGL-001A

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-001A

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-274 Women in Literature

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: ENGL-142B or eligibility for ENGL-001A

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-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-001A

Advisory: Successful completion of ENGL-001A

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-842N Expository Skills for College Writing

Noncredit, 20 hours of lecture, per term

This intensive course reviews basic college-level reading and writing skills and strategies with an emphasis on paragraphing and writing short argument essays. It is designed to prepare students for credit English courses. Students can repeat this course multiple times to develop basic college-level skills required for transfer-level English courses.

ENGL-875N Supervised Tutoring

Noncredit, 18-270 hours of lab, per term

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

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 and 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 and 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 and Professional ESL IV
4 units	ESL-172	Grammar IV
5 units	ESL-192	Introduction to Essay Writing

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-050.

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-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-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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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 with C or better 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

Prerequisite: Successful completion with C or better 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

Prerequisite: Successful completion with C or better 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 composition, per term, SC, DG, CSU, UC

Prerequisite: Successful completion with C or better of ESL-192 or placement in writing Level 5 (ESL-195) 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-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

Program Description

The Geography Program is part of the History, Anthropology, and Geography (H.A.G.) 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 to 1865)
3 units	HIST-121	History of the United States (1865 to 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 BOT-224 Microsoft Excel for Business

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 humans.

GEOG-120L Physical Geography Laboratory

1 Unit: 54 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: GEOG 111)

Corequisite: 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 humans with their 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, LR, 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: 1.5-18 hours of lecture and/or 5-198 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

Program Description

The study of public health focuses on community-based, organized efforts to prevent disease, prolong life and promote healthy environments and lifestyles. The primary focus is on community health, which emphasizes health education and promotion, and assumes community to be an essential determinant of health and the central element of an effective public health practice.

Some Possible Careers

Public health practitioners address a broad array of health care activities, including: health education and promotion, health assessment and policy development. They work in many issue areas and on many programs, including: immunization, nutrition, smoking cessation, substance abuse, health inspection, and the promotion of hazard-free environments. Career opportunities include health promotion and education programs, research, policymaking, teaching, consulting, and health administration. Careers are available in both the public and private sectors and in organizations of all sizes.

Program Student Learning Outcome Statement

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

- Demonstrate knowledge of biological systems, chemistry and psychology as related to health issues.
- Demonstrate an understanding of the mechanisms of disease.
- Demonstrate knowledge of healthy lifestyles that will promote a longer and more healthful life.
- Evaluate health and effective public health practices.

Associate in Science Transfer Degree

Public Health Science 32-33 units

The Associate in Science in Public Health Science for Transfer (AS-T) degree is designed as a pathway for students who plan to complete a bachelor's degree in Public Health Science 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 public health, knowledge of the major theoretical and philosophical trends in public health, knowledge of the major primary sources in various public health areas, critical analysis and problem solving skills, and effective writing ability.

An Associate in Science Transfer degree in Public Health Science may be earned by completing 60 semester units of CSU transferrable coursework, including the major requirements and CSU or IGETC GE-breadth requirements, with a minimum overall grade point average (GPA) of 2.0. Students must complete all courses required for the major with a minimum grade of C.

Required Core Courses (29-30 units)

4 units	MATH-164	Introduction to Probability and Statistics
3 units	HED-110	Introduction to Public Health
3 units	HED-120	Education for Healthful Living
4 units	BIOSC-110	Introduction to Biological Science
4 units	BIOSC-132	Human Anatomy
4 units	BIOSC-134	Human Physiology
3 units	PSYCH-220	General Psychology

and either

4 units	CHEM-119	Introductory Chemistry
or		
5 units	CHEM-120	General College Chemistry I

List A: Select 1 course from the following (3 units):

3 units	ECON-220	Introduction to Macroeconomic Principle
3 units	ECON-221	Introduction to Microeconomic Principles
3 units	BIOSC-160	Nutrition
3 units	SOCIO-220	Introduction to Sociology
3 units	PSYCH-120	Human Sexuality

Health Education (HED)

HED-099 Occupational Work Experience

1-4 Units: 60-300 hours of work experience, per term, LR, DG, CSU
Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 hours of paid work experience. 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-110 Introduction to Public Health

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC (C-ID: PHS 101)

This course provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions and an in-depth examination of the core public health disciplines are covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

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 (C-ID: PHS-100)**

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/exercise, stress management, nutrition, practice of safe sex, family planning, violence, reproductive health, aging, environmental hazards and safety, prevention of heart disease, substance 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 students to better recognize emergencies, make decisions and provide care. The students will learn skills needed to manage an emergency situation until more advanced medical personnel, such as EMTs, arrive on scene.

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.

HED-880N Spinal Fitness**Noncredit: 5 hours of lecture, 22-103 hours of laboratory, per term, P/NP/SP**

This class is designed for older adults to optimize strength and flexibility in the body, particularly the back, through low-impact weight-bearing exercises, resistance work with light weights, static stretches, and relaxation techniques.

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.

HED-887N Arthritis Foundation Exercise Program**Noncredit: 5 hours of lecture, 22-103 hours of laboratory, per term, P/NP/SP**

This course of non-clinical group exercise regimen is designed to help those who have joint and/or muscle problems achieve joint mobility, muscle strength and endurance in order to improve the performance of their daily activities. The program consists of specific exercises, including stretching and range of motion exercises, strengthening and endurance routines, health education, movement activities, and relaxation exercises. The course is offered in partnership with the Arthritis Foundation. A faculty member who has been trained and certified by the Arthritis Foundation instructs the students.

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 and 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 and 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 major:

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 and Human Services:

Human Services 24 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 and 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 Counseling Skills

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	Dual Diagnosis Clinical Experience (225 hours)
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Certificate of Accomplishment**Health and 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.

Courses 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 and 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

Certificate of Accomplishment**Health and 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.

Courses 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 and 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

Health and Human Services (HHS)

HHS-099 Occupational Work Experience

1-4 Units: 60-300 hours of work experience, per term, SC, DG, CSU
Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

This course is for students who have declared Health and 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, students 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-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.

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, and 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, 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.

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.

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.

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.

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 of 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

Program Description

The History program is part of the History, Anthropology, and Geography (H.A.G.) 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 skills.
- 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 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 to 1865)
3 units	HIST-121	History of the United States (1865 to 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
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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 to 1865)
3 units	HIST-123	History of African Americans in the United States (1865 to 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

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 is a survey course which covers the origins of humanity in east Africa and the civilizations in various regions of Africa before slavery and colonialism. It examines ideas on the evolution of humanity among the Mbuti, Batwa, and San people, as well as the origins of the advanced Nile Valley civilizations of Kush (Ethiopia), Nubia, and Egypt. It also covers the civilization of Great Zimbabwe, and the influential Mali empire with its seafaring tradition and Timbuktu university system, and its influence in southern Europe.

HIST-120 History of the United States (Colonial to 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 to 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 to 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 to 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, LR, 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-180 Understanding Love**3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC****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.

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-111 Warehouse Management Operations**2 units: 18 hours of lecture and 54 hours of laboratory, per term, SC, ND**

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, ND**

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.

INDIS-099 Occupational Work Experience**1-4 Units: 60-300 hours of work experience, per term, SC, DG**

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 hours of paid work experience. 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

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

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

or

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 and Persuasion (IGETC)

Associate in Arts Degree**Journalism..... 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 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 News Writing 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 and Layout
- 3 units JRNAL-222 News Production: Intermediate I

4th semester

- 1 unit JRNAL-110D News Practice Laboratory: Intermediate II
- 2 units JRNAL-124 Sports Writing and Reporting
- 3 units JRNAL-223 News Production: Intermediate II

Certificate of Achievement**Journalism..... 27 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 News Writing 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 and Layout
- 3 units JRNAL-222 News Production: Intermediate I

4th semester

- 1 unit JRNAL-110D News Practice Laboratory: Intermediate II
- 2 units JRNAL-124 Sports Writing and Reporting
- 3 units JRNAL-223 News Production: Intermediate II

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

Corequisite: 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

Corequisite: JRNAL-123

This course is the laboratory corequisite 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

Corequisite: 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

Corequisite: JRNAL-223

This course is the laboratory corequisite 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, newsgathering, 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)

Corequisite: 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)

Corequisite: 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, 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 design 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

Corequisite: 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

Corequisite: 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.

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 Latinos/as both 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 Latinos/as in the U.S.
- explain processes of Latino racial and ethnic formations.

Associate in Arts Transfer Degree

Social Justice: Latino and Chicano Studies....18-19 Units

Social Justice: Latino and Chicano Studies (AA-T) is an interdisciplinary academic program that provides students an in-depth analysis of the rich life experiences of Latinos and Chicanos in the Americas. The program emphasizes comparative and transnational study of Latinos and Chicanos. Three major areas of focus include historical study, contemporary social issues, and literature. A degree in Social Justice: Latino and Chicano Studies will help students develop professional skills, ethical integrity, leadership skills, and access to professional networks and/or advanced degree programs. The AA-T degree in Social Justice: Latino and Chicano Studies is primarily designed for students who will be transferring to CSU, and who will eventually receive a Bachelors of Arts degree.

An Associate in Arts Transfer degree in Social Justice may be earned by completing 60 semester units of CSU transferrable coursework, including the major requirements and CSU or IGETC GE-breadth requirements, with a minimum overall grade point average (GPA) of 2.0. Students must complete all courses required for the major with a minimum grade of C.

Required core courses (9 units):

3 units SOCIO-245 Sociology of Race and Ethnicity

and either

3 units LARAZ-127 History of Latinos in the United States (1846-present)

or

3 units HIST-127 History of Latinos in the United States (1846-present)

and either

3 units LARAZ-131 Introduction to LGBTQ Studies

or

3 units SOCIO-142 Introduction to Gender

Select three courses from at least two of the following areas: (9-10 units)

Area 1: History or Government

3 units LARAZ-113 Introduction to Analysis of American Political Institutions

3 units LARAZ-125 Latin American History

Area 2: Arts and Humanities

3 units LARAZ-130 Contemporary Chicano/Latino Literature

3 units LARAZ-190 Introduction to Chicano(a) and Latino(a) Film

3 units LARAZ-165 Chicana/o-Latina/o Theatre

or

3 units DRAMA-165 Chicana/o-Latina/o Theatre

Area 3: Social Science

3 units LARAZ-110 Introduction to La Raza Studies

3 units LARAZ-141 Introduction to Psychology of La Raza I

Area 4: Quantitative Reasoning and Research Methods*(Only one course from Area 4 may be used)*

4 units	MATH-164	Introduction to Probability and Statistics
3 units	SOCIO-222	Introduction to Research Methods
3 units	SOCIO-234	Introduction to Statistics in Social Sciences
4 units	PSYCH-205B	Introduction to Research Methods in Psychology with Lab

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 to 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

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 an 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 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.

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-131 Introduction to LGBTQ Studies**3 Units: 54 hours of lecture, per term, SC, DG, CSU (C-ID: SJS130)**

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.

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 on 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-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.

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 and Humanities 18 Units**

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.

An Associate of Arts degree may be earned by completing a minimum of 60 units of degree credit coursework with a minimum grade point average of 2.0. Major requirements must be completed with a 'C' grade or better with students selecting a minimum of 18 units from the following list of Arts and Humanities courses. For breadth, students will complete courses in at least two disciplines from this list. Courses in this major can also be counted toward completion of general education requirements.

African American Studies-120

Anthropology 150

Art 101,102,117, 118, 120, 124, 132, 134, 140, 145, 158, 174, 184, 190, 191, 194, 224, 232, 240, 245, 258, 274

Chinese 120, 121

Drama 101, 102, 103, 104, 106, 110, 122, 123, 125, 126

English 001B, 002B, 163, 200A, 210B, 220B, 230B, 250, 274, 293H

History 110, 120, 121, 122, 123, 124, 127, 140, 141

Humanities 113, 120, 180

Japanese 120, 121

Journalism 158, 159, 258, 259

La Raza Studies 127, 130, 190

Media 130, 152, 153, 161, 162, 165, 166, 170

Music 102, 108, 109, 114, 119, 120, 121, 130, 131, 150 (A-B), 151 (A-B), 155 (A-D), 158, 159, 163, 167, 170, 171 (A-B), 175 (A-D), 176, 177, 190 (A-B), 191 (A-B), 195 (A-D), 222, 223, 250 (A-B), 251, 258, 259, 270 (A-B)

Philosophy 101, 120, 130, 140, 150, 160, 180

Spanish 110, 111, 112, 120, 121, 220, 221, 230, 231

Speech 122, 142

Associate in Arts Degree**Liberal Arts: Communication in the English Language 18 Units**

These courses emphasize the content and form of communication and 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 reading, writing, listening, reasoning, advocacy, organization, and accuracy. Additionally, students will be able to integrate important concepts of critical thinking as related to the development of analysis and critical evaluation.

An Associate of Arts degree may be earned by completing a minimum of 60 units of degree credit coursework with a minimum grade point average of 2.0. Major requirements must be completed with a 'C' grade or better with students selecting a minimum of 18 units from the following list of Communication in the English Language courses. For breadth, students will complete courses in at least two disciplines from this list. Courses in this major can also be counted toward completion of general education requirements.

Computer Information Systems 125

English 001A, 001AX, 001B, 001C, 002B

English as Second Language 132, 192, 195

Journalism 120, 122, 123, 222, 223

Philosophy 130

Speech 120, 121, 121I, 122, 128, 141, 142, 160A, 160B

Associate in Arts Degree**Liberal Arts: Math and Science 18 Units**

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.

An Associate of Arts degree may be earned by completing a minimum of 60 units of degree credit coursework with a minimum grade point average of 2.0. Major requirements must be completed with a 'C' grade or better with students selecting a minimum of 18 units from the following list of Math and Science courses. For breadth, students will complete courses in at least two disciplines from this list. Courses in this major can also be counted toward completion of general education requirements.

Anthropology 140, 140L

Astronomy 120

Biological Science 110, 119, 132, 134, 145, 147, 157, 159, 160, 172, 172L

Chemistry, 119, 120, 121, 226, 227

Computer Information Systems 135

Computer Science 251, 252, 257, 260, 280

Engineering 160, 170, 200, 230, 240, 255

Geography 120, 120L, 126

Geology 120, 120L

Mathematics 121, 135, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292

Physics 110, 110L, 120, 120H, 121, 121H, 130, 230, 231

Psychology 150

Associate in Arts Degree**Liberal Arts: Social and Behavioral Sciences 18 Units**

These courses emphasize the perspective, concepts, theories, and methodologies of disciplines comprising 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.

An Associate of Arts degree may be earned by completing a minimum of 60 units of degree credit coursework with a minimum grade point average of 2.0. Major requirements must be completed with a 'C' grade or better. Select a minimum of 18 units from the following list of Social and Behavioral Science courses. For breadth, complete courses in at least two disciplines from this list. Courses in this major can also be counted toward completion of general education requirements.

Administration of Justice 120, 121, 135, 223

African American Studies 110, 120, 125, 226

Anthropology 125, 130, 140, 150

Early Childhood Education 120, 121, 144, 161, 220

Economics 220, 221

Geography 120, 130, 150, 160

History 110, 120, 121, 122, 123, 124, 127, 140, 141

Journalism 130

La Raza Studies 110, 113, 125, 127, 131, 141

Political Science 125, 130, 140, 225

Psychology 118, 120, 122, 126, 128, 130, 132, 140, 150, 170, 220, 222, 237

Social Science 140, 141

Sociology 130, 142, 220, 221, 222, 225, 236, 245, 250

Speech 122

Certificate of Achievement**Liberal Arts: Science, Technology, Engineering and Mathematics (STEM)..... 18 units**

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.

Select a minimum of 18 units from the following courses. 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.

Anthropology 140, 140L

Astronomy 120

Biological Science 110, 119, 132, 134, 145, 147, 148, 157, 159, 160, 172, 172L

Chemistry 119, 120, 121, 226, 227

Computer Information Systems 135

Computer Science 251, 252, 257, 260, 280

Engineering 160, 170, 200, 230, 240, 255

Geography 120, 120L, 126

Geology 120, 120L

Mathematics 121, 135, 164, 170, 171, 180, 185, 190, 191, 200, 290, 292

Physics 110, 10L, 120, 120H, 121, 121H, 130, 230, 231

Psychology 150

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

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, 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 and/or 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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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.

Corequisite: 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 contexts 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 Basic Arithmetic and Pre-Algebra

4 Units: 54 hours of lecture, 54 hours of lab, per term, SC, ND

This course teaches basic skills with natural numbers, signed numbers, signed fractions, and signed decimal fractions. The course also presents percentages, metric system, powers and roots, measurement of plane and solid figures, and the solution of linear equations of the first degree. The student will also be introduced to ratios, proportions and the Rectangular Coordinate System. Polynomial arithmetic (excluding division) is also covered. Students will also learn success skills during the course. 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.

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 or placement by multiple measures.

Or

Corequisite: MATH-120S

This course provides review and further development of material of MATH-118 (Elementary Algebra), second degree equations and inequalities, functions, conic sections, systems of equations, and exponential and logarithmic functions.

MATH-120S Support for MATH-120 Success

1 Unit: 54 hours of laboratory, per term, LR, DG

Corequisite: MATH-120

This course is designed to give Elementary Algebra support to students who need it while concurrently enrolled in Intermediate Algebra. It covers concepts and provides just-in-time remediation necessary to be successful in MATH-120.

MATH-121 Trigonometry

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

Prerequisite: MATH-120 or MATH-122; or placement by multiple measures.

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-122 Beginning and Intermediate Algebra for STEM

6 units: 90 hours of lecture, 54 hours of lab, per term, LR, DG

Zoom toward calculus: This accelerated course covers beginning and intermediate algebra (MATH-118 and 120) in one course, and also gives you a taste of trigonometry to help you succeed in precalculus (MATH-171) and calculus (MATH-190). In this accelerated course, we will explore linear, quadratic, exponential, logarithmic, and trigonometric functions. We will investigate the concepts from multiple perspectives, including tables, graphs, algebraic, and written descriptions. Familiarity with order of operations and signed numbers is recommended. This course is recommended for students who are willing to spend a minimum of 10 study hours outside of class each week.

MATH 125 Algebra for Statistics

6 Units: 90 hours of lecture, 54 hours of laboratory, 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 MATH-122; or placement by multiple measures.

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, 18 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: MATH 110)

Prerequisite: MATH-120, MATH-122, or MATH-125; or placement by multiple measures.

Or

Corequisite: MATH-164S

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-164S Support for MATH-164 Success

1 Unit: 54 hours of laboratory, per term, LR, DG

Corequisite: MATH-164

This course is designed to give Algebra and Geometry support to students who need it while concurrently enrolled in MATH-164 (Introduction to Probability and Statistics). It covers concepts and provides just-in-time remediation necessary to be successful in MATH-164.

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 Precalculus

5 Units: 90 hours of lecture, per term, LR, DG, CSU, UC

Prerequisite: MATH-120 or MATH-122; or placement by multiple measures.

Or

Corequisite: MATH-171S

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-171S Support for MATH-171 Success

1 Unit: 54 hours of laboratory, per term, LR, DG

Corequisite: MATH-171

This course is designed to give Algebra and Geometry support to students who need it while concurrently enrolled in MATH-171 (Precalculus). It covers concepts and provides just-in-time remediation necessary to be successful in MATH-171.

MATH-180 Applied Calculus

4 Units: 72 hours of lecture, 18 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: MATH 140)

Prerequisite: MATH-120 or MATH-122; or placement by multiple measures.

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, 18 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: MATH 210; C-ID: MATH 900S)

Prerequisite: MATH-171 or placement by multiple measures, 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 and 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 900S)

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 and math majors.

MATH-200 Introduction to Linear Algebra

4 Units: 72 hours of lecture, 18 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: MATH 250)

Prerequisite: MATH-191 may be taken concurrently; or placement by multiple measures.

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 900S)

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, 18 hours of laboratory, per term, LR, DG, CSU, UC (C-ID: MATH 240)

Prerequisite: MATH-191 or placement by multiple measures

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 Supervised Mathematics Tutoring

Noncredit: .10-270 hours of lab, per term

This course provides individualized mathematics 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 mathematics courses per semester. Content will vary depending on the course subject matter. Students must be enrolled in a college credit course. May be repeated indefinitely.

MATH-890N Bridge to MATH-120 Success

Noncredit: 27 hours of lecture, per term

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

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

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, UC

This course provides instruction in writing scripts and treatments for a variety of media productions including film, television and multimedia. Topics covered include script formatting and fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement.

MEDIA-152 Introduction to Digital Film Production

3 Units: 36 hours of lecture, 54 hours of lab, per term, SC, DG, CSU, UC

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 in production and will learn post-production workflow techniques to complete film projects.

MEDIA-153 Intermediate Digital Film Production

3 units: 36 hours of lecture, 54 hours of lab, per term, SC, DG, CSU, UC

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 intermediate skills required to operate film production equipment and mastering post-production digital editing techniques.

MEDIA-161 Digital Film Editing

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

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-162 Digital Film Editing II

3 units: 36 hours of lecture, 54 hours of lab, per term, SC, DG, CSU, UC

This course builds on foundation techniques and skills students gained by completing MEDIA-161. Students will learn intermediate level digital film editing techniques using Adobe Premiere software. Students will also utilize skills learned to produce projects using other Adobe post-production applications including After Effects, Speed Grade, Encore, Photoshop, and Media Encoder.

MEDIA-165 Motion Graphic Design and Animation

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

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-166 Motion Graphic Design and Animation II

3 units: 36 hours of lecture, 54 hours of lab, per term, SC, DG, CSU, UC

This course builds on foundation techniques and skills students gained by completing MEDIA-165. Students will learn intermediate skills for Adobe After Effects software. Topics covered include color grading, animators, particle systems, shape layers, Cinema 4D, time remapping, and project integration with Adobe Creative Suite applications.

MEDIA-170 Introduction to 3D Modeling and Animation Design

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

This course will introduce students to computer generated 3-D modeling. It provides a basic understanding of the skills and techniques employed by 3-D designers in a wide range of applications. In this course, students will explore basic mesh modeling, texturing, lighting, animation, and rendering.

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

Program Description

A Medical Assistant is a professional, multi-skilled person dedicated to assisting in patient care management, primarily in a physician's office or in an ambulatory clinical setting. Certified Medical Assistants are the most versatile professionals in the healthcare society. A medical assistant serving in the office or clinical setting may be responsible for taking patients' histories, preparing patients for examinations, assisting the physician with procedures or performing related procedures within their scope of training. Also, a medical assistant may be responsible for sterilizing and packaging equipment used in the clinical setting, and for preparing the clinical rooms for the next patient. A medical assistant may be responsible for performing certain laboratory duties such as phlebotomy, cultures and various laboratory tests that may be ordered by the physician for the patient. Medical assistants perform these laboratory tests while under the supervision of the appropriate lab personnel and must observe all safety and technical standards. A medical assistant may choose to work in the administrative setting of a physician's office or clinic. This area entails billing, filing, bookkeeping, transcription, patient scheduling, receptionist duties, and insurance filing. Many medical assistants function in a role combining both clinical and administrative duties.

Some Possible Careers

Clinical medical assistant, medical assistant, administrative medical assistant, medical office assistant, patient care technician-ambulatory/hospital.

Program Student Learning Outcome Statement

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

- Demonstrate foundational knowledge of medical terminology related to body systems, anatomical structures and medical specialties.
- Demonstrate functional knowledge of the components of Electronic Health Records.
- Exhibit a functional knowledge of basic clinical skills applicable to patient care in an ambulatory setting.

Associate in Science Degree

Medical Assisting 50.7 Units

This is a two-year program leading to an Associate in Science Degree in Medical Assisting. Clinical work experience is provided in cooperating healthcare facilities.

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	MEDIC-114	Introduction to Health Professions
3 units	MEDIC-150	Medical Terminology I
3 units	MEDIC-205	Administrative Medical Assisting
2 units	MEDIC-206	EHRs and Computer Applications
4 units	BIOSC-132	Human Anatomy

2nd semester – Spring

4 units	MEDIC-208	Clinical Skills I
3 units	MEDIC-235	Pharmacology and Dosage Calculations for the Medical Assistant
3 units	MEDIC-236	Human Disease Conditions

Summer Session

4 units	MEDIC-209	Clinical Skills II
.2 units	EMED-109	CPR for the Health Care Provider

3rd semester – Fall

4 units	MEDIC-226	Clinical Practicum I
3 units	MEDIC-210	Medical Law, Ethics and Economics
1.5 units	COUNS-140	Job Search Strategies

4th semester – Spring

3 units	MEDIC-227	Clinical Practicum Experience II
3 units	MEDIC-237	Health Insurance
3 units	MEDIC-238	Introduction to Medical Coding
3 units	SPCH-122	Intercultural Communication

or

3 units	SPCH-120	Public Speaking
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And one of the following for 3 units:

3 units	SOCIO-221	Social Problems
3 units	PSYCH-170	Social Psychology
3 units	PSYCH-222	Culture and Ethnicity in Social Psychology
3 units	PHILO-120	Introduction to Ethics

Certificate of Achievement**Medical Assisting 34 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 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 Accomplishment**Medical Terminology 6 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

Medical Assisting (MEDIC)**MEDIC-099 Occupational Work Experience**

1-4 Units: 60-300 hours of work experience, per term, SC, DG

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 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-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 healthcare industry.

MEDIC-150 Medical Terminology

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

Advisory: ENGL-001A

This course presents terminology relevant to many allied health care fields. The construction, pronunciation, spelling, definition and common usage for all medical terms in anatomy, physiology, pathology and health care will be covered.

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 is on building an advanced professional vocabulary required for working in the medical field.

MEDIC-205 Administrative Medical Assisting

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

Advisory: BOT-200

This course provides instruction for the student to develop the knowledge and skills necessary for carrying out administrative tasks as a medical assistant. The student will be introduced to responsibilities such as HIPAA (Health Insurance Portability and Accountability Act) compliance, front-office interpersonal skills, supply management, scheduling appointments in person and by telephone, records and file management, written communications, and financial duties.

MEDIC-206 EHRs and Computer Applications

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

Advisory: BOT-200

This course navigates through the operations of a web-based Electronic Health Record(EHR)/Total Practice Management program. Topics include, but are not limited to: scheduling appointments, applying patient check-in procedures, managing health/follow-up data, and managing payment procedures.

MEDIC-208 Clinical Skills I

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

Prerequisite: MEDIC-150

This course provides instruction in the clinical aspects of the ambulatory healthcare setting. Includes vital signs, injections, asepsis, sterilization, and treatment room procedures.

MEDIC-209 Clinical Skills II

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, LR, DG, CSU

Prerequisite: MEDIC-208

This course provides a continuation of clinical skills and theory, which allows the student to become familiar with the following clinical duties: venipuncture, office surgery set-up, pulmonary function testing and other technical skills required in the ambulatory healthcare setting.

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-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-226 Clinical Experience I

4 Units: 9 hours of lecture, 189 hours of laboratory by arrangement, 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 Practicum Experience II

3 Units: 9 hours of lecture, 135 hours of laboratory by arrangement, 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-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-235 Pharmacology and Dosage Calculations for the Medical Assistant**3 Units: 54 hours of lecture, per term, LR, DG****Advisory:** MATH-115, or higher

This course studies the basic principles of pharmacology and discusses the most common medications in current use with emphasis on classifications, uses, routes or administration, dosages, interactions, incompatibilities, and side effects. Addresses special precautions, legal aspects, and patient education and dosage calculation, preparation and administration of medications.

MEDIC-236 Human Disease Conditions**3 Units: 54 hours of lecture, per term, LR, DG****Prerequisite:** MEDIC-150

A study of the pathological process, imparting basic knowledge to Medical Assisting students. The student will study the basic concepts, terminology, etiology and characteristics of pathological processes. Diseases are classified according to both causative agents and the body system to which they relate.

MEDIC-237 Health Insurance**3 Units: 54 hours of lecture, per term, LR, DG**

This course provides an overview of medical health insurance plans and the skills needed to complete and submit insurance claims for third party reimbursement.

MEDIC-238 Introduction to Medical Coding**3 Units: 54 hours of lecture, per term, LR, DG, CSU****Prerequisite:** BIOSC-132 and MEDIC-150

This course provides an introduction to current diagnostic and procedural coding manuals and applications. This course teaches the process of deciphering medical reports to select appropriate codes for billing claims and the process for code selection from the appropriate coding manual.

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 Arts 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 and 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 and 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	Intermediate Piano: Classical Repertoire
2.5 units	MUSIC-250B	Intermediate 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

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-102 Beginning Voice: Cultural Perspective

3-4 units: 54 hours of lecture, 0-54 hours of lab by arrangement, per term, SC, DG, CSU, UC

This course provides an introduction to and analysis of the principles of music and performance from past and present cultures within the context of the vocal music art form. History of genre and performance practice will be discussed as students analyze written scores, research history and cultural significance of tone and diction and critique live and recorded performances.

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 for 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-150A

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-131 Introduction to Digital Audio Workstations

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

This course covers the fundamentals of digital audio workstation production, focusing on essential functionality and technical proficiency, within industry-standard Digital Audio Workstation (DAW) software platforms such as AVID Pro Tools and Audition.

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 position 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, UC

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, UC (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 of 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 by arrangement, 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, UC

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

4 Units: 54 hours of lecture, 54 hours of laboratory, per term, SC, 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 dominants; 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

2.5 Units: 36 hours of lecture, 18 hours of laboratory, 18 hours of laboratory by arrangement, 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

Noncredit, 18 hours of lecture, 36 hours of lab, per term

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

Noncredit, 108 hours of lab, per term

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

Noncredit, 36 hours of lecture, 18 hours of lab, 36 hours by arrangement, per term

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

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 webpage or may be obtained from the Admissions and Records Office (phone 510-215-6027 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 Psychiatric Technicians may apply for advanced placement. Advanced placement admission is based on space availability. For further information, visit the nursing program webpage 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.
- qualified for an entry level position in health care facilities.

Associate in Science Degree

Registered Nursing 50.9 Units

An Associate in Science Degree may be earned by completing a minimum of 60 units of degree credit coursework, including the 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 and	Maternal-Child Health Nursing
1 unit	NURS-236	Developing Competency in Nursing Practice
or		
11 units	NURS-255	Intermediate Medical Surgical and Psychiatric Nursing
	and	
1 unit	NURS-256	Developing Competency in Nursing Practice

3rd semester

(Whichever set of courses was not taken during 2nd semester)

11 units	NURS-235 and	Maternal-Child Health Nursing
1 unit	NURS-236	Developing Competency in Nursing Practice

or

11 units	NURS-255	Intermediate Medical Surgical and Psychiatric Nursing
	and	
1 unit	NURS-256	Developing Competency in Nursing Practice

4th semester

12 units	NURS-275	Gerontological/Medical Surgical Nursing
.3 unit	NURS-276	Developing Competency in Nursing Practice

Nursing (NURS)

NURS-080 Job Search for Beginning Registered Nurses

.5 Unit: 9 hours of lecture, per term, P/NP, ND

A short-term course 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-198 Nurse Assistant Certification Course

7 Units: 72 hours of lecture, 162 hours of laboratory, per term, LR, DG
Prerequisites: ENGL-081 or ESL-146 with a grade of 'C' or better, or College Reading Assessment Placement score indicating placement into ENGL-142B, or ESL Reading Assessment score indicating placement in ESL Level 3 Reading (ESL-149); AND ENGL-084, or ESL-186 with a grade of 'C' or better, or College Writing Assessment Placement score indicating placement into ENGL-142B, or an ESL writing Assessment score indicating placement into ESL Level 3 Writing (ESL-189); AND Cardio Pulmonary Resuscitation (CPR): American Heart Association BLS course for the Healthcare Provider current card required.

This course is designed to train the student to function as a Certified Nurse Assistant (CNA). The student 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 California Department of Public Health. Examples of topics and skill development include communication skills, infection control, patient's rights, and basic CNA skills.

NURS-199 Home Health Aide

2 Units: 27 hours of lecture, 27 hours of laboratory, per term, LR, DG
Prerequisite: NURS-198 or current certification by the State of California as a Certified Nurse Assistant and Current American Heart Association BLS certification for the Healthcare Provider.

Advisory: In order to obtain certification as a home health aide in California, students must have current certification by the State of California as a Certified Nurse Assistant.

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-209 Advanced Placement Transition Course

1 Unit: 18 hours of lecture, per term, P/NP, ND

Prerequisite: Admission to Advanced Placement status in the Nursing Program.

This course is designed to bridge the gap for the advanced placement student entering the nursing program. The course emphasizes nursing process, therapeutic communication, role transition, orientation to the RN program, and a review of nursing skills.

NURS-210 Fundamentals of Nursing

12 Units: 108 hours of lecture, 324 hours of laboratory, per term, LR, DG, CSU

Prerequisite: Admission to the nursing program

Corequisite: 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: Admission to the nursing program

Corequisite: NURS-210 (or equivalent)

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, CSU

Advisory: Recommend prior completion of BIOSC-132, BIOSC-134, and either BIOSC-119 or BIOSC-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 and 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-211 (or equivalent), NURS-212, and admission to the nursing program.

Corequisite: NURS-231

Advisory: This course is for a special category of student, for example: a foreign trained nurse who is required by the Board of Registered Nursing to take maternity nursing, or a transfer student.

Prerequisite for foreign trained nurses: NURS-205, NURS-212 and admission to the nursing program.

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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212, and admission to the nursing program.

Corequisite: 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 or PSYCH-128; NURS-205, 210, 211, and 212 (NURS-210 and NURS-211 may be waived for advanced placement students); and admission to the nursing program.

Corequisite: 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 Americans with Disabilities Act.

NURS-236 Developing Competency in Nursing Practice

1 Unit: 54 hours of laboratory, per term, P/NP, DG, CSU

Prerequisite: NURS-205, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212, and PSYCH-126 or PSYCH-128; and admission to the nursing program.

Corequisite: 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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212, and PSYCH-126 or PSYCH-128; and admission to the nursing program.

Corequisite: NURS-241

Advisory: This course is for a special category of student, for example: a transfer student, or a foreign trained nurse who is required by the BRN to take pediatric nursing.

Prerequisite for foreign trained nurses: NURS-205, NURS-212; and admission to the nursing program.

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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212, and PSYCH-126 or PSYCH-128; and admission to the nursing program.

Corequisite: NURS-240

Prerequisite for foreign trained nurses: NURS-205, NURS-212; and admission to the nursing program.

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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212; and admission to the nursing program.

Corequisite: NURS-251

Prerequisite for foreign trained nurses: NURS-205, NURS-212; and admission to the nursing program.

Advisory: This course is for a special category of student, for example: a transfer student, or a foreign trained nurse who is required by the Board of Registered Nursing to take intermediate medical-surgical nursing.

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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212; and admission to the nursing program.

Corequisite: NURS-250

This course is an adjunct to NURS-250. It provides instruction in 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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212; and admission to the nursing program.

Corequisite: 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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212; and admission to the nursing program.

Corequisite: 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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212; and admission to the nursing program.

Corequisite: NURS-261

Advisory: This course is for a special category of student, for example: a transfer student, a 30-Unit Option LVN, or a foreign trained nurse who is required by the Board of Registered Nursing to take psychiatric nursing.

Prerequisite for 30-Unit Option LVNs: NURS-205; admission to the nursing program.

Prerequisite for Foreign Trained Nurses: NURS-205; NURS-212; admission to the nursing program.

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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212; and admission to the nursing program.

Corequisite: 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, NURS-210, NURS-211, NURS-212, NURS-235, NURS-236, NURS-255, NURS-256; and admission to the nursing program.

Corequisite: NURS-276

Prerequisite for 30-Unit Option LVNs: NURS-205, NURS-260, NURS-261; and admission to the nursing program.

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, NURS-210 (or equivalent), NURS-211 (or equivalent), NURS-212, NURS-235 (or equivalent), NURS-236 (or equivalent), NURS-255 (or equivalent), NURS-256 (or equivalent); and admission to the nursing program.

Corequisite: NURS-275

Prerequisite for 30-Unit Option LVNs: NURS-205, NURS-260, NURS-261; and admission to the nursing program.

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 group practice of those skills in the nursing skills laboratory.

Philosophy

Program Description

Philosophy courses offer a unique set of skills (critical thinking, problem-solving, effective communication) in high demand in today's fast-changing economy. In addition, Philosophy courses provide the opportunity to reflect on the fundamental questions of existence: what is the good life? What is justice? What is my purpose? The programs in Philosophy (AA-T and Certificate of Achievement) are designed to equip students with these skills and knowledge so as to prepare them for holistic success.

Some Possible Careers

Philosophy majors are among the highest scorers on standardized tests, such as the GRE, LSAT and GMAT, and earn above average salaries by mid-career. Majoring in philosophy thus equips students with the knowledge and skills to succeed in just about any and every career path, including:

- Business
- Education
- Journalism
- Law
- Politics
- Writing
- Public Service
- Government

Program Student Learning Outcome Statement

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

- identify key philosophical views, theories, concepts, questions, and thinkers orally and in writing.
- explain key philosophical issues, theories, principles, methods, questions, views, and thinkers orally and in writing.
- apply philosophical ideas, theories, issues, principles, methods, and views to themselves, others and the world around them.
- think critically (analyze, evaluate, synthesize) about philosophy, themselves, and the world around them.

Associate in Arts Transfer Degree**Philosophy 18 Units**

The Associate in Arts in Philosophy for Transfer (AA-T) degree is designed as a pathway for students who plan to complete a bachelor's degree in philosophy 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.

Philosophy courses provide the time and space to reflect on the fundamental questions of existence: what is the good life? What is justice? What is my purpose? In addition, philosophy courses offer a unique set of skills (critical thinking, problem-solving, effective communication) in high demand in today's global, technological society. The Associate in Arts for Transfer Degree in Philosophy affords students the opportunity to develop such valuable knowledge and skills, while preparing them for a bachelor's degree in Philosophy.

An Associate in Arts Transfer degree in Philosophy may be earned by completing 60 semester units of CSU transferrable coursework, including the major requirements and CSU or IGETC GE-breadth requirements, with a minimum overall grade point average (GPA) of 2.0. Students must complete all courses required for the major with a minimum grade of C.

Courses required for the major:

3 units	PHILO-101	Introduction to Philosophy
3 units	PHILO-120	Introduction to Ethics
3 units	PHILO-130	Logic and Critical Thinking
3 units	PHILO-140	History of Ancient Philosophy
3 units	PHILO-150	History of Modern Philosophy
3 units	PHILO-180	Introduction to Philosophy of Religion

Certificate of Achievement**Philosophy 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	PHILO-101	Introduction to Philosophy
3 units	PHILO-120	Introduction to Ethics
3 units	PHILO-130	Logic and Critical Thinking

and either

3 units	PHILO-140	History of Ancient Philosophy
or		
3 units	PHILO-150	History of Modern Philosophy

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-101 Introduction to Philosophy

3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC

This course introduces some of the central questions of philosophy (the "love of wisdom"): How should I live? What is justice? Who am I? What is art? Students examine these questions from multiple perspectives, studying the ideas of diverse philosophers from throughout history and around the world. By the end of the course, students should have a deeper understanding of themselves, others and the world around them.

PHILO-120 Introduction to Ethics

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: PHIL120)

This course introduces some of the central questions of ethics (the study of morality): What makes a person good? What makes an action right? How can we achieve a more just society? Students examine these questions from multiple perspectives, studying philosophers and ethical theories from throughout history and around the world. With moral wisdom, students also address the important ethical issues of the day.

PHILO-130 Logic and Critical Thinking

Advisory: ENGL-142B

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

This course introduces students to the fundamentals of logic so as to enhance critical thinking. Special emphasis is given to analyzing different types of arguments and logical fallacies from a variety of contexts, including news and social media. Applications will also be made to individual decision-making and societal issues involving race, gender and environmental sustainability.

PHILO-140 History of Ancient Philosophy

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

This course introduces students to the major questions in ancient philosophy: Is there an ultimate reality? What is the nature of justice? What is the good life? How is happiness attained? Students explore these and other questions through diverse philosophers and thinkers of ancient Greece, Rome, as well as non-Western traditions in Africa, Asia and the Americas.

PHILO-150 History of Modern Philosophy

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

This course provides an overview of the modern period in philosophy, which lasted roughly from the scientific revolution to the enlightenment (17th-19th centuries). During this era, philosophers such as Descartes, Marx and Kant explored questions concerning knowledge, the self, justice and religion. Their ideas, which continue to shape the contemporary world, will also be explored from non-Western, feminist and critical race theory perspectives.

PHILO-160 Introduction to Social and Political Philosophy

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

Advisory: ENGL-142B

This course is an introduction to the major topics in social and political philosophy such as justice, freedom, equality, and rights. We will explore these and other issues through diverse philosophers and philosophies from the ancient, modern and contemporary periods, including post-colonial, feminist and critical race theory perspectives.

PHILO-180 Introduction to Philosophy of Religion

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

Advisory: ENGL-142B

This course introduces students to the major issues in philosophy of religion, including the origin of religion, the existence of God, the problem of evil and the variety of world religions. Students examine these issues from a wide range of perspectives, drawing upon philosophers, theologians and other thinkers from diverse cultures and eras.

PHILO-200 Environmental Ethics

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

Advisory: ENGL-142B

This course is an introduction to the major theories and issues in environmental ethics, the study of our relationship with nature. We will examine the perspectives of diverse thinkers from various traditions, including ecofeminism and environmental justice, and address the major environmental challenges of our time such as climate change and sustainability.

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/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, and 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 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.....21-26 Units

Kinesiology is an academic area of study concerned with the art and science of human movement. The study of Kinesiology also involves an investigation of the historical, cultural, philosophical, psychological, and social factors which result from and influence play, games and sports.

The Associate in Arts in Kinesiology for Transfer (AA-T) degree is designed to prepare a transfer pathway for students who plan to complete a baccalaureate degree in kinesiology or similar major at a California State University (CSU). With the completion of the AA-T in Kinesiology, students will possess foundational knowledge and skills that comprise the core content of the first two years of many baccalaureate programs in kinesiology. An Associate in Arts Transfer degree in Kinesiology may be earned by completing 60 semester units of CSU transferrable coursework, including the major requirements and CSU or IGETC GE-breadth requirements, with a minimum overall grade point average (GPA) of 2.0. Students must complete all courses required for the major with a minimum grade of C.

Required core courses (11 units):

3 units	KINES-190	Introduction to Kinesiology
4 units	BIOSC-132	Human Anatomy
4 units	BIOSC-134	Human Physiology

Required movement based courses (3-6 units):

Select a maximum of one course from any three of the following areas for a minimum of three units:

Aquatics

.5-2 units	PE-126A	Beginning Swimming
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Combatives

.5-2 units	PE-261A	Beginning Tae Kwon Do
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Fitness

.5-2 units	PE-102A	Beginning Fitness Training
.5-2 units	PE-102B	Intermediate Fitness Training
.5-2 units	PE-103A	Beginning Weight Training
.5-2 units	PE-103B	Intermediate Weight Training
.5-2 units	PE-116A	Beginning Step Aerobics
.5-2 units	PE-116B	Intermediate Step Aerobics
.5-2 units	PE-270A	Beginning Yoga
.5-2 units	PE-273A	Beginning Yoga for Strength
.5-2 units	PE-165A	Beginning Pilates
.5-2 units	PE-250A	Beginning Spinning

Individual Sports

.5-2 units	PE-135A	Beginning Tennis
.5-2 units	PE-135B	Intermediate Tennis
.5-2 units	PE-105A	Beginning Badminton

Team Sports

.5-2 units	PE-105A	Beginning Badminton
.5-2 units	PE-105B	Intermediate Badminton

Dance

.5-1 units	PE-118A	Beginning Techniques of Hip Hop and Urban Funk
.5-2 units	PE-161A	Beginning Ballroom Dance

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
4 units	BISOC-110	Introduction to Biological Science

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, 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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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 elementary (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, UC

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, UC

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.

KINES-881N Water Safety Instructor

Noncredit: 36 hours of lab, per term, P/NP/SP

This course is designed to teach students swim strokes and water safety techniques for American Red Cross certification in specific water safety courses. Included are specific concepts of planning, organizing and teaching techniques. Lifetime health benefits related to proper nutrition and exercise physiology are examined.

KINES-882N Lifeguard Training

Noncredit: 36 hours of lab, per term, P/NP/SP

This noncredit course is designed to meet all American Red Cross requirements. Students will receive certification in lifeguarding, first aid and other appropriate certifications. Basic concepts of exercise physiology and nutrition will be presented.

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.

Physical Education (PE)

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: 60-300 hours of work experience, per term, SC, DG

Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 hours of paid work experience. 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 lab, 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 PE-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 the beginner and intermediate badminton classes. In addition, students will learn to hit the forehand and backhand cross court drop shot and the 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 the 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 and front dive. 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-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 the beginning tennis classes. In addition, students will learn the skills required to play the net, the volley, the 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 the 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 the 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 conditioning sessions consist of swimming sets of various distances, 3000-6000 yards, and training the aerobic and anaerobic systems of the body.

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. Students will be assisted in setting up their 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 the mind in tune with the body. By emphasizing proper breathing, correct spinal and pelvic alignment and complete concentration on smooth, flowing movement, students become acutely aware of how their 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, LR, 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, LR, 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, LR, 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-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-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-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-250A Beginning Spinning**.5-2 Units: 27-108 hours of laboratory, per term, SC, DG, CSU, UC**

This beginning spin course is designed to provide students with an exercise session that will simulate varied terrain such as rolling hills, steep climbs and flat sprints. In addition, other drill variations will provide a great interval workout. Each workout begins with a warm-up, then an increasing level of workload and finishes with a cool-down. This course is suitable for all levels for fitness.

PE-250B Intermediate Spinning**.5-2 Units: 27-108 hours of laboratory, per term, SC, DG, CSU, UC**

This intermediate spin course is designed to provide students with a training session that focuses on intervals, sprints, climbs, runs, surges, and jumps. Using cadence ladders students will gain intermediate level spin skills.

PE-250C Advanced Spinning**.5-2 Units: 27-108 hours of laboratory, per term, SC, DG, CSU, UC**

This advanced spin course is designed to provide students with a training session based on tabata strength style protocol. The tabata workout is an interval training cycle of 20 seconds max intensity of weighted exercises followed by 10 seconds of intermediate intensity rest period. All styles of spin will be incorporated into the tabata protocol. This course will also increase intensity by adding weight workouts during the spin workout to maximize spin performance.

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, 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**

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, 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-268B Intermediate Walking for Fitness**.5-2 units: 27-108 hours of lab, per term, LR, DG, CSU, UC*****Prerequisite:* PE-268A**

This course is designed to teach intermediate walking skills. Students will continue to utilize walking as a fitness enhancing activity, and the walking routes will expand to include hills. Topics include: fitness assessment, health assessment, training

techniques, timed mile, nutrition analysis, motivation, program design, and evaluation.

PE-268C Advanced Walking for Fitness**.5-2 units: 27-108 hours of lab, per term, LR, DG, CSU, UC*****Prerequisite:* PE-268C**

This course is designed to teach advanced level walking skills. Students will continue to utilize walking as a fitness enhancing activity, and the walking routes will expand to include interval training. Topics include: fitness assessment, health assessment, interval training techniques, timed mile hill climb, and 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-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 a 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, DG, CSU**

This course is a multi-disciplinary approach designed to support the academic success of today's student athlete. The course will introduce and familiarize all new prospective student athletes with college programs, support services, academic expectations, procedures, policies, and student life. In addition, students will be introduced to admission procedures, assessment, educational planning, study skills, time management, and other components that underlie student's academic success. Students will be involved in discussions on the requirements for institutional certificates, AS, AA degrees, NCAA rules for student athlete transfers to 4-year institutions, COA (community college athletics) eligibility rules and student's specific eligibility situations

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.

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: 5.8-175 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. May be repeated three times.

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

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

Prerequisite: MATH-120 or MATH-122

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

1.0 Units: 54 hours of laboratory, per term, SC, DG, CSU, UC

Prerequisite: PHYS-110 (may be taken concurrently) and MATH-120 or MATH-122

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 MATH-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 PHYS-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)

Prerequisite: 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

Corequisite: 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

Corequisite: 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

Program Description

The political science program is committed to the highest possible standards in teaching and facilitating learning in a student-centered environment. Political science focuses on the theory and practice of government, law and politics at the local, state, national, and international levels. In addition to developing understanding of the principles and functions of government, political scientists explore a wide variety of forces that shape public relations. The political science program aims to increase students' knowledge of political processes across a broad array of political systems and to cultivate valuable skills in critical analysis, qualitative and quantitative reasoning and oral and written communication. We are also dedicated to generating modes of inquiry that promote civic engagement and political participation.

Political science degrees are available at the bachelor's, master's and doctoral levels. The specific subfields of the discipline of political science include American government and politics, comparative government and politics, international relations, political theory, public law, and public administration. Graduates are poised for career opportunities across a wide array of sectors, including government, business and non-profit organizations.

Some Possible Careers

Students majoring in political science have traditionally pursued careers in local, state and federal positions in government, law, public policy, business, teaching, journalism, and community advocacy. Other careers the political science major prepares students for include political consultant, policy analyst, public relations specialist, international relations specialist, paralegal, legislative aide, legislative advocate, elected or appointed public official, urban planner, college professor, college student leadership officer, U.S. State Department employee, social media manager, political campaign staffer, security analyst, Intelligence analyst, and diplomat. Aside from career ambitions, the study of political science is of value in that all persons need an understanding of the political system which governs their lives.

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 semester units of CSU transferrable coursework, including the major requirements and CSU or IGETC GE-breadth requirements, with a minimum overall grade point average (GPA) of 2.0. Students must complete all courses required for the major with a minimum grade of C. The AA-T in Political Science provides students with a broad program of study designed to promote student understanding of government, public administration, law, public policy, and public relations. It is designed to help students who plan to complete a bachelor's degree in political science at a University of California (UC) or California State University (CSU) institution and/or accredited four-year private university.

Required core course (3 units):

3 units	POLSC-125	Government of the United States
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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 to 1865)
3 units	HIST-121	History of the United States (1865 to 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 to 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 to Present)
3 units	HIST-122	History of African Americans in the United States (Pre-Colonial to 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

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 the 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, rights and liberties established by the U.S. Constitution, including key U.S. Supreme Court cases, the resolution of conflict, 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, LR, DG, CSU, UC

This course describes and analyzes political problems and trends affecting the African American in America by studying 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

Program Description

The Psychology Department 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

Having an associate's degree is valued by employers in everything from child care to human services. Schools offering psychology associates degrees cite the following as possible associate level career choices:

- Psychiatric nursing assistant or orderly
- Youth counselor
- Case technician
- Human services assistant
- Home care aide
- Addiction rehabilitation assistant

The Bureau of Labor Statistics notes that psychiatric technicians typically complete certificate programs geared toward the job role while psychiatric aides (a lower designation) may benefit from some postsecondary education in areas like psychology (<http://www.bls.gov/ooh/healthcare/psychiatric-technicians-and-aides.htm#tab-4>).

Students should be aware that mental health positions at the lower levels often entail helping individuals with problems and challenges of daily living. They may be called upon to monitor individuals in addiction treatment while taking medications or to transport them to services.

Bachelor's Degree

Most undergraduate programs require a blend of science and liberal arts courses for a bachelor's degree in psychology. The courses usually include introductory psychology, research methods and statistics. Other required courses may be in learning, personality, abnormal psychology, social psychology, developmental psychology, physiological or comparative psychology, history and systems, and tests and measurement. Typically, students should be ready to take electives in psychology by the time they are college juniors. This is a good time to make graduate school plans that so they can

make wise choices about future courses and extracurricular activities during the last two years of college. Only about 15% of graduate programs in psychology require an undergraduate psychology major. However, most graduate programs require at least 18 credits of basic course work, including statistics, research methods and a lab course.

It should be noted that most if not all individuals pursuing a degree in psychology must obtain at least a master's degree as this discipline as it is very broad, and the specializations are particularly intricate with regard to subject matter and training as one matriculates through any MA/MS or PhD program.

Students interested in a social work or counseling background such as a PsyD or MA, MSW or LCSW may choose to pursue an AA degree. Students who wish to be more competitive at the graduate level and have or pursue a career or doctoral degree in Clinical Psychology, Experimental Psychology or Research, Neuroscience or Psychiatry should pursue the AAT degree.

Psychology majors, whether they have gone on to careers in psychology (the majority do not) or other fields, cite courses in the principles of human behavior as especially important to life after college. The additional insight gained from these courses helps them, whether they are functioning as parents at home, managers on the job or professionals in other fields.

Many bachelor's degree holders credit their college psychology courses with teaching them how people, including themselves, learn. "I use information on learning theory every time I conduct a training session for my employees," says a manager in a consumer products company.

Above all, it is the rigorous training in the scientific method—the need to do thorough, objective research, analyze data logically and put forth the findings with clarity—that stands psychology majors in good stead as they pursue their future careers.

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**Psychology20-21 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

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-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 and self-concept as related to everyday problems of individual adjustment and group behavior. Interpersonal and intrapersonal skills and communication will be enhanced as they relate to the developing person and within group dynamics. Students will also develop skills that chronicle personal exploration and the expression of feelings and an understanding of themselves within a modern dynamic society.

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, UC (C-ID: PSY 115)**

This course is designed with an applied focus for students interested in how psychology is used in everyday life and is related to other social sciences. The course surveys different psychological perspectives and theoretical foundations and how these are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. A broad understanding of how scientists, clinicians and practitioners study and apply psychology is emphasized.

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 through adolescence (age 22). 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, LR, 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, LR, 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, and 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 their fundamental role in neurosciences. Physiological, hormonal, 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 a 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, LR, 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 Multicultural 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 multicultural and social psychology, such as relationships between social behavior and 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 multicultural psychology.

PSYCH-237 Psychology of Sports**3 Units: 54 hours of lecture, per term, LR, DG, CSU, UC**

This course introduces students interested in psychology, exercise science, physical education, sports medicine, coaching, athletic training, or fitness instruction to principles, theories, concepts, and intervention techniques of sport psychology. Topics covered will include sport motivation theory, team dynamics/teamwork, sport leadership, sport anxiety management, injury recovery, personality/character development through sport, performance enhancement and mental training, violence in sports, effects of sports on children, issues of race and gender in sport, and drug and steroid use among athletes.

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: 60-300 hours of work experience, per term, LR, DG, CSU
Employment in a career-related field is required. Units are determined by the number of hours worked. See the Cooperative Education Handbook. http://www.contracosta.edu/wp-content/uploads/2017/08/CoopHandbook_Final.pdf

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 75 hours of paid work experience. 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

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: help students understand and appreciate the benefits and responsibilities involved in owning real property; learn about the commercial (and personal) aspects of accumulating and transferring real estate; and 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:

- Possess the fundamental tools needed for additional study towards a 4-year degree in the real estate field.
- 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

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

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 provides an understanding of current real estate law in California, and the legal problems involved in real estate transactions. This course covers property rights and interests; acquisitions and transfers; real estate contracts; commissions, agency, and fiduciaries; foreclosure and probate proceedings; public controls and taxation. It also applies toward the educational requirements for the State of California salesperson's/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 salesperson/agent/broker 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.

Sociology

Program Description

The Sociology Department 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 to 1865)
3 units	HIST-121	History of the United States (1865 to 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	Introduction to Statistics in the Social Sciences
3 units	SOCSC-296	Contemporary Issues

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, LR, 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, LR, DG, CSU, UC, (C-ID: SOCI 125)****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, LR, 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.

Social Science (SOCSC)

SOCSC-100 Topics in Social Science**.5-4 Units: 9-72 hours of lecture and/or 27-216 hours of laboratory, per term, SC, DG**

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.

SOCSC-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.

SOCSC-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.

SOCSC-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 appropriate concepts. Emphasis will be placed on student initiative and inquiry.

SOCSC-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.

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**Spanish19-23 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 the 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

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

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 from List A (beyond the required 3 units) to compensate for the course/units required to reach at least 19 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.

Associate in Arts Degree**Spanish19-22 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 (10 units):

5 units	SPAN-220	Third-Semester Spanish
5 units	SPAN-221	Fourth-Semester Spanish

Plus, at least 9 units from any of the following lists:**List A:**

5 units	SPAN-120	First-Semester Spanish
		or both:
3 units	SPAN-110	Conversational Spanish I
3 units	SPAN-111	Conversational Spanish II

List B:

5 units	SPAN-121	Second-Semester Spanish
		or both:
3 units	SPAN-116	Spanish for Health Care
3 units	SPAN-112	Conversational Spanish III

List C:

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

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, CSU

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.

SPAN-111 Conversational Spanish II

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

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.

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 course. The goals are to communicate in Spanish through the development of skills in speaking, understanding, reading, and writing, and to develop an appreciation of the cultures of the Hispanic world. 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

Prerequisite: SPAN-120 or placement at SPAN-121 level.

This course is a second-semester Spanish course. The goals are to communicate in Spanish through the development of skills in speaking, understanding, reading, and writing, and to develop an appreciation of the cultures of the Hispanic world. 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

Prerequisite: SPAN-121 or placement at SPAN-220 level

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

Prerequisite: SPAN-220 or placement at SPAN-221 level

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-230 Spanish for Heritage Speakers I

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Prerequisite: SPAN-121 or placement at SPAN-220 level or higher

This course is designed for heritage speakers of Spanish or students whose first or home language is Spanish. It provides instruction that builds upon the existing reading, writing, speaking, and listening skills and the cultural heritage and knowledge of these students. The course will increase awareness of linguistic registers, discuss items beyond the familiar routine and develop an appreciation for Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course is entirely conducted in Spanish

SPAN-231 Spanish for Heritage Speakers II

5 Units: 90 hours of lecture, per term, SC, DG, CSU, UC

Prerequisite: SPAN-230 or equivalent, showing proficiency at SPAN-230 level

This course is designed for heritage speakers of Spanish or students whose first or home language is Spanish. It is the continuation of Spanish 230. It continues to provide instruction that builds upon the existing reading, writing, speaking, and listening skills and the cultural heritage and knowledge of these students. The course will continue to increase awareness of linguistic registers, discuss items beyond the familiar routine and expand on their appreciation for Hispanic cultures as manifested in Spanish speaking countries and in the United States. This course is entirely conducted in Spanish.

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

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 and 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 and 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

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 and 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 (C-ID: COMM-130)

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 and Debate

3 Units: 54 hours of lecture, per term, SC, DG, CSU, UC (C-ID: COMM-120)

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-141L Argumentation Lab

.5-2 Units: 27-108 hours of laboratory, per term, LR, DG, CSU, UC

This course is designed and intended to serve students with an interest in practicing argumentation and debate beyond the classroom. Students will develop, practice and demonstrate argumentation and debate techniques specific to their needs, whether competitive, personal or professional. Although SPCH-141 is recommended, it is not required in order to enroll and succeed in SPCH-141L.

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.

Tutoring (TUTR)

TUTR-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.

TUTR-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 TUTR-200.

Emeritus Administrators

Name	Retirement Date
CHERRY, Linda <i>Senior Foundation Director</i>	06/30/2010
DABNEY, William Robert <i>Assistant Dean, Telecommunications and Economic Development</i>	06/30/1998
EATON, Dean <i>Director of Admissions and Records</i>	06/28/1996
FLOYD, Donna <i>Senior Dean of Instruction</i>	02/28/2017
FRAKES, George <i>Director of Business Services</i>	06/30/1980
GIDEON, Gloria <i>Dean of Resources and Services for Student Success</i>	09/30/2004
GOODSON, Pete <i>Director of Business Services</i>	06/30/1994
HERNANDEZ, Frank <i>Senior 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
LEE, Susan <i>Dean of LAVA division</i>	6/30/2017
MAGA, Carol <i>Vice-President</i>	06/30/2011
MAJETTE, Baji <i>Assistant 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, Sodonía <i>Director of Student Programs and Services</i>	06/30/1999
VANDEWARK, Russell <i>Coordinator of Title III and Articulation Officer</i>	04/01/1999

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
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
BAPTISTE, Emanuel <i>Mathematics</i>	05/26/2017
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
BRISARD WICKLIFF, Yvonne <i>English and Reading</i>	05/28/2004
BROOKS, Sally <i>Clinical Nursing</i>	05/26/2012
BRUNELLE, Patrick <i>Biological Science</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 Science</i>	05/27/2010
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 and Social Science</i>	01/14/1985
DIESTLER, John <i>Fine and Media Arts</i>	05/30/2013
DUVALL, James <i>Earth Science</i>	05/29/2010
EVERHART, Sandra <i>Physical Education and Kinesiology</i>	05/26/2017
FERNANDES, Michael <i>Automotive</i>	12/31/2011
FIGUERA, Rick <i>Computer and Communications Technology</i>	05/27/2017
FLEMING, Peggy <i>DSPS</i>	12/17/2010
FLUM, Judith <i>Librarian</i>	05/25/2018
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>Early Childhood Education</i>	05/28/2011

Name	Retirement Date
GREEN, Thomas M. <i>Mathematics and 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
GRILLO, Barbara <i>Early Childhood Education</i>	05/22/2014
HENDERSON, Lillian <i>Business Office technology</i>	06/30/2005
HERNANDEZ, Mary C. <i>DSPS</i>	05/28/1993
HOFFMAN, Roberta <i>Nursing</i>	12/17/2010
HOM, Mabel <i>Biological Science</i>	05/24/1996
HOSTLER, Marlene <i>Nursing</i>	09/03/1993
HOUSTON, David <i>Humanities</i>	07/22/2014
HUEY, Suzanne <i>Counseling</i>	12/15/2017
IYAMA, Chizu <i>Early Childhood Education</i>	05/30/1987
JACOBS-BUSTER, Fran <i>Nursing</i>	05/25/2018
JONES, Saul <i>Nursing</i>	12/15/2017
JORDAN, Kathleen <i>English for International Students</i>	05/26/2001
KELLEHER, John G. <i>Counseling and Psychology</i>	05/26/2001
KINNARD, Tom K. <i>Physical and Health Ed./Athletics</i>	05/26/2001
KNOX, Jean <i>English</i>	05/31/1985
LACY, James <i>Social Science</i>	05/26/1995
LAMONS, Albert <i>Nursing</i>	05/26/2001
LAWRENCE, William <i>English</i>	06/16/1978
LAWSON, William <i>English</i>	01/13/1992
LeFEBVRE, Michael <i>Physical Education</i>	05/26/2006
LEVINE, Katherine <i>Biological Science</i>	05/17/2012
LEWIS, Helmut <i>Foreign Language</i>	05/26/1989
LICHTER, Stuart <i>Counselor</i>	05/25/2013
LOCK, Peter <i>Automotive Services</i>	05/27/2016
LOPES, Ronald C. <i>Automotive</i>	05/23/1997
MAIORANA, Vince <i>Physical Education</i>	05/24/1996
McCLAIN, Barbara <i>English</i>	07/01/2014
McLEAN, Robert <i>Art</i>	05/26/1995
MOXLEY, William <i>Social Science</i>	05/24/1996
MURPHY, Thomas <i>Computer and Related Electronics</i>	12/16/2016
NELSON, Elvoid <i>Welding Technology</i>	05/26/2001
NEWMAN, Adrian <i>English</i>	06/30/1972
O'HARE, Linda <i>Nursing</i>	05/28/2010
ONIZUKA, Glenn <i>Counseling</i>	07/01/1996
ORGAN, Wayne <i>Music</i>	05/25/2018
PARKER, Camille <i>Calworks</i>	05/27/2011
POINTER, Fritz <i>English</i>	12/17/2010

Name	Retirement Date
POWELL, Randy L. <i>Medical Assisting and Office Technician</i>	05/26/2001
RAMOS, Richard <i>Administration of Justice</i>	12/15/2017
READ, Cynthia <i>Nursing</i>	01/12/1988
REDER, Sharon <i>Nursing</i>	05/26/2001
REID, Elsie <i>Business Office Technology</i>	06/28/2002
RENTY, Virgie Lee <i>Mathematics</i>	12/21/1993
ROTH, Heather <i>English</i>	05/26/2017
ROWE, Bob <i>Engineering</i>	05/25/2002
SANTINA, Barbara. <i>Nursing</i>	05/28/2011
SCANLIN, Alissa <i>Counseling</i>	05/25/2018
SCHIFFERLE, Ruth <i>Nursing</i>	01/26/1983
SEIDLER, Elanor <i>Fine and Media Art</i>	05/27/2017
SHAVER, Beverly <i>Social Science</i>	06/10/1983
SIMPSON, Waldo <i>Administration of Justice</i>	05/24/1996
SMITH, Ellen <i>English as a Second Language</i>	05/25/2013
SMITH, Leverett <i>Chemistry</i>	05/26/2012
STATAN, Larry <i>English as a Second Language</i>	12/17/2012
TIDD, Patrick <i>Art</i>	05/27/1994
TSAI, Chen <i>Engineering</i>	12/22/2009
VAIL, Milton <i>Business</i>	01/15/1984
VAN DEWARK, Russell <i>Music</i>	04/01/1999
VAUGHAN, Deborah <i>Physical Education</i>	05/23/2008
WALTERS, Hugh <i>Mathematics</i>	05/27/2016
WANDER, Sheila <i>English</i>	05/29/1999
WENDT, Dorothy <i>Physical Education</i>	05/31/1991
WERNER-McCULLOUGH, Maryanne <i>Director of Nursing</i>	05/26/2012
WIEBER, Donald <i>Physical Science and Engineering</i>	05/29/1999
WILLIAMS, Barbara <i>Business</i>	12/19/2009
WILLIAMS, Wendy <i>Social Science</i>	12/31/2012
WONG, Philip W. <i>Mathematics</i>	05/26/2001
ZELLER, Rudy <i>Physical Education and Kinesiology</i>	05/28/2016
ZUNIGA, Alfred <i>Counseling</i>	12/05/2017

Faculty and Certificated Managers

YASUKO ABE, Manager Disability Support Services; B.A., M.A., San Francisco State University

LESLIE ALEXANDER, Department Chairperson and 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

MARITEZ APIGO, Assistant Professor English; B.A., University of California Los Angeles; M.A., San Francisco 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, Counselor; B.A., California State University, East Bay; M.A., St. Mary's College

GURTEJ (TJ) BANSAL, Assistant Professor, Computer Science; M.S., Santa Clara University

LUCILE BEATTY, Assistant 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

SARAH BOLAND DRAIN, Counselor; B.A., University of Rhode Island; M.A. University of California, San Diego

ANOOSHEH BORHAN, Professor English as a Second Language; B.A., UC Berkeley, M.A., San Francisco State University; Diploma de Cuisine, Cordon Bleu, Paris

KELLEY CADUNGUG, Counselor; B.A., San Jose State University; M.A., San Jose State University; Ph.D., Grand Canyon University

JOSEPH CARVER, 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; Ed.D., University of San Francisco

EDWARD CRUZ, Professor Mathematics; B.A., University of California, Berkeley; M.S., California State University, Hayward

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., University of California, 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

NIKKI FERGUSON, Assistant Professor Physical Education; B.A., Carson Newman College; M.A., American Public University

DENNIS FRANCO, Dean of Students; 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

ELAINE GERBER, Learning Disabilities Specialist; B.A., California College of the Arts; M.A., California State University, Sacramento

BETH GOEHRING, Professor Kinesiology; B.A., M.A., M.S., San Diego State University

LORENA GONZALEZ, Counselor; B.A., University of California, Berkeley; M.A., Notre-Dame da Namur 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, Counselor, Disabled Students Programs and Services Counselor; A.A., Laney College; B.A., California State University, Hayward; M.A., San Francisco State University

JENNIFER GRIEST, Assistant Professor, Music; M.A., University of Illinois at Urbana-Champaign

MARY HERNANDEZ, Assistant Professor Nursing; B.S., California State University, Sacramento; M.S., University of Phoenix

TROY HESS, Assistant Professor Emergency Medical Systems; A.A., Diablo Valley College; A.A., Los Medanos College; B.A., University of California, Davis

CAROLYN HODGE, Department Co-Chairperson and Professor Africana/Chicano/Ethnic Studies; B.A., M.A., San Francisco State University

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

MICHAEL KILIVRIS, Assistant Professor Philosophy; 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

KATHERINE KROLIKOWSKI, President of the Academic Senate, Professor Biotechnology; B.S., Rice University, Texas; Ph.D., Harvard University

ANDREW KUO, Department Co-Chairperson and Professor of Library Science; 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., Rutgers University;

KRISTIN LASSONDE, Assistant Professor Mathematics; B.S. Texas A and M University; B.S. University of Texas Arlington, M.S. Claremont University

JESSICA LE, Assistant Professor Medical Assisting; A.A., Ivy Technical Community College; B.A., Indiana University

JOSEPH LEDBETTER, Professor Chemistry; A.A., American River College; B.S.; Ph.D., University of California, Davis

CHAO LIU, Assistant Professor Engineering and Physics; Ph.D. University of Washington

NATASHA LOCKETT, EOPS/Care Counselor; B.A., M.S., San Francisco State University

TERRILL MEAD, Department Chairperson and Professor Mathematics; B.S., California Polytechnic State University, San Luis Obispo; M.A., University of California, Santa Barbara

MICAH MELTZER, Assistant Professor Biology; B.S., Boston University, M.D. SUNY Downstate Medical Center

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, East Bay/Hayward; M.P.A., California State University, East Bay/Hayward

SANDRA MOORE, Department Co-Chairperson and Professor, Early Childhood Education; B.S., California State University, Northridge; M.S., Mills College

MICHELL NAIDOO, Assistant Professor Early Childhood Education; 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

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

MAYRA PADILLA, Dean of Institutional Effectiveness and Equity; B.A., University of California, Davis; M.S., Ph.D., University of California, Berkeley

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

FRANCIS REYES, Assistant Professor Computer Information systems; B.S., M.S., National University, Philippines

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

LAURA SALAS, Department Co-Chairperson and Assistant Professor Automotive Services; A.A., Contra Costa College

JOHN SANFORD, Assistant Professor Administrative Justice; M.A., St. Marys College

BASHIR SHAH, Assistant Professor Business; B.A., Embry-Riddle Aeronautical University; M.A., Embry-Riddle Aeronautical 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

NADER SHARKES, Department Chairperson and Professor Culinary Arts; B.A., Alexandria University

SHERRY SHARUFA, Professor Mathematics; 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

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, Department Co-Chairperson and Assistant Professor Automotive Services; 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

JAMES WALTERS, Assistant Professor Nursing; A.A., A.S., Merritt College, A.S. Fresno City College

RANDY WATKINS, Professor Business Information Communication Technology; B.S., Texas A&M University

ROBERT WEBSTER, Counselor; B.S. California State University, Hayward; M.S., San Jose State University

JACK WHEELER, Assistant Professor Nursing; A.S., Contra Costa College; B.A., California State University East Bay; M.S., California State University East Bay

MARK WONG, Assistant Professor Physics and 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., California State University, Dominguez 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

TISH YOUNG, Senior Dean of Instruction; B.S., Arizona State University, Ph.D. Arizona State University

Classified Staff and Managers

PEGGY ABRAMS, Instructional Assistant; B.A. California State University, Sacramento

ERIC APPEL, Computer Aided Instruction

LINDSAY ARENTZ, Senior Program Coordinator, International Students Program; B.A., Texas A & M University

KERRY BLEDSOE, Instructional Assistant; A.A. Contra Costa College; B.A., California State University, East Bay; M.A., Argosy University

ISABEL BONILLA, Account Clerk

JUANITA BOSWELL, Science Lab Tech II; B.S., State University of New York at Freedonia, N.Y.

ELIZABETH BREMNER, Administrative Assistant III- Student Services; A.A., Berkeley City College; B.A., University of California, Berkeley, M.A.; University of California, Berkeley

JOHN BRIDGES, Custodian II

DWIGHT CALLOWAY, Interim Custodial Manager

JULIO CAMPOS, Senior Administrative Secretary

ALMA CARDENAS, Senior Admissions and Records Assistant; A.S., Contra Costa College; B.S., California State University, Hayward; M.A., Argosy University

ALFREDO CARDONA, Financial Aid Assistant I; B.A., University of California, Berkeley

MARIA CASTANEDA, Custodian II

WING MAN "ANGEL" CHAU, Culinary Arts Laboratory Assistant; B.A., San Francisco State University

ANNA CHOUON, Instructional Assistant; B.A., San Francisco State University

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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.

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
AA-103B
SAB-205
SSC-102
SAB-100
SAB-120
SAB-221
LLRC-121
SAB-109
SSC-111

BUILDING NAME

AA Applied Arts
A Art
AT Automotive Technology
B Biological Sciences
C Custodial
CP Campus Police/Safety Center
CTC Computer Technology Center
ELC Early Learning Center
FH Fireside Hall
G Gymnasium
GA Gym Annex (Athletic Office)
GE General Education
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