COLLEGE OF THE REDWOODS
A California Community College

Eureka Campus
7351 Tompkins Hill Road
Eureka, CA 95501-9300
Call 707.476.4100
TTY Machine 707.476.4440
FAX 707.476.4400
Call Toll Free 800.641.0400

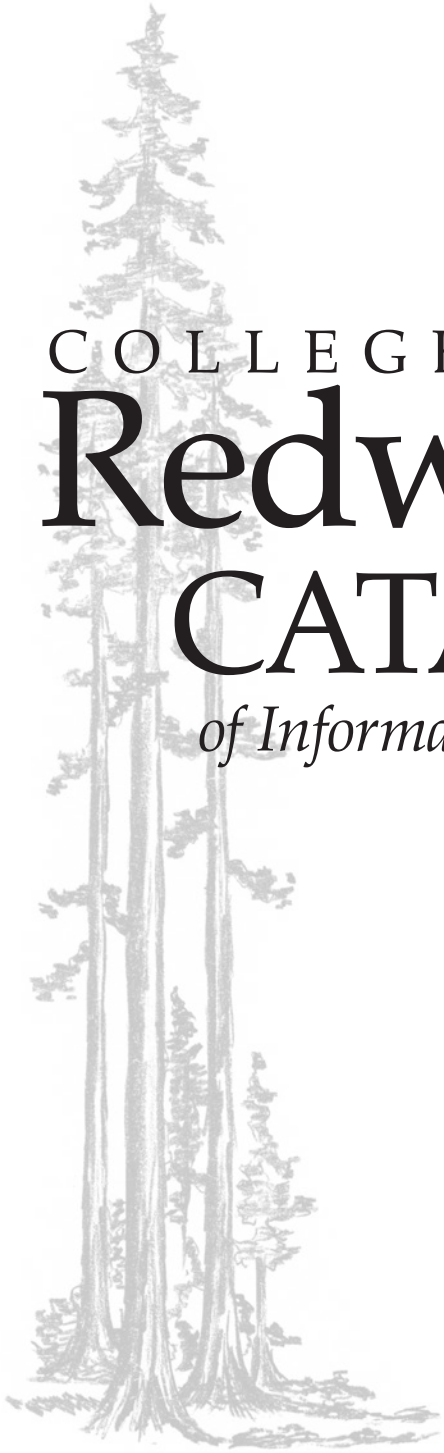
Del Norte Education Center
883 W. Washington Boulevard
Crescent City, CA 95531
Call 707.464.7457
TTY Machine 707.465.2355
FAX 707.464.6867

Mendocino Coast Education Center
1211 Del Mar Drive
Fort Bragg, CA 95437
Call 707.962.2600
TTY Machine 707.962.2635
FAX 707.961.0943

Eureka Downtown Instructional Site
Location to be determined.
Call Main Campus for more information.
707.476.4100

Klamath/Trinity Instructional Site
P.O. Box 1388/29 Orchard Road
Hoopa, CA 95546
Call 530.625.4846
TTY Machine 530.625.5556
FAX 530.625.0086

Southern Humboldt Instructional Site
(upon completion of renovation)
286 Sprowl Creek Road
Garberville, CA 95542



COLLEGE OF THE Redwoods CATALOG

of Information & Courses

2012 — 2013

Making a Difference | www.redwoods.edu | enrollment-services@redwoods.edu

PRESIDENT'S WELCOME

Dear Student,

Welcome to College of the Redwoods! Our goal is to offer you the best educational experience possible and to provide you with the services you need to be successful.

College of the Redwoods is a comprehensive community college offering programs in a broad range of disciplines to prepare you for new opportunities and challenges. We are recognized for our small classes and friendly campus environment. Our caring faculty and professional staff are available to interact directly with you as an individual student.

A decision to enroll at College of the Redwoods is a wise investment of your time, talent and resources. Our beautiful Eureka campus and district-wide educational centers and sites provide a first-class learning environment.

I am confident that you will find your time spent at College of the Redwoods a most rewarding experience, and I wish you the best as you pursue your educational goals.

Kathryn G. Lehner

Kathryn G. Lehner
President/Superintendent

CONTENTS

GENERAL INFORMATION

BOARD OF TRUSTEES

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Anita Janis, M.E.P.D. ..... Dean, Del Norte Education Center and Klamath-Trinity Instructional Site
Geisce Ly, Ph.D. ..... Dean, Mendocino Coast Education Center and Southern Humboldt Instructional Site

CATALOG DISCLAIMER:

The College reserves the right to amend, modify or otherwise revise any provision in this catalog for reasons including but not limited to:

1. Change in State Law, Education Code, Title 5 or other governing regulations pursuant to the operation of the College.
2. Changes in Board of Trustees Policy or Administrative Regulations.
3. Changes relating to funding, fees, instruction, support services or staffing of the college or any program or course thereof.

These changes may be made without prior notice and may supersede this publication or portion thereof.

COLLEGE CALENDAR

FALL SEMESTER 2012

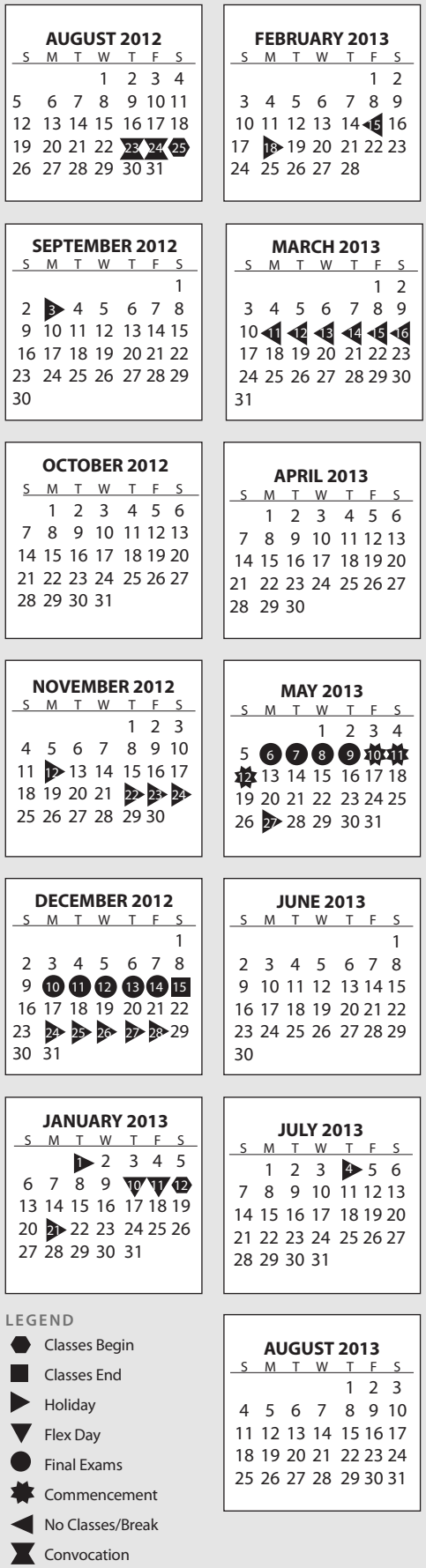
Convocation	08/23/12 – 08/24/12
Flex Days	08/23/12 – 08/24/12
Last Day to Register for Classes	08/24/12
Semester Begins	08/25/12
Last Day to Add a Class	08/31/12
All-College Holiday *(Labor Day)*	09/03/12
Last Day to Drop and Receive a Refund	09/07/12
Last Day to Drop Without a "W"	09/09/12
Census Day	09/10/12
Last Day to File P/NP Option	09/21/12
Last Day to Petition to Graduate or Apply for Certificate	10/26/12
Last Day for Student-Initiated Drop	11/02/12
All-College Holiday *(Veterans Day)*	11/12/12
All-College Holiday *(Thanksgiving)*	11/22/12 – 11/23/12
No Classes	11/24/12
Final Examinations	12/10/12 – 12/15/12
Semester Ends	12/15/12
Winter Break *(Faculty)*	12/17/12 – 1/11/13
Grades Due	12/21/12
All-College Holiday *(Winter Holiday)*	12/24/12 – 12/28/12
All-College Holiday *(New Year's Day)*	01/01/13
Grades Available *(Estimated)*	01/04/13
Last Day to Register for Classes	01/11/13

SPRING SEMESTER 2013

Flex Days	01/10/13 – 01/11/13
Last Day to Register For Classes	01/11/13
Semester Begins	01/12/13
Last Day to Add Classes	01/18/13
All-College Holiday *(Martin Luther King, Jr.'s Birthday)*	01/21/13
Last Day to Drop and Receive a Refund	01/25/13
Last Day to Drop Without a "W"	01/27/13
Census Day	01/28/13
Last Day to File P/NP Option	02/08/13
No Classes *(Lincoln's Birthday)*	02/15/13
All-College Holiday *(President's Day)*	02/18/13
Last Day to Petition to Graduate or Apply for Certificate	03/01/13
No Classes *(Spring Break)*	03/11/13 – 03/16/13
Police Academy Graduation	03/28/13
Last Day for Student-Initiated Drop	03/29/13
Final Exams	05/06/13 – 05/10/13
Semester Ends	05/10/13
Commencement – Del Norte	05/10/13
Commencement – Eureka	05/11/13
Commencement – Klamath/Trinity	05/11/13
Commencement – Mendocino	05/12/13
Grades Due	05/17/13
All-College Holiday *(Memorial Day)*	05/27/13
Grades Available	05/31/13

SUMMER SESSION 2013

Summer 2013 Calendar to be determined



FACILITIES

The College has three primary campuses and several additional instructional sites where courses and programs are offered to serve the educational needs of Humboldt, Del Norte, coastal Mendocino, and western Trinity counties.

■ **The Eureka campus** serves approximately 7,000 students and is located on a 270-acre site seven miles south of the city of Eureka. The college's full range of university transfer, professional, personal enrichment, and community education programs are available on the Eureka campus.

■ **The Del Norte Education Center** serves approximately 1,000 students and is located on a 34-acre site in Crescent City, 80 miles north of Eureka and 20 miles south of the Oregon border. The Del Norte Education Center offers university transfer programs as well as specific degree and/or certificate programs in Addiction Studies, Business, Corrections, Early Childhood Education, Liberal Arts (with several areas of emphasis), and Licensed Vocational Nursing, along with community education classes.

■ **The Mendocino Coast Education Center** serves approximately 750 students and is located on a 20-acre site at the southern end of Fort Bragg, 135 miles south of Eureka and eight miles north of Mendocino. The Mendocino Coast Education Center offers university transfer programs as well as specific degree and/or certificate programs in Business, Business Technology, Early Childhood Education, Fine Woodworking, Liberal Arts (with several areas of emphasis), Marine Science Technology and Natural History, along with community education classes.

INSTRUCTIONAL SITES

The College also offers selected courses and programs at three additional instructional sites:

■ The **Klamath-Trinity Instructional Site,** approximately 40 miles northeast of Eureka on the Hoopa Valley Indian Reservation.

■ The **Eureka Downtown Instructional Site,** location to be determined.

■ The **Southern Humboldt Instructional Site,** located in Garberville at 286 Sprowl Creek Road, will be scheduled to hold classes upon completion of renovation.

ACCREDITATION STATEMENT

College of the Redwoods is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, located at

10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Designated lower-division, baccalaureate-level courses at the College of the Redwoods are approved for transfer to all branches of the University of California (UC) and to all of the California State Universities (CSU). College of the Redwoods is approved for the education of veterans under the provisions of public law.

VISION

College of the Redwoods is a learning community where lives are transformed.

DISTRICT MISSION

College of the Redwoods puts student success first by providing outstanding developmental, career technical, and transfer education. The College partners with the community to contribute to the economic vitality and lifelong learning needs of its service area. We continually assess student learning and institutional performance and practices to improve upon the programs and services we offer. *BP 1200

** BP = Board of Trustees Policy*

VALUES

Student Success and Access: We put students first, ensuring that student learning, advancement, and access are pivotal to all we do.

Educational Excellence and Innovation: We value ongoing and systematic planning and evaluating methods that move us toward excellence.

Honoring Diversity: We value all members of our community and strive to create a diverse, nurturing, honest, and open environment.

Participatory Governance: We value ethical behavior and strive to create a culture where all students, staff, faculty and administrators engage in inclusive, ongoing and self-reflective decision-making processes.

Environmental Awareness: We value the environment and the need to minimize our impacts upon it, utilizing sustainable practices and acting as global citizens.

Community Development: We value the economic and intellectual development of the various communities we serve.

Supportive Culture: We strive to create a supportive, problem-solving culture, and we recognize the proven usefulness of an interest-based approach (IBA) for achieving trust, cooperation and effective problem solving.

PHILOSOPHY

The primary objective of the College is the success of each student. We consider education to be a process of intellectual and physical exploration that rests upon the mutual responsibility of the College and the student.

We recognize the dignity and intrinsic worth of the individual and acknowledge that individual needs, interests, and capacities vary.

In fulfilling these objectives and principles, we affirm our intention:

1. To provide the highest possible level of learning opportunities and counseling to help students realize their personal goals;
2. To provide opportunities for development of moral values and ethical behavior;
3. To enhance self-esteem and a sense of individual responsibility; and
4. To instill an appreciation of the values and contributions of other cultures and increase global understanding among all students.

We will continuously seek and support a dedicated, highly qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and reward professional development for all staff and will all share in the responsibility for student outcomes.

College of the Redwoods affirms its responsibility to address the diverse civic needs of the many communities we serve and to provide leadership in the civic, cultural, and economic development of the North Coast region.

BP 1201

ACADEMIC FREEDOM

The Board of Trustees and the Academic Senate of the Redwoods Community College District, in an effort to promote and protect the academic freedom of faculty and students, endorse the following policy.

It is the responsibility of the Redwoods Community College District to provide an institutional environment that encourages academic freedom and instills respect and commitment to the obligations required to maintain these freedoms.

Academic freedom represents the continual search for truth, and it includes protection for the teacher to teach and for the student to learn without coercion, censorship, or other forms of restrictive interference. Academic freedom recognizes that freedom to teach and freedom to learn imply both rights and responsibilities within the framework of the law. Free discussion and free access to information, therefore, are the heart of the continuing search for truth.

Academic freedom is the freedom to discuss all relevant matters in and outside of the classroom, to explore all avenues of scholarship, research, and creative expression. When faculty members speak or write as citizens, thereby exercising their constitutional right of free speech, it should be as persons who are free from institutional censorship or discipline. With academic freedom comes academic responsibility which implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.

BP 4030

BECOMING A CR STUDENT

As an open-access community college, the Redwoods Community College District welcomes students from a variety of different backgrounds and experiences.

HIGH SCHOOL GRADUATES

Anyone who has a high school diploma or the equivalent is eligible to enroll at College of the Redwoods.

NON-HIGH SCHOOL GRADUATES

Any person who is at least 18 years of age who does not have a high school diploma, but is able to benefit from college-level instruction may also enroll.

YOUNGER STUDENTS

Students enrolled in the 9th through 12th grades may be approved to take up to eleven units of college courses for college credit at College of the Redwoods. All students must complete the "Concurrent Enrollment of High School Student" form for each semester for which they intend to register.

DEGREE-SEEKING & TRANSFER STUDENTS

Students who have attended another regionally-accredited college may transfer to College of the Redwoods with advanced standing, depending on the outcome of an incoming official transcript evaluation. Students must contact the Advising Office for an evaluation. All transcripts submitted become the permanent property of College of the Redwoods and copies of these transcripts cannot be forwarded elsewhere or released to students. These transcripts can be used by authorized College of the Redwoods personnel only.

Students wishing to apply prior college credit to their CR degree **are required** to submit official transcripts from all post-secondary institutions previously attended.

If you have never attended college before, you should take the English and math assessment tests before you register for classes. Assessment results help to determine which courses are appropriate for your skill level. You must have your student ID number prior to taking tests.

For more information

Del Norte 707.465.2300
Eureka 707.476.4106
Mendocino 707.962.2690

INTERNATIONAL STUDENTS

Every effort will be made to provide international students with general information about the college and the local area before and upon their arrival at the college. Information about initial enrollment and special regulations that may pertain to international students may be obtained at http://www.redwoods.edu/admissions/international.

DETERMINING RESIDENCY

CALIFORNIA RESIDENCY

Each California college is charged with determining which students qualify to pay in-state fees. Generally speaking, to qualify as a resident of the State of California, students must have lived in California for more than one year prior to the first day of the term in which they wish to enroll. In addition, they must demonstrate that they have intended to make California their permanent residence for more than one year, and will be asked to provide the college with documentation required to make such a determination. Military personnel, public school employees, state employees and certain other persons may be exempt from residence requirements or may qualify to pay in-state fees by virtue of being the subject of special legislation. To avoid disappointment or confusion at the last minute, it is important that students have their residency status determined well in advance of the start of the term in which they wish to enroll.

OUT-OF-STATE RESIDENTS

Prospective students whose legal residence is outside the state of California will be required to pay non-resident tuition in addition to the California enrollment fees. AB 540 Waiver: If you are not a California resident, but attended a California high school for three years or more and graduated from a California high school (or received a GED or the equivalent), you may qualify for a waiver of non-resident tuition. Please see page 13 for further information.

OREGON EXCHANGE PROGRAM

College of the Redwoods has made reciprocal agreements with three Oregon colleges to allow eligible CR students to attend Oregon colleges and eligible Oregon residents to attend College of the Redwoods at reduced rates. Participating colleges are: Oregon Institute of Technology (OIT), Southern Oregon University (SOU), and Rogue Community College (RCC). Oregon residents who wish to enroll in any course at College of the Redwoods under this program must sign an agreement indicating that, if a California resident student is displaced from a class, the exchange student will voluntarily drop the course. More information may be obtained at www.redwoods.edu/admissions.

ENROLLMENT

GETTING STARTED AT COLLEGE OF THE REDWOODS

Understanding What the Word "Matriculation" Means in a California Community College Setting

At College of the Redwoods, the enrollment process includes more than filling out an application, registering for classes and paying fees. There's a special program designed to help students succeed in college. It's called "matriculation" and it includes the following steps:

- assessment (math and English placement tests);
- orientation;
- academic advising;
- registration; and
- the development of an educational plan.

Participation in matriculation activities is available to all students. As part of the matriculation process, the college makes the following commitments to its students:

- sensitively assess each student's aptitudes, interests, and skills;
- give students clear information about the college's programs, services, and policies;
- provide top-quality instruction;
- offer a wide variety of courses;
- provide academic support services to help students achieve their educational goal(s);
- track each student's progress toward his/her educational goal(s);
- help each student develop a comprehensive educational plan;
- thoughtfully counsel and advise students on issues related to their academic success;
- make student rights and responsibilities available to students in written form; and
- make the matriculation process efficient so that students are not discouraged from participating in it.

Similarly, students who participate in the matriculation process are expected to make the following commitments to the college:

- establish an educational goal prior to completing two semesters;
- attend class on a regular basis;
- complete assignments and courses;
- meet with a counselor or advisor as needed to discuss educational issues and choices;
- utilize the academic support services that are available; and
- make progress toward their educational goal(s) each semester.

College of the Redwoods believes that students who meet these responsibilities will enhance their chances of reaching their educational goals and will have a more positive college experience in general.

EXEMPTIONS FROM MATRICULATION

While the college encourages every student to take advantage of the college's matriculation program, students may be exempted from certain parts of the program if they possess an AA/AS degree or higher and/or if they indicate that their educational goal is to:

- prepare for a new career (acquire new job skills);
- advance in current job/career (update current job skills);
- maintain a state certificate or license (e.g. Nursing); and
- enroll solely for personal enrichment/recreation.

Note: Students exempted from matriculation must still meet all of the stated prerequisites.

ENROLLMENT AT COLLEGE OF THE REDWOODS: FIVE EASY STEPS

1. SUBMIT NEW STUDENT APPLICATION FORM

A completed application is required of all new students as well as from students returning to College of the Redwoods after missing two or more semesters. The application is available on the CR website at www.redwoods.edu/admissions/apply.asp.

The following documents may also be required:

- **Transcripts of Previous College Work:** While the enrollment application will be accepted without transcripts attached, ***official*** transcripts MUST be submitted if a student wishes to have previous college work count toward the CR degree and also if a student applies for financial aid.
- **G.E.D. or High School Proficiency Certificate:** Students under 18 years of age who have not obtained a high school diploma must provide a copy of one of these certificates prior to initial enrollment.
- **Early Assessment Program (EAP) Scores:** Any student who participated in the CSU EAP during STAR (CST) testing in high school and who has received exemptions from CSU placement tests in English/Language Arts and/or mathematics, can enroll directly in college-level classes (in appropriate subject areas) without having to take the corresponding assessment/placement exam(s) at College of the Redwoods. Students who are identified as EAP Conditional in English or mathematics will need to take an approved English or mathematics class and earn a "C" or higher in their senior year in order to be exempt from placement testing.

New and returning students may not have to take these assessments if they can verify:

- that they have participated in the CSU Early Assessment Program and received exemptions from CSU placement tests.

2. PARTICIPATE IN A SKILLS ASSESSMENT/ ENGLISH AND MATH PLACEMENT TESTS

There are a variety of methods that CR's academic counselors and advisors use to develop individualized educational plans and to place students in the classes that are most likely to maximize their success. One of the primary methods is to evaluate the scores that students receive on English and math placement tests administered by the college.

Placement tests are required of students who plan to:

- pursue a degree or certificate that has English or math in the curriculum;
- pursue a transfer program; or
- take a course that has a math or English prerequisite.

New and returning students may not have to take these assessments if they can verify:

- that they have taken a comparable state-approved placement test at CR or another California community college within the past three years, or;
- that they have taken a college level (degree applicable) English and/or math course with a "C" grade or higher

from any accredited college, or;

- that they have taken a College Entrance Examination Board Advance Placement Exam in English and/or math and received a score of 3, 4, or 5;
- that they have taken the EAP test at their high school and placed into college-level English and/or math can enroll directly in college-level classes without taking a placement exam; and
- if a student takes CR's placement tests and feels he or she is beyond the lever of her he or she paced, student should meet with an academic advisor/counselor to discuss options.

Students seeking these exemptions will be asked to provide proof that they have taken the above to a counselor or advisor prior to registering for the English or math courses they wish to take.

Math and English Sequences

If a student's assessment results place him or her below college-level English or math, the student may be advised to enroll in the appropriate class or classes listed below.

ENGLISH SEQUENCE				Units
1	Basic Level English	READ-360	Basic Academic Literacy	6.0
2	Pre-College Level English	ENGL-350	Reading and Writing Skills	6.0
3	Pre-College Level English	ENGL-150	Precollegiate Reading and Writing	3.5
4	Transfer Level English and Writing	ENGL-1A	Analytical Reading and Writing	4.0
See Advisor for appropriate courses beyond English 1A.				

MATH SEQUENCE				Units
1	Pre-College Level Mathematics	MATH-372	Arithmetic	4.0
2	Pre-College Level Mathematics	MATH-376	Pre-Algebra	4.0
3	Pre-College Level Mathematics	MATH-380	Elementary Algebra	5.0
4	Pre-College Level Mathematics	MATH-120	Intermediate Algebra	4.0
		MATH-194	Intermediate Algebra for Business Fields	4.0
5	Transfer Level Mathematics *Chose one after consulting with an Advisor.*	MATH-5	Contemporary Mathematics	3.0
		MATH-15	Elementary Statistics	4.0
		MATH-25	College Trigonometry	4.0
		MATH-30	College Algebra	4.0
See Advisor to select an appropriate higher mathematics course.				

3. PARTICIPATE IN AN INITIAL ACADEMIC ADVISING SESSION

Make an Appointment to See an Academic Counselor or Advisor

The Advising/Academic Support Center, Extended Opportunity Programs and Services, and Disabled Students Programs and Services all offer advising services to students. In addition to placement testing, counselors and advisors may use the following indicators to help them determine the extent to which a student is prepared for different levels of college coursework:

- whether or not the student has had any prior college experience;
- highest level of English and math completed at prior college(s);
- the student's previous success at the college level, as reflected in his/her transcripts;
- the student's past study habits;
- the number of employment-related and family obligations the student has; and
- the strength of the student's motivation to achieve his/her educational goal(s).

Since assessment is considered to be a key factor in providing students with important information about the level of their skills and their readiness for certain kinds of instruction, students are strongly advised not to skip this step in the enrollment process.

4. REGISTER FOR CLASSES

General Registration *(For Credit Classes)*

Registration is the process by which students officially enroll in a class or classes. At CR, there are three terms, and thus three registration periods, each year: a 16-week fall semester, a 16-week spring semester, and a summer session.

Students may register via the web using WebAdvisor. Assistance using WebAdvisor is available at each campus. New and returning students, as well as all continuing students, will be assigned specific registration dates and times for each term. Students may not register before the specified time, but may register at any time after the specified time has passed.

Adding Classes After the Term Begins

Students may be allowed to add classes during the first week of the semester with instructor approval.

Registering to Audit a Class

When a student audits a class, it means that s/he intends to sit in on that class on a regular basis, but does not wish to receive any academic credit for it. Community members and students may audit classes on a space-available basis. This determination may not be made until after the first class meeting, to ensure that students wanting to take the class for credit have every opportunity to enroll before those wishing to audit the class are added to it.

Those wishing to audit a class must:

- complete the regular CR Application Form;
- complete the prerequisites for the class (if any);
- obtain an Audit Form from the Admissions and Records Office;
- obtain the signature of the instructor or an audit card to verify that s/he approves of the audit;
- return the form to the Admissions and Records Office; and
- pay the required fees (which are non-reimbursable). The BOG does ***not*** cover audit fees.

No student shall be permitted to change his/her enrollment in a class for credit to audit or vice versa.

Audited classes will appear on the student's permanent record (transcript) but no grades or credits will be recorded.

Students enrolled in ten or more credit units in a given term will not be charged a fee to audit three or fewer credit units in that same term.

Limitations on Enrollment

Students who fall into the following categories may not be allowed to register:

- students who are on academic probation are subject to dismissal from the college. These students are strongly encouraged to meet with an academic counselor or advisor before registering for classes; *(See page 27 for more information.)*

(continued)

- students who want to register for more than 18 units. These students will need approval from an academic counselor or advisor;
- students who are subject to conduct suspension. These students may only register if they have approval from the Vice President of Student Development or the Deans of the Mendocino Coast and Del Norte Educational Centers;
- concurrently enrolled high school students who have not submitted all required forms and are also limited to eleven or fewer units; and
- students who have been academically dismissed. These students are not eligible to register for classes in the following term.

5. COMPLETE A STUDENT EDUCATION PLAN

After the semester is under way students are strongly encouraged to make an appointment with an academic counselor or advisor to develop a Student Education Plan (SEP). This plan serves as a roadmap for the student as s/he progresses toward a degree or certificate completion, and is based on each student's individual needs, personal/outside commitments, and educational goals. For those who are undecided about their educational plans, it is especially important to meet with a counselor or advisor during the first semester of enrollment. Because these plans take concentrated time to develop, it is best to get them done mid-semester: October/November and February/March are the best times to do this.

STUDENT RESPONSIBILITIES

Report Change of Address to the College

A student who changes his/her mailing address or place of residence should report the change through WebAdvisor, www.redwoods.edu/webadvisor.

Report Changes in Academic Interests to the Counseling and Advising Center

The more current a student's educational plan, the more likely it is that s/he will progress through the required coursework in the most efficient way possible. Students thinking about making a program change should be sure to consult with the staff in the Advising/Academic Support Center to understand how the change may affect the achievement of their new or their original educational goal.

Students who have attended another institution must request a transcript evaluation by contacting the Advising Center at 707.476.4150.

Attend Classes on a Regular Basis

Since regular attendance is a critical factor in student success, students at the College are expected to attend all sessions of each class in which they are enrolled.

In general, absences may be considered excessive when the number of absences exceeds the total number of hours that the class meets during one week. All faculty are encouraged to include information about their attendance requirements in their course syllabus; students should make certain they understand the attendance standards that are to be met in each class. Students who know that they will be absent from class for more than one week should notify the instructor in advance. Faculty may drop students for excessive absences through the end of the 10th weeks of fall or spring classes.

Withdrawing from Classes

Students are responsible for officially withdrawing from classes they are not able to complete. Students who officially withdraw before the published withdrawal deadline will receive a "W" (Withdrawal) on their academic records. Students who stop attending a course without officially withdrawing will receive an "F" (Failure) on their academic records.

Officially Withdraw from the College *(if necessary)*

While it is our hope that all students will be able to complete the terms for which they register, there are times when students may need to drop all of their classes and withdraw completely from the College. When this occurs, the following steps must be followed:

- drop all classes in which you are enrolled;
- return all books and equipment that belong to the College;
- pay all loans and financial obligations that are outstanding to the College; and
- contact the Office of Financial Aid *(if a financial aid recipient).*

If a debt is owed to the college, re-enrollment will be blocked and CR transcripts and other important records will not be released to other institutions or agencies.

Understand and Follow Degree or Certificate Requirements

Although academic counselors and advisors are available to help students plan their programs, each student is responsible for following the regulations set forth in the catalog and for selecting courses that will enable her/him to achieve the desired educational goals.

Process for Petitioning to Graduate or Applying for a Certificate

In order to obtain a degree or certificate at College of the Redwoods, students must first submit a petition to graduate or application for certificate during their last term at the college. If planning to graduate in spring, the petition or application is due by the first Friday in March. For summer graduation, the petition or application is due by the last Friday in June, and for fall term, the petition or application is due by the last Friday in October.

The forms can be obtained from the college's website under "Admissions and Records." Petitioning for a degree requires meeting with an advisor or academic counselor to confirm that all requirements have been met and requires his/her signature before submission. Applying for a certificate does not require seeing an advisor or academic counselor but is recommended. If petitioning for more than one degree or certificate, a separate form is required for each one. The college also requires students to complete and attach the "graduate survey" or "certificate survey" along with the graduation petition or application for certificate.

After meeting with an advisor/academic counselor to check degree requirements, students may give the graduation petition and survey directly to the advisor/academic counselor or submit the forms themselves to the Admissions and Records office. If students miss the deadline for petitioning to graduate or applying for a certificate they may apply in the next term before the appropriate deadline. All degrees and certificates are subject to final approval by the college evaluator. Verification of degrees and certificates are posted to transcripts within two months from the end of the term in which the petition was granted. Certificates of Recognition are not posted to transcripts.

STUDENT FEES*

***Please Note: All fees are subject to change. The enrollment fee is currently $46/unit.**

Note: Additional information about these fees, as well as a listing of persons who may be exempt from paying the fees listed below may be found in Board of Trustees Policy 5030 and Administrative Procedures 5030.

MANDATORY FEES

Fees Required as a Condition of Enrollment at the College

1. CALIFORNIA RESIDENTS

Although (by definition) there is no "tuition" for California residents, there are still certain fees that residents are expected to pay as a condition of enrollment. These fees are:

- **An enrollment fee** ..... currently $46/unit
- **Audit fee** *(non-refundable)* $15/unit
- **A health services fee**

  Eureka, Online.....$18/semester
  ..... $15 summer session

  Students taking classes at Del Norte, Klamath-Trinity or Mendocino $6/semester
  ..... $6 summer session

- *A small number of courses have instructional materials fees. These fees are listed on WebAdvisor.*

In order to have your status changed from non-resident to resident, you must complete your request by the end of the fifth week of fall or spring term or by the end of the third week for summer session.

AB540:

This law does not grant residency; it requires that certain nonresident students be exempted from paying nonresident tuition. This benefit is available to all U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), who meet all other eligibility criteria listed below:

- the student must have attended a California high school for 3 or more years;
- attendance could be at multiple California high schools;
- the student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or a high school proficiency exam). The GED or high school proficiency exam must be from California. There is no time limit on how far in the past the student might have attained this status;
- attendance at continuation high schools, charter high schools, independent study at the 9th-12th grade level while enrolled in a California public school, including a charter school, and private tutoring provided by a person holding a valid California teaching credential (and meeting other state requirements) are recognized under state law as acceptable manners in which to attend high school;
- home schooling -- instruction by a tutor or other person (including the student's parent) who did not have a valid California teaching credential -- is not acceptable;
- the law does not distinguish between public and private high schools.
- there is no time limit on how far in the past the student might have attended a California high school;
- students who are nonimmigrant aliens (the most common being the F series student visas and B series visitor visas) are not eligible for the exemption; and
- students who previously held valid nonimmigrant visas but who are out of status at the time of execution of the affidavit are eligible for the exemption.

Any student who has met the AB540 eligibility criteria must complete and sign the "California Nonresident Tuition Exemption Request" form.

AN IMPORTANT NOTE ABOUT THE BOARD OF GOVERNORS FEE WAIVER

The Board of Governors (BOG) Fee Waiver is a program authorized by the California State Legislature. California residents who qualify for the BOG waiver are not required to pay the enrollment fee. The qualifications are:

- the student must be a California resident; and
- the student must be receiving public assistance through General Assistance (GA) or General Relief (GR), AFDC/TANF/CalWORKs, Supplemental Security Income (SSI), or State Supplementary Income (SSI); or
- the student must meet the income standards set by the state; or
- the student must be eligible for state and/or federal financial aid based upon filing the Free Application for Federal Student Aid (FAFSA).

The health services fee, instructional materials, books, activity fee, and audit fees are **not** covered by the BOG waiver.

Students are responsible for ensuring their account is correct.

Students who wish to apply for a BOG should:

- complete the Free Application for Federal Financial Aid (FAFSA) (preferred method); or
- the BOG application form is available on the CR website. Check with the Financial Aid Office to see if additional income tax information or agency verification will be required to process the application; and
- bring or mail the completed application and any additional verification information to Financial Aid before registering for classes.

2. NON-RESIDENTS

Students who have not been legal residents of the state of California for at least one year immediately preceding the beginning of the term in which they wish to enroll will be required to pay non-resident tuition. At the time of this printing, the rates that non-residents will be expected to pay as a condition of enrollment are:

- **Tuition** ..... currently $233/unit*
- **An enrollment fee** .....currently $46/unit
- **A health services fee**

  Eureka, Online.....$18/semester
  ..... $15 summer session

  Students taking classes at Del Norte, Klamath-Trinity or Mendocino $6/semester
  .....$6 summer session

- *A small number of courses have instructional materials fees. These fees are listed on WebAdvisor.*

**The non-resident and Oregon Exchange fees include a $4 per unit capital outlay fee.*

A. Non-Residents Participating in the Oregon Exchange Program

The college has entered into agreements with three Oregon colleges to provide for a reciprocal exchange between institutions that are located in two different states but that are still geographically close to one another. The intent of this program is to offer

(continued)

STUDENT FEES

academic programs to students that may not be available at their own college. These colleges are:

- Oregon Institute of Technology;
- Southern Oregon University; and
- Rogue Community College.

Students attending CR under the auspices of one of these agreements are obligated to pay the following fees:

• **Tuition:** an amount equal to 27% of the regular non-resident tuition, rounded to the nearest dollar. .....currently $66/unit*

• **An enrollment fee** .....currently $36/unit

• **A health services fee**

Eureka, Online.....$18/semester

.....$15 summer session

Students taking classes at Del Norte, Klamath-Trinity or Mendocino $6/semester

..... $6 summer session

• A small number of courses have instructional materials fees. These fees are listed on WebAdvisor.

**The non-resident and Oregon Exchange fees include a $4 per unit capital outlay fee.*

HEALTH SERVICES FEE

A mandatory health services fee will be charged. Waiver/Exemption to this fee is available, only to students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

Requests for this exemption are made by petition to the Admissions and Records Office (Eureka campus) and/or to the Campus Administration at the Del Norte or Mendocino Coast Educational Centers.

OTHER FEES*

***Please Note: All fees are subject to change.**

PARKING FEES

Because the college is considered a tenant at the Klamath-Trinity site, parking at that location is currently free of charge.

Parking on the Eureka campus and the Del Norte, and Mendocino educational centers, however, is by permit only. Semester or annual permits may be purchased at each of these sites according to the following schedule:

Automobile/Truck:

Annual (August to August) Permit.....$65
Fall or Spring Semester.....$40
Summer Session.....$15
One-day Permit $2

Motorcycles:*

Annual (August to August) Permit.....$33
Fall or Spring Semester.....$20
Summer Session..... $8
One-day Permit $2

One-day permits are available at vending machines located throughout the parking areas.

**If an Automobile/Truck permit is purchased, and a motorcycle is the individual's second vehicle, the motorcycle permit will be issued to the original purchaser at no additional charge. This only applies to motorcycles as a second vehicle.*

Parking permit refunds are subject to a $2 per day charge (Monday thru Friday), deducted from the original purchase price, beginning on the original purchase date. The parking permit must be surrendered at the time of refund request. Refunds are processed and paid only to the original purchaser usually within 14 business days from the date of refund request.

INSTRUCTIONAL MATERIALS FEES

Materials fees are listed below the specific class listings in the schedule of classes.

STUDENT ACTIVITY FEE

Students pay a student activity fee of $10 per term. This fee supports the Associated Students of College of the Redwoods (ASCR) social, educational, recreational, and athletic activities and programs on each campus. For more information about campus life at the main Eureka site, you may visit our website at www.redwoods.edu/eureka/campuslife/. Prior to the beginning of each term, students may opt out of this fee at the time of registering for classes on WebAdvisor or by contacting the Cashier in the Business Office.

OFFICIAL TRANSCRIPTS FEE

Need to Request a CR transcript

Official transcripts can be obtained by logging on to WebAdvisor and clicking on "Request Official Transcripts" from the student menu. These transcripts are produced and mailed the next Friday after payment has been received. The first two transcript requests are free. Each additional transcript requests are $8 each.

"Rush" transcript requests are $18 and are processed and mailed within 48 hours of receipt of payment.

Unofficial transcripts are free and can be obtained by logging into WebAdvisor and clicking on "view unofficial transcript".

Important Information

If you want your transcript to include your current semester's grades you must request your transcripts after your grades have been posted or indicate this on your Transcript Request Form.

If you want your transcripts to include your degree, please be aware that:

- degrees and certificates will be posted to transcripts within 3 weeks after the end of the semester for those students sitting for State Board Exams; and
- for all other students, degrees and certificates will be posted to transcripts within 8 weeks after the end of the semester.

All currently registered students have a WebAdvisor logon ID. For assistance check the WebAdvisor Frequently Asked Questions. If your last class was prior to 2002 we will need to create an account. Please contact our ITS Help Desk at 707.476.4160 for further information and support.

If your last class was prior to 1986, those transcripts may take up to 30 days to process.

If you have questions about your transcripts, please call the Admissions & Records Office at 707.476.4200.

REFUNDS

For Dropped Classes

Enrollment fees will only be refunded if the student drops the full-semester-length class in question by the end of the 2nd week of the spring or fall semester. Refund deadlines for summer classes vary by class length; request information from the Admissions and Records Office or the campus Administrative Office nearest you. If a class is cancelled by the college, all enrollment fees will be refunded to the students who had registered and paid for it. If applicable, a refund processing fee of $10 per student per semester will be subtracted before the refund is issued.

Students who receive federal financial aid are subject to federal refund calculation formulas. Contact the Financial Aid Office for detailed information.

The Oregon Exchange student refund policy follows the same time frames and other guidelines as those specified for California residents.

To Students Paying Non-Resident Tuition

Refunds shall be made according to this schedule only after an official drop or withdrawal has been processed by the Admissions and Records Office.

Consequences of Non-payment of Fines or Other Funds Due to the College

As a means of encouraging the payment of obligations to College of the Redwoods, its Foundation, and any offices thereof, the following blocks will be put in place until all debts are paid:

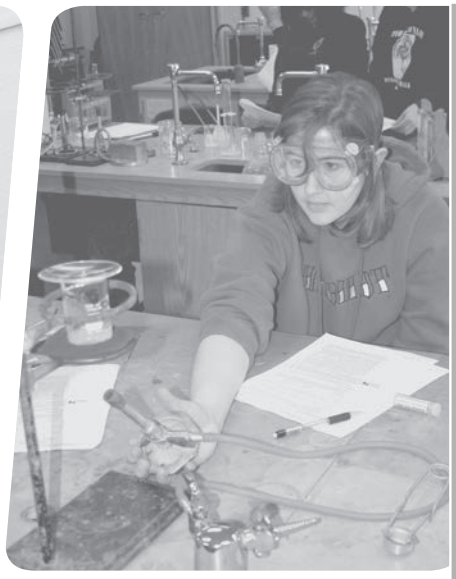
a. Transcripts will not be issued.
b. Registration will not be processed.
c. Degrees or certificates will not be awarded.
d. Grades will not be released.

Upon presentation of valid receipt for the unpaid monies due to the College or any of its agencies, the restrictions shall be removed. Any account balances older than 120 days may be subject to the collections process.

Time of Official Withdrawal or Reduction in Load	Percent of Original Fee Refunded
Through the end of the second week of the term	100% of original fee
During third week of instruction	50% of original fee
During fourth week of instruction	25% of original fee







FINANCIAL AID PROGRAMS AND SERVICES

Each year, over $16,000,000 in financial assistance is made available to students attending College of the Redwoods. These funds are provided from federal, state, and local programs. For specific program information check our website at www.redwoods.edu/financial-aid.

ELIGIBILITY

Most forms of financial aid are available only to students who are enrolled in a course of study leading to an eligible degree, certificate, or transfer to a four-year college or university.

Students who do not have a high school diploma or the equivalent (e.g. a GED certificate), are not eligible for federal financial aid at College of the Redwoods, but may be eligible for some state and locally funded aid programs. *(GED info is available on page 22.)*

ESTIMATED COSTS OF ATTENDING CR DURING THE 2012-13 ACADEMIC YEAR

Although College of the Redwoods charges relatively low fees, many students need assistance with the expenses related to attending college. The following is an example:

Expenses	Student living with parents	Student on campus Residence Halls	Student living off-campus
Fees (12 units per term)	$ 1140	$ 1140	$ 1140
Books & Supplies	1,665	1,665	1,665
Food & Housing	3,550	7,298	8,700
Transportation	1,200	891	1,400
Miscellaneous/personal	2,014	1,638	2,066
Total for CA Residents	**9,569**	**12,632**	**14,971**
Non-CA Resident* add: Non-resident tuition	**5,592**	**5,592**	**5,592**
Total for Non-Residents	**$15,161**	**$18,224**	**$20,563**

Fees are based on full-time enrollment of 12 units per semester at $46 per unit, plus $18 health fee per term.

Non-resident tuition is based on 12 units per semester at $233/unit.

*Students determined eligible for the Oregon Exchange program pay $66 per unit in addition to CA enrollment fees, rather than the non-resident fees.

The non-resident and Oregon exchange fees include a $4 per unit capital lay-out fee.

Note: The costs listed for fees, out-of-state tuition, and residence halls are subject to change without notice.

HOW TO APPLY FOR FINANCIAL AID

Students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. This application must be filed annually and students are encouraged to file the application online as soon after January 1 of each year as possible. For example, students should apply as soon after January 1, 2012 as possible when applying for financial aid for the 2012-2013 school year. Regularly check your student mycr.redwoods.edu email account for updates.

APPLICATION DEADLINES

Students may apply for financial aid at any time during the school year, but it is recommended that students complete the application process prior to March 2 each year to assure full consideration for all programs. Some funds are very limited and run out well before the school year begins. Additional deadlines are posted on our website. www.redwoods.edu/Financial-Aid/

HOW TO MAINTAIN ELIGIBILITY FOR FINANCIAL AID

Satisfactory Academic Progress (SAP)

College of the Redwoods is dedicated to providing financial aid to eligible students. The College complies with federal requirements to monitor financial aid recipients' satisfactory academic progress toward a declared, approved educational objective of an Associate Degree, certificate, or transfer to baccalaureate degree granting institution. The student is responsible for achieving adequate grades and completing the courses required for this objective.

To meet the Satisfactory Academic Progress standard, you must earn a minimum cumulative Grade Point Average (GPA) of 2.0, successfully complete 67% of all units attempted and meet your educational objective before attempting 125% of the number of units required for your program. More details on these requirements are available on our website at www.redwoods.edu/financial-aid.

Remedial Units: Students are allowed to receive financial aid for remedial units, if the remedial classes are a prerequisite for entrance into a regular college program, up to a maximum of 30 attempted units.

Federal regulations require that this policy apply to all students whether or not financial aid was received. Even if you have NEVER applied for, or received financial aid, your overall history in college will be reviewed before you are awarded financial aid to make sure you are meeting these standards. Academic Renewal is not recognized for financial aid academic progress purposes. All grades and units including repeated courses will be used in the SAP calculation. Please note that not all programs are eligible for financial aid funding, particularly short-term programs.

Federal regulations (CFR 668.2) do not allow financial aid payment for multiple repeats of the same course. Students will not be paid for the third attempt of a course. For purposes of this regulation only, 'W' and 'F' grades are not considered attemps. Remember that both 'W' and 'F' grades are always included as attempts in the satisfactory Academic Progress calculation.

WITHDRAWAL (OFFICIAL OR UNOFFICIAL) AND YOUR FINANCIAL AID ELIGIBILITY

Never Attended

If you receive aid and drop all your classes prior to attending at least one class meeting, and/or are reported as a 'no show' by your instructor(s), you will be required to repay all financial aid that was disbursed to you.

Partial Withdrawal

Adding and/or dropping units after the first grant disbursement will require a possible adjustment of any future disbursements. You may be required to repay a substantial portion of your aid if you drop units after the first disbursement, especially if you drop below half-time enrollment (6 units).

Total Withdrawal

If you withdraw or otherwise fail to complete all of your courses during the term, we are required to determine if any of the financial aid you received should be returned. Federal financial aid is based on the length of time you are in classes, so if you do not attend the entire term, you may be required to repay all or a portion of the aid you received.

Official withdrawal occurs when you completely withdraw from all classes. Unofficial withdrawal occurs when you simply stop attending all classes, but fail to officially withdraw (usually 'NP' or 'F' grades). Both types of withdrawal are subject to repayment. This federal repayment calculation is called Return to Title IV.

Calculation for the Return of Title IV Aid

The amount of assistance that you as a student earned is determined on a pro-rata basis. Once you have completed more than 60% of the payment period or period of enrollment, you have earned all the assistance that was scheduled for that period.

Earned Aid: The percentage of earned aid is calculated by determining the number of calendar days from the first day of the term through the withdrawal date and then dividing that number by the total calendar days in the term.

Unearned Aid: The amount of unearned Title IV funds that must be returned is calculated, first, by subtracting the earned Title IV percentage from 100% to determine the percentage of aid that is unearned and, second, by multiplying the total amount of financial aid that could be disbursed to you by the unearned Title IV funds percentage.

Post-Withdrawal Disbursement

If you did not receive all of the funds that have been earned, per Return of Title IV calculation, you may be due a Post-withdrawal disbursement (PWD). CR may automatically use all or a portion of your PWD of grant funds for tuition, fees and on-campus housing costs. If the PWD includes loan funds, CR must get your permission before we can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt.

Amount to Be Returned by the Student

The Return of Title IV calculation determines the portion of the funds to be returned. Any amount of unearned funds that you must return is called an overpayment. The Financial Aid Office will notify you of the amount to be repaid and you will have 45 days to repay it in full. Students who do not return the overpayment to CR within the 45 days will have their debts submitted to the U.S. Department of Education for collection and will be denied federal aid eligibility at any institution until payment arrangements are made with the Department of Education. Students will become eligible for federal financial aid only after they have repaid the full amount or made arrangements directly with the Department of Education.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that CR may have. Therefore, you may still owe funds to CR to cover unpaid institutional charges. Effective with terms beginning in the summer of 2011, CR will also charge you for any Title IV program funds that CR was required to return on your behalf. A hold will be placed on your CR records and you will not be allowed to register for future terms, request transcripts, etc. until this debt is repaid to CR.

Return to Title IV and Satisfactory Academic Progress:

Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds. Repayment of your federal financial aid does not release you from the satisfactory academic progress requirement.

Appeal:

There is no appeal of these debts as it is based on the amount of aid considered 'earned' by federal calculations.

Gainful Employment Program Disclosure Information

For information about our graduation rates, the median debt of students who completed non-degree career technical education programs, and other important information, please visit the "Gainful Employment Disclosure" page on our website at http://www.redwoods.edu/students/newtocr.asp.

PLUS LOAN FOR PARENTS

Federal PLUS loans are available to parents of undergraduate students. Loan limits vary with the cost of the student's educational program and the amount of other financial aid received. The interest rate is variable. A credit check is required. Students must meet all eligibility criteria.

To apply, students must have a complete FAFSA on file with CR. Parents can apply for a PLUS at www.studentloans.gov.

*There are important distinctions and definitions related to dependent and independent student status. Students should contact the Financial Aid Office if they have any questions about whether they would be considered independent or dependent for financial aid purposes.

VETERANS RESOURCE CENTER

The Veterans Resource Center (VRC) is available for Veterans and their dependents attending CR. Conveniently located near the cafeteria, the VRC provides assistance to eligible Veterans and dependents in applying for educational benefits through the Veterans Administration, Champ VA, a lounge/study area with computers and internet access, and referrals to other Veterans resources in the community. For information and assistance, contact the College of the Redwoods Veterans Resource Center.

VETERANS INFORMATION

Veterans Office, Student Union
Main Eureka Campus

707.476.4110

www.redwoods.edu/financial-aid/VeteransEducationalBenefits.asp

SCHOLARSHIPS

In 2012, more than 450 scholarships, ranging from $100 to $2,000, were awarded to CR students. Scholarship lists and application forms are available on the web at www.redwoods.edu/district/scholarships.

Scholarship amounts and criteria vary. A small amount of scholarships are awarded in the fall, however the majority are awarded in the spring. Students must complete a Free Application for Student Aid (FAFSA) to show financial need.

Other sources of scholarship information are the local library, high schools, Humboldt State University, and the Humboldt Area Foundation. Numerous types of scholarship programs exist, however, all require investigation and follow-up. For further information about scholarships as well as additional local, regional and national scholarship opportunities, please contact the Scholarship Office at 707.476.4191.

SCHOLARSHIP INFORMATION

707.476.4191

www.redwoods.edu/district/scholarships/

STUDENT SERVICES

STUDENT SUPPORT SERVICES AND CAMPUS ACTIVITIES

At College of the Redwoods we believe that learning occurs not only in our classrooms, but that it also takes place in a wide variety of locations and environments. Using the college's many services and taking advantage of a wide variety of learning opportunities from the very beginning of one's college career can greatly enhance student success. Below is a listing of the many student learning support services and activities that are available throughout the Redwoods Community College District. Services and office hours will vary from site to site. Please call ahead to avoid disappointment or inconvenience.

ACADEMIC COUNSELING AND ADVISING

Counseling and Advising Services are intended to help students attain their educational goals by offering the following services:

Academic Advising Counselors and Advisors help students plan their term-by-term course schedules, establish educational goals, choose academic programs, meet general education requirements, transfer to universities, understand graduation requirements and the graduation petition process. Advisors also evaluate and interpret assessment scores.

Educational Planning The counseling and advising staff guides students through the development of Student Education Plans (SEP's), which serve as roadmaps for students seeking CR degrees or certificates. Each student's educational plan is individualized, so that it takes into account his/her individual needs, strengths, preparation, and outside commitments while making sure that both required and elective courses are completed in a timely manner.

Academic Problem Solving The counseling and advising staff are trained to help students develop the strategies they may need to overcome obstacles that threaten to block the attainment of their academic/educational goals.

Referrals The counseling and advising staff are skilled at making referrals to other departments, services and agencies if they are not in a position to meet all of the needs of the student.

ACADEMIC SUPPORT CENTER (ASC)

Under the auspices of the Academic Support Center, learning support services intended to enhance student success are offered at all instructional locations. At Del Norte and on the Mendocino Coast, these services may be found in the campus Library. On the Eureka campus, the Academic Support Center is located next to the Library area inside the Learning Resource Center. All locations may offer free instructional support services in a variety of forms: individual and small group tutoring, instruction services, referrals, access to multiple computer stations, DSPS and make-up testing, English and Math skills evaluation, media viewing, private study areas, Math Lab and the Writing Center. The Academic Support Center welcomes all students, faculty, and staff.

ADMISSIONS & RECORDS

The Admissions & Records Office provides information related to initial application, student records, petitions, dropping and adding classes, transcripts, graduation, and degree and certificate evaluations.

ASSOCIATED STUDENTS, COLLEGE OF THE REDWOODS (ASCR)

The opportunity for self-governance is extended to the students of College of the Redwoods by the Board of Trustees and the Administration of the College. This is done to promote shared governance and student activities which stimulates the intellectual, physical, social, and ethical development of students, as well as to provide expanded educational opportunities and a social life on campus. Become a member of your ASCR today!

On three campuses in the District, the Associated Students of the College of the Redwoods (ASCR) conducts activities which are an integral part of college life. The ASCR sponsors clubs, special events, social activities, music events, student publications, and student governance. The business of the ASCR is carried out by officers elected each spring semester as determined by the ASCR constitution and Board policy. This business is carried out by the ASCR Senate Board which consists of elected and appointed positions. By popular vote of the first student body, cardinal and gold were chosen as the college colors and the teams are known as the Corsairs. The ASCR office locations within the district are listed on the Campus life webpage.

To participate as an officer, representative, or chair in student government, a student must be carrying six or more units, have a 2.5 grade point average for all previous college work attempted and have paid the Student Activity Fee. Academy of the Redwoods representatives to the ASCR are only required to carry three or more units, but must meet all other requirements for ASCR representation. You must have a 2.5 cumulative grade point average if serving in an elected position and a 2.0 cumulative grade point average to serve as a volunteer. By participating as an ASCR Senate Board Member you are eligible to receive a $50 monthly stipend, and may be required to participate and travel to leadership development retreats or training and conferences. For more information about the ASCR Senate Board and Campus Life at the main Eureka campus please visit our website: www.redwoods.edu/eureka/CampusLife/

BOOKSTORE

(Eureka)

The College of Redwoods Bookstore carries all textbooks and supplemental course materials, required by the college faculty. In addition, the store has a large selection of general books,

(continued)

school supplies, CR logo clothing, gift items, academically priced computer software, and other general merchandise. The Bookstore offers many services to the campus community including fax service, self-service copies, stamps and mail service, and special orders. The Bookstore also conducts a textbook buy-back during finals week of fall and spring semesters.

Bookstore Hours

Monday – Thursday 8 a.m. to 7 p.m.
Friday 8 a.m. to 4 p.m.
Closed weekends and all major holidays.

Phone: 707.476.4130 **Fax** 707.476.4407

Online ordering available through our website:
http://bookstore.redwoods.edu/

CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS (CalWORKs)

The CR CalWORKs program provides comprehensive support services for students receiving CalWORKs cash aid who are also in good standing with their county. The program aims to prepare participants to transition into employment and achieve long term self-sufficiency. Support services include case management and coordination with the county CalWORKs department, academic and career counseling, financial aid assistance, work-study opportunities and job placement assistance. Contact the Special Programs Office at 707.476.4270 for more information.

CAREER CENTER

The Career Center provides assistance to students and community members by making available a variety of career search, planning and development materials, services, and workshops. It also serves as the campus hub for student employment. Services include career interest inventories, resume writing assistance, and job search skills. Student employment services include listings/ referrals for local and on-campus job openings, federal work-study assistance, internships, job searches and on-line job listings.

Similar career services are available at the Mendocino Coast and Del Norte Education Centers. Contact the Counseling Offices at those locations for more information and assistance.

CHILD DEVELOPMENT CENTER

(Eureka Campus)

On-campus child care is available at College of the Redwoods (Eureka Campus) Child Development Center for toddler and preschool aged children (2-5 years). The CDC provides a play-based, developmentally appropriate curriculum for children and is accredited through the National Association for the Education for Young Children (NAEYC).

A limited number of spaces for subsidized care are available for children from income eligible families. To receive these services the family must demonstrate a need for child care.

When space is available, fee-paying parents may enroll their children at the CDC. Parents pay a daily rate based on the hours of care required and the age of the child. CR students, staff, and faculty have priority for these openings.

The CDC is open for services all instructional days during fall and spring term, and into June as funding permits. Breakfast, lunch and an afternoon snack are served to all children at no cost. Drop-in child care is not available.

Parents are invited to visit the CDC with their child. Registration information is available at the Child Development Center, located on the east side of the campus, by the Field House. Additional information is available online at www.redwoods.edu/eureka/cdc.

CDC Information

The College of the Redwoods Child Development Center simultaneously provides a high-quality laboratory setting for early childhood education students and an enriching child development services for the children of CR's students, staff and faculty.

Play is "Education that Works" Program Philosophy

At the College of the Redwoods Child Development Center we believe children are capable and competent. We are committed to children's potential and their enjoyment of life. The CDC develops children's disposition for curiosity, persistence, resourcefulness, problem solving and creativity. We are a community of learners where children and adults explore their world together.

The Child Development Center is an exciting state-of-the-art facility and is a permanent site for many specialized programs as well as serving our students' child care needs. The facility meets all the Guidelines of Title 22, Title 5; and the Americans with Disabilities Act of 1990. The Center has several laboratory classrooms with observation areas, an inside covered multi-purpose room, a complete food service facility, and outdoor play areas for each age group.

College of the Redwoods offers an Associate of Science Degree in Early Childhood Education (ECE). For a complete description of the ECE program, visit the campus website at www.redwoods.edu.

Staffing

The teachers at the Child Development Center are early childhood education professionals with education, training and experience in child development.

In addition to the permanent staff, students from the Early Childhood Education program work in the CDC to master the skills necessary to work effectively with young children.

CLUBS AND ORGANIZATIONS

Social, educational, honorary, service, and special interest clubs are organized by students at each campus to contribute to the overall life to the college. These organizations also provide a variety of opportunities for social interaction and the exchange of ideas among CR students. Students should view the Campus Life webpage for more information and a list of clubs that are active at each location. All student clubs are required to be chartered through the ASCR Inter-Club Council to be an officially recognized CR student club. All clubs are sponsored by the Student Activity fee so all club members are encouraged to pay this fee. You may visit our website at www.redwoods.edu/eureka/CampusLife/ to review our list of clubs and our club guide.

COOPERATIVE WORK EXPERIENCE EDUCATION

Cooperative Work Experience Education courses are designed to complement the student's academic training with realistic on-the-job experiences. The courses emphasize increasing occupational skills, acquiring desirable work habits, developing healthy work attitudes, and broadening the understanding of working conditions. Students must enroll in and complete at least 7 units (including cooperative education) for each semester of enrollment or be enrolled in the Alternate Plan allowing students to attend college full-time one semester and work full-time the following semester.

CREATIVE ARTS GALLERY

(Eureka Campus)

Students, faculty, and the general public are encouraged to visit the CR Art Gallery, conveniently located in the center of the Creative Arts Complex. Our gallery program includes a broad

variety of exhibitions each semester, featuring the work of locally and internationally recognized artists, the CR art faculty, and students. Exhibitions are professionally curated and prepared by our art department staff, often with the help of CR students who are interested in learning more about gallery work.

Towards the end of the each academic year is our greatly anticipated Juried Student Art Exhibition, where students have the opportunity to enter to exhibit their most accomplished works and perhaps even win awards. The exhibition is juried each year by a visiting artist or art professional, selected by the faculty.

Admission to the gallery is always free. Call 707.476.4558 for gallery hours and for information on current and upcoming exhibitions. Students interested in gallery sitting should contact Shannon Sullivan at shannon-sullivan@redwoods.edu.

DENTAL HEALTH CENTER

(Eureka Campus)

The College of the Redwoods Dental Health Center is open on Mondays and Wednesdays beginning in the late fall and continuing through the spring semester. We offer the following procedures at a reduced rate:

- dental examinations;
- complete radiographs (full-mouth and bite-wing x-rays);
- preventive dentistry consisting of cleanings, fluoride applications and sealants;
- tooth restorations including fillings, crowns, and bridges; and
- prosthodontic repairs for removable partial dentures and removable complete dentures.

Appointments must be made in advance. Dental care is provided by local dentists assisted by students in the College of the Redwoods Dental Assisting Program. Dental fees are at a reduced schedule, and payment is due at the time of the service. Cash, checks, and major credit cards are accepted.

For further information regarding dental services provided or to schedule an appointment, please call the Dental Assisting Program office at 707.476.4250, or drop by the office in Room 101 of the Applied Technologies building, Monday through Thursday.

DINING SERVICE

A college food service facility serving Eureka campus faculty, staff, students and visitors is located in the Student Union, right next to the Bookstore at the center of the campus. A variety of menu items are available including homemade entrees, a delicatessen/sandwich bar, pizza, burgers, a salad bar, specialty coffees and drinks, ethnic food specialties, and breakfast items. During the semester, food service is available Monday through Friday with limited service on the weekends. Meal plans are mandatory for students living in the residence halls.

The Del Norte Education Center has a Club Café that offers a variety of convenience foods and beverages including sandwiches and fresh coffee. The center's student lounge has vending machines, a microwave, bulletin boards and offers tables and chairs for studying and/or dining.

The Mendocino Coast Education Center provides limited food service and a place for students to eat and meet at The Grind: a student-operated store serving pastries, cold sandwiches, coffees, soft drinks and prepared foods that can be heated in the microwave. The Grind is the only place in the district that can boast indoor seating with an ocean view! This area is also a place where students, faculty, and staff gather to study and relax with one another between classes and during the lunch hour.

PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES (DSPS)

DSPS ensures equal access to the educational experience for all learners with disabilities. DSPS provides services to qualified students with: impairments of mobility, vision, hearing, and communication; acquired brain injury; developmentally delayed; learning and psychological disabilities.

Services and accommodations may include: Priority registration; note-takers or taped lectures; sign language interpreters; alternate media; test proctoring; mobility assistance; temporary medical parking; Braille; assistive listening devices; advising and academic planning; liaison with faculty and other campus services; orientation to campus services.

Instructional Support and Learning Disabilities Assessment:

The LIGHT Center is located on the Eureka campus provides learning disabilities assessment and individualized instructional support for students with disabilities. Assessments are completed by Learning Disability Specialists who, based on a student's learning profile, make educational recommendations for accommodations. Individualized instructional support services may include: study groups, skill building in the areas of study, note-taking and test-taking. Guidance classes are offered on the Eureka campus and at the Del Norte Education Center. Learning Disabilities Assessment may be available for students at other instructional sites upon request.

The High Tech Center

The High Tech Center (HTC), located in the Learning Resource Center on the Eureka campus provides training to students in the use of assistive technologies such as: speech-activated software, scanners, screen readers and magnifiers. The HTC provides Braille and electronic text production for students. Most computer labs throughout the district provide access to assistive technologies for students with disabilities.

Adaptive Physical Education:

Adaptive PE provides students with disabilities direct participation in classes designed for lifestyle fitness including a physical fitness assessment, with subsequent development of individualized exercise program, according to each student's unique needs. Classes are offered on the Eureka campus and at the Mendocino Coast Education Center.

DISTANCE EDUCATION CLASSES

College of the Redwoods offers online courses in a variety of subjects to help you achieve your educational goals. Distance education is designed for students who want to take a College of the Redwoods' course, and for a variety of reasons prefer to take the course online. Distance education provides college access to students with schedule conflicts, full-time jobs, family obligations, disabilities or geographic barriers. Distance education classes offer flexibility in that they are not dependent on a physical location or specific times.

Interactive video courses are broadcast live from the Eureka campus studio to distant sites such as the Mendocino Coast and Del Norte instructional sites. Some classes are available via television broadcast on KEET-4 with interaction taking place via computer or email.

Online courses are available anywhere to students who have a computer and internet. Online courses follow the College's semester schedule. In addition, they have the same course objectives, curriculum, and often the same class syllabus as the classroom sections of the course. The difference is the method of course delivery. For most online sections, learning is primarily through instructor-facilitated reading, writing, and class participation. Most or all assignments and exams are web-based.

(continued)

To succeed you need to have:

(1) the ability to work independently with self-discipline, motivation, and good organizational skills;

(2) college-level reading and writing skills;

(3) access to a computer connected to the internet (preferably broadband);

(4) the basic skills to access and navigate websites, send and receive email, and send email attachments, and

(5) the ability to read carefully and follow written instruction.

For more information on distance education, go to
www.redwoods.edu/departments/distance

EOPS/CARE

Extended Opportunity Programs and Services (EOPS) & Cooperative Agencies Resources for Education (CARE)

The EOPS and CARE programs are state-funded services intended to assist eligible students in the achievement of their educational goals.

EOPS services include the following:

- orientation. Special EOPS orientations are provided each semester to acquaint students with EOPS services and eligibility, as well as an opportunity to meet faculty and staff;
- priority registration. This service allows EOPS students to register early for classes; and
- EOPS Financial Assistance. Students who qualify may receive assistance with the purchase of books.

To receive EOPS services, students must complete an EOPS Application. Students will also be required to file a FAFSA (federal form) and qualify for the BOG (Board of Governors) grant.

CARE services provide assistance to single head of household parents attending college full-time and who are receiving CalWORKs or Tribal TANF Cash Aid for themselves or his/her children. In addition to the EOPS services listed above, CARE students may also receive financial assistance for child care and other educational expenses.

For more information, stop by the EOPS/CARE/CalWORKs Office, located in the Administration Building at the Eureka Campus or at the Financial Aid Office at the Del Norte or Mendocino Coast Education Centers or visit our website at: www.redwoods.edu/eops .

GENERAL EDUCATION DEVELOPMENT (GED)

The GED is an internationally recognized high school equivalent credential. The GED test consists of a section on each of the five GED areas: Language Arts, Mathematics, Science, Social Studies and Reading Comprehension. Each section is scored individually and can be taken during one two-day testing session, or over several of the monthly testing sessions. GED testing is offered monthly at the Eureka Downtown Site and is also offered periodically in Crescent City at the Del Norte Educational Center and in Fort Bragg at the Mendocino Coast Educational Center. Information on free GED test preparation and testing dates can be found at http://www.redwoods.edu/departments/community-ed/GEDGeneralTestingInfo.asp . Students must have a high school diploma or the equivalent (i.e. GED) to qualify for federal financial aid. For more information about financial aid requirements please refer to the Financial Aid section of this catalog. For more information about GED testing, or to register for a test, leave a message at 707.269.4014 or call 707.269.4000 during business hours.

HIGH SCHOOL AND COMMUNITY OUTREACH

Academy of the Redwoods

(Eureka Campus)

The Academy of the Redwoods Early College High School (AR), located on the College of the Redwoods campus, is partnered with the college to create a coherent unit, with high school and college-level work blended into a single academic program. AR students have a unique opportunity to earn a high school diploma and receive transferable college credits. In four to five years this can lead to an AA/AS degree or certificate at College of the Redwoods and transferable credits towards a degree at a four-year institution.

To help students be successful in a college learning environment, we establish high, attainable expectations, develop a strong sense of community, instill personal responsibility, and provide excellent teaching within a challenging core curriculum. Given our standards for performance, students must be committed to a rigorous and accelerated academic schedule, work collaboratively, make presentations, and plan and execute projects. We expect our students to struggle intellectually, but not be daunted by the challenge.

Academy of the Redwoods provides financial aid opportunities to help cover the cost of tuition and textbooks, a significant savings to families and individuals, while students pursue a college degree. Academy of the Redwoods offers opportunities for academic achievement that are unique from any other school in our area.

For more information, visit our website at
www.redwoods.edu/eureka/academy/

Klamath River Early College of the Redwoods

(Del Norte Campus)

The mission of Klamath River Early College of the Redwoods is to create healthy, sustainable communities through transformational education. In partnership with College of the Redwoods, KRECR's vision is to increase the number of high school and college graduates who are grounded in culture, place and community. Located on the Yurok Reservation in Klamath, KRECR is especially interested in helping Native American students increase their academic success. In its seventh year as a fully accredited early college high school KRECR is able to offer college classes at their high school site through their relationship with CR and the Del Norte Center. Klamath River Early College of the Redwoods is a standards based, individually focused program that emphasizes hands-on learning opportunities and community involvement for students in 6th through 12th grade. The school has been funded by a grant from the Bill and Melinda Gates Foundation through the Center for Native American Education at Antioch University and is one of about ten early college high schools serving primarily Native American students. While open to students from all ethnic backgrounds, the curriculum is infused with Yurok cultural knowledge and Yurok elders and community members are valuable contributors to the educational experience. KRECR students can earn up to two years of college units while enrolled in the early college high school, tuition free (textbooks are covered by KRECR and fees are jointly covered by CR and KRECR).

Upward Bound

Upward Bound at College of the Redwoods is a federally funded TRIO program that provides year-round support to high school students in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance, preparation, and entrance into higher education. Upward Bound serves high school students from low-income families and/or high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary

education. 8th—11th grade students who are or will be attending one of the following high schools are encouraged to apply:

- Del Norte High School;
- Eureka Senior High School;
- Fort Bragg High School;
- Fortuna Union High School;
- McKinleyville High School;
- Castle Rock Charter School;
- Sunset High School; and
- Klamath River Early College of the Redwoods.

There are no charges of any kind to participating students or their families.

For more information, contact a high school counselor, call Upward Bound at 707.476.4277 or go to our website at www.redwoods.edu/upwardbound/ .

Tech Prep

Articulation offers high school students the opportunity to earn College of the Redwoods academic credit for approved high school educational courses based on credit by exam. Tech Prep articulation is a process that links secondary and post-secondary educational systems through a formal articulation agreement. The agreement specifies the student learning outcomes based on the knowledge, skills and abilities required for students to earn college credit through eligible high school courses. The articulation process allows the student to transition into college without experiencing delay or duplication of learning.

For more information contact the Tech Prep Coordinator at 707.476.4579 or email Pru Ratliff at pru-ratliff@redwoods.edu.

DEL NORTE STUDENT SUPPORT SERVICES PROGRAM (TRIO)

The Trio Student Support Services Program is available to students who attend the Del Norte campus of College of the Redwoods. Participants must be a U.S. citizen or permanent resident. This program is a federally funded grant intended to serve 200, low-income students who are first-generation college students and students with disabilities all evidencing academic need each year. The program's mission is to provide intensive academic and financial aid services to increase college retention, graduation and transfer rates. For more information please contact the Student Support Services program at 707.465.2320.

HONORS

(Eureka Campus)

Honors Program Core Curriculum

The Honors Core Seminar Curriculum is a coherent, rigorous program offering freshman and sophomore students a college education second to none.

Some of our most distinguished faculty have designed a special two-year course of study that will apply to General Education and elective transfer requirements at any university and provide advanced academic preparation not possible in traditionally structured classes. It offers these and other significant opportunities to motivated college students:

- it provides classes of limited size to insure individual attention between student and teacher; honors students take special sections of regular courses taught by inspiring instructors in an environment of lively interaction and among other students who seek intellectual challenge;
- it consists of unique courses and co-curricular activities to prepare Honors students for transfer to top colleges and universities;
- unique benefits are available to the few students who complete 15 or more units in honors. Although a student is only required to take one class a semester to be a member of the Honors Program, many choose to take more. Even a single honors course identified on a student's transcript tells admissions offices this student opted for a more rigorous learning experience. Transfer benefits at prestigious four-year universities range from guaranteed admission to scholarships; and
- close connection to faculty members and academic counselors provides excellent scholarship and transfer support for Honors students.

The Honors Program at College of the Redwoods is truly a low-cost, high-quality alternative for your first two years of college work.

For more information contact Honors Program Co-Coordinator, George Potamianos at 707.476.4318 or Co-Coordinator Garth Johnson at 707.476.4549. Visit our website: www.redwoods.edu/departments/Honors

HOUSING

(On-Campus Eureka Campus)

The residence halls on the Eureka campus provide a collegiate residential living opportunity for students coming both from within and outside the district. As one of only 10 California community colleges to provide this housing alternative for its students, CR is truly unique. Students who would like to live away from home in a small, friendly community should seriously consider this option, since it offers social, educational and recreational opportunities for those who live there. Students who are interested in academic achievement and campus leadership, and who would like to meet new people from a variety of backgrounds and cultures, are encouraged to apply.

Rooms are designed to accommodate two students per room and two rooms (four students) share a bathroom. Each room is furnished with the necessary furniture for two people, but students must provide their own bedding and linens. Cost includes the room, electricity, water, garbage, cable TV and Internet. While the basic outlets are provided, phone access charges are extra and are paid directly to the providers by the students signing up for the service(s). A mandatory meal plan provides students with nutritious meals served in the Corsair Dining Hall.

The residence halls have on-site laundry facilities and a game room. Arrangements are made for residents to have scheduled after-hours access to the gym, and field house, and residents can attend many on-campus CR events for free.

The halls have a full-time Director as well as a full-time professional Assistant Director. The Assistant Director lives in the halls year-round. There are also five well-trained undergraduate Resident Assistants, so there is always someone available to talk to and to help find solutions if problems arise.

Students who wish to apply for housing may go on-line to www.redwoods.edu/eureka/Housing/ then look for "How to Apply" to find housing application materials. If you have any questions regarding housing, please call 707.476.4294.

INTERCOLLEGIATE ATHLETICS

(Eureka Campus)

The College of the Redwoods Corsairs belong to the Golden Valley Conference, which also includes Butte College, Feather River College, Lassen College, Shasta College, and College of the Siskiyous. The California Community College Athletic Association (CCCAA) governs all community college athletics in the state of California. College of the Redwoods participates in the following sports in the Golden Valley Conference:

Women	Basketball, Cross Country & Track, Soccer, Softball, Volleyball
Men	Basketball, Cross Country & Track, Football

In football, the Corsairs are also members of the Bay Valley Conference of the Northern California Football Association.

LIBRARY SERVICES

College of the Redwoods district libraries are located at the Eureka campus, Del Norte Education Center, and at the Mendocino Coast Education Center. CR students, staff, faculty, and district residents may borrow materials from any of these libraries directly.

Current hours of services are posted at each library and on the library web page. All CR libraries are open Monday through Friday; hours vary from site to site.

Library staff members are available to assist in searching for books, articles, or any other information. Reference services include research advice and assistance, individual instruction in the use of reference and research tools, including online databases, general orientations, library instruction to classes, and telephone, e-mail, or other specialized instruction as needed.

Library facilities are accessible to students with disabilities. The libraries have several adaptive computer workstations with software and hardware installed that helps to provide access to online databases to students with visual or auditory handicaps.

Computers in the libraries provide access to the Internet for research purposes. Online databases provide access to full-text articles and e-books.

College of the Redwoods maintains collections of 72,635 items at the Eureka campus library, 8,786 at the Del Norte campus, and 6,498 at the Mendocino campus. An additional 23,081 NetLibrary e-books are accessible via the Internet. Media collections include about 1,342 videos in VHS or DVD format. In addition, the libraries subscribe to online databases providing access via the Internet to millions of periodical articles and other types of research materials. Links to databases and other searchable library collections at all locations can be found on the library webpage at www.redwoods.edu/eureka/library.

LEARNING RESOURCE CENTER

(Eureka Campus)

The Learning Resource Center (LRC) at College of the Redwoods opened with a full range of academic support services in October 2002. The 39,000-square-foot LRC combines a traditional and electronic library with general-use computers, a distance education classroom capable of broadcasting classes over cable TV and to other CR campuses, an Academic Support Center, a Writing Center, and a High-Tech Center for students served by the college's Disabled Students Programs and Services. This facility provides a variety of tutorial and instructional support activities and media services to CR students and the surrounding communities. The LRC was conceived and designed to be a focal point of teaching and learning. This integrated learning center enables the college to significantly enhance the learning opportunities it is committed to providing for the citizens of the North Coast.

STUDENT HEALTH CENTER

Students attending classes on the Eureka Campus, Eureka Downtown, as well as online classes are assessed a special fee to fund the operations of a Student Health Center. This program is housed in the Physical Education Building, in offices adjacent to the main gymnasium. CR's Student Health Center is staffed by a Registered Nurse or a Family Nurse Practitioner five days a week, on a part-time basis. The Center provides minor medical care for illnesses and injuries, health promotion education, immunizations and testing, as well as examinations required for specific vocational training programs. Local community clinics are available for acute care while local hospitals are used for emergency care.

TRANSFER CENTER

The Transfer Center provides information and assistance for students intending to transfer to a four-year college or university. The Transfer Center is designed to reduce obstacles to the transfer process by providing information on college and university application deadlines, requirements, and other issues of importance. The Center also sponsors "Instant Admissions" activities, college fairs, and other activities that will help CR students understand that transfer to a four-year college or university is a process, not an event.

Transfer Services are provided through the Counseling and Advising Offices at all campuses.

ACADEMIC STANDARDS

CATALOG RIGHTS

A student is normally governed by the associate's degree, certificate of achievement, or certificate of recognition requirements in effect at the time of his or her first completed term of enrollment. For the purpose of this regulation, enrollment is defined as registration for and completion of at least one course. Courses in which a student receives a "W" are not considered to have been completed.

If a student's enrollment is interrupted for two consecutive semesters, he or she will be governed by the degree and/or certificate requirements in effect at the time of his or her first completed term of enrollment following reentry into the college. A semester is defined as either a fall or spring term.

A student will not receive a degree or certificate under requirements that are more than six years old.

OPEN COURSES

1. Unless specifically exempted by statute, every course, course section, or class at the College shall be fully open to enrollment and participation by any person who has qualified for enrollment at the College and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title V of the California Administrative Code, commencing with Section 51820.
2. Limited English language skills will not be a barrier to admission to the college and to participation in its educational program.

CLASSIFICATION OF STUDENTS

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

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

Post-Graduate: A student who has been awarded a degree and has enrolled for further study.

Full-Time: A student enrolled for 12 or more credit units.

Part Time: A student enrolled for fewer than 12 credit units.

The Meaning of the Course Numbering System

#1-99	Courses which may be applied to a Baccalaureate Degree or to an AA or AS degree
#100-199	AA/AS applicable courses
#200-299	Non-credit Adult courses
#300-399	Skill Development courses

PREREQUISITES, COREQUISITES, & RECOMMENDED PREPARATION

PREREQUISITE

A prerequisite is a course a student must earn credit for with a grade of "C", "P" (pass) or better or a condition that a student must meet before enrolling in subsequent course. Prerequisites provide students with skills or knowledge without which they are unlikely to succeed in the subsequent course. Students will not be permitted to enroll in courses or programs without meeting the appropriate prerequisites.

Failure to complete a prerequisite may result in the student's being withdrawn from the course. If a student is not sure whether or not s/he has met a prerequisite, s/he should consult an academic counselor or an advisor before registering.

COREQUISITE

A corequisite is a course that students are required to take along with another course. A corequisite provides a set of skills or a body of knowledge that must be acquired through concurrent enrollment in both courses. If a course requires a "corequisite," the student must enroll in both courses.

RECOMMENDED PREPARATION

When there is a course or preparation that a student is advised (but not required) to have before or in conjunction with enrollment in a course, it is considered to be a class with "recommended preparation." Strongly recommended preparation represents a set of skills or a body of knowledge which will help a student achieve a greater understanding of course material but without which the student still may succeed in the course or program.

PREREQUISITE CHALLENGES

Students who believe they have sufficient academic preparation to enroll in a course despite the prerequisite, corequisite, recommended preparation, or limitations on enrollment in a specific course may petition to waive the prerequisite to enroll in a course. The petition form is available in the Division Offices and requires documentation of the student's claim of preparation, as well has signed approval of the subject matter expert in the discipline of the petitioned course.

EVALUATION OF CREDIT

CR accepts most lower-division course work that students have completed at another regionally accredited college. Any credit granted by College of the Redwoods is subject to reevaluation by other colleges.

Religious studies courses that are doctrinal in nature are accepted from accredited institutions.

CR does not grant credit for military service.

Contact the Counseling/Advising Office about how to have your transcript evaluated prior to registering for classes.

ADVANCED PLACEMENT CREDIT

College of the Redwoods encourages prospective students to prepare themselves for college by taking high school courses that are rigorous and challenging. Opportunities to take such courses are available through the Advanced Placement (AP) program of the College Entrance Examination Board. Students who have successfully completed various courses in the Advanced Placement program with examination scores 3, 4, or 5 may earn up to 8 semester units of credit for each AP course. Advanced Placement credits may be used to satisfy specific AA/AS degree General Education requirements or may be applied as elective units toward the degree. However, when a student transfers to any other college or university, that institution routinely reevaluates advanced placement units in accordance with its own internal policies. Therefore, advanced placement units remain intact and do not transfer as College of the Redwoods courses. Further, advanced placement units may not be used to satisfy residency requirements.

Specific course credit is granted to students with qualifying Advanced Placement examination scores when it has been determined that Advanced Placement course work is equivalent to specific College of the Redwoods course work.

To apply for Advanced Placement credit, students must be enrolled in, or have completed, at least 12 units at College of the Redwoods. Advanced Placement Program scores must be sent to the Admissions & Records Office for evaluation.

AP Examination	Min. Score	Credit	Course Equivalency
Art History	3	6	Art 1A and 1B
Art Studio	3	3	Art 17
Biology	3	3	Biol 1 or 10
Chemistry	3	5	Chem 1A
Computer Science	3	4	CIS 1or 12
Economics			
Macroeconomics	3	3	Econ 1
Microeconomics	3	3	Econ 10
English Language and Composition	3	4	Engl 1A
English Literature and Composition	3	4	Engl 1A
Foreign Language			
French	4	8	French 1A, 1B
German	4	8	Germ 1A, 1B
Spanish	4	8	Span 1A, 1B
History			
American	3	6	Hist 8, 9
European	3	6	Hist 4, 5
Mathematics			
Calculus AB	4	4	Math 50A
Calculus BC	4	8	Math 50A, B
Music			
Listening and Literature	3	3	Music 10
Physics			
Physics B	3	3	Physics 10
Physics C	3	4	Physics 2A
Psychology	3	3	Psych 1
Statistics	4	4	Math 15

College of the Redwoods awards credit for Advanced Placement examination scores of 3, 4, or 5 (unless otherwise specified), as noted in the table above.

CLEP–COLLEGE LEVEL EXAMINATION PROGRAM

Students may petition the Vice President of Student Development for approval of six units of ungraded elective credit for each general examination.

To take the CLEP, students must contact the Educational Testing Service in Princeton, N.J., and ask for a bulletin of test dates and locations. Since use of CLEP is limited, students should consult with a counselor before pursuing this option.

Note: *Credit is not granted in the same field for both the AP and CLEP exams.*

CREDIT BY EXAMINATION

Credit may be earned by students who satisfactorily pass authorized examinations. The President/Superintendent shall ensure that administrative procedures are established to implement this policy. *(BP/**AP 4235)**

**Pending approval by Board of Trustees*
***AP = Administrative Procedure*

UNIT DEFINED

One class hour and two hours of outside work throughout the semester ordinarily serve as a basis for one unit of lecture credit. Three hours of laboratory work each week approximate one unit. The actual unit value of each course is listed in the course description and in class schedules.

"TO BE ARRANGED" (TBA) HOURS

Courses with regularly scheduled hours of instruction may also have "hours to be arranged" as part of the total contact hours for the course or in some situations the entire course might be on a TBA basis. TBA courses will be identified in the class schedule and in its respective course description.

STUDENT LOAD

All units in which a student enrolls are used to determine a student's load. A full-time student enrolls in 12 or more units in a regular semester. Part-time students enroll in less than 12 units in a semester, or 6 units for summer session. Students who want to enroll in more than 18 units need the approval of a counselor or advisor.

COURSE EXAMINATIONS

Permission to be absent from or to take any exam at any time other than that originally designated may, under exceptional circumstances, be granted at the discretion of the individual instructor.

GRADES; GRADE POINTS

A .....excellent.....4.0 grade points per unit
A- .....excellent.....3.7 grade points per unit
B+.....good.....3.3 grade points per unit
B .....good.....3.0 grade points per unit
B-.....good.....2.7 grade points per unit
C+.....satisfactory.....2.3 grade points per unit
C .....satisfactory.....2.0 grade points per unit
D .....poor.....1.0 grade points per unit
F .....failure..... 0 grade points per unit
I .....incomplete; if not made up, a final grade will be an "F"
P .....pass (at least a C or better; satisfactory; units awarded not counted in GPA) .....0 grade points per unit
NP .....no pass (less than satisfactory or failing; units not counted in GPA).....0 grade points per unit
IP .....in progress.....0 grade points per unit
W .....withdrawal.....0 grade points per unit

Final grades are permanent.

ACADEMIC STANDARDS

GRADE POINT AVERAGE (GPA)

A "grade point average" is computed each term by dividing the total grade points earned by the total units attempted.

For example, a student who earns a grade of A in

six units, B in three units, C in three units, D in three units, and F in two and one-half units would have a grade-point average of 2.40. The computation is shown below:

6 units ***A*** .....x 4 equals..... 24 grade points
3 units ***B*** .....x 3 equals.....9 grade points
3 units ***C*** .....x 2 equals.....6 grade points
3 units ***D*** .....x 1 equals.....3 grade points
2½ units ***F*** .....x 0 equals.....0 grade points
17½ units .....total equals ..... 42 grade points

The 42 grade points divided by 17½ units equals a 2.40 grade point average.

"Cumulative grade point average" refers to the combined grade point average earned for all terms in which a student has been enrolled in college-level work at CR.

PASS/NO PASS (P/NP)

Some courses are offered on a Pass/No Pass grade option basis-see course description listings.

Regulations for Pass/No Pass are:

1. "Pass" is granted if a student satisfactorily completes the minimum course requirements (i.e., earns a C grade or better).
2. "No Pass" is granted when a student does not satisfactorily complete the basic course requirements. There is no grade point average penalty attached to a "no pass" grade, however; NPs are considered as non-progress (see Probation and Dismissal Policies which follow). No units are received/awarded for NP grades.
3. Unit credit is awarded for a Pass grade.
4. Units on a Pass/No Pass basis shall be disregarded in determining a grade point average for all purposes for which a grade point average is required.
5. The Pass/No Pass option applies only to courses so identified in this catalog's course descriptions.
6. Students must file their request for Pass/No Pass grading in the Admissions and Records Office at the Eureka campus or Administrative offices at branch campuses or instructional sites. The deadlines to file these requests are listed on the admissions website at www.redwoods.edu/admissions. Click on **"Important Dates"** for appropriate term.

INCOMPLETE GRADES

Under extenuating circumstances, instructors may grant students a grade of Incomplete ("I") in a course. To qualify for an "I" grade, students must meet the following conditions:

- most of the academic course work must have already been completed and there must be justifiable, extenuating circumstances that prevent the student from completing the course in the current term; and
- the "I" must be made up no later than one semester following the end of the term in which it was assigned (not including summer or winter sessions).

In addition, students should understand that:

- students may not re-enroll in a course in which they have received an "I" grade. Students work independently with instructors to complete the remaining course requirements, including assignments, projects, and exams; and
- if the work is not completed by the following term, the student will receive an "F" grade unless the instructor has indicated otherwise.

GRADE CHALLENGES

The grade recorded for a student in any course is determined by the faculty member; and in the absence of error, fraud, bad faith, or incompetence, is final. A student who believes that a grade has been assigned on the basis of error, fraud, bad faith, or incompetence may appeal that grade to the faculty member who assigned it and then, if necessary, to the appropriate Division or Campus Dean. The decision of the Dean may be appealed by the student or the faculty member to the Board of Trustees.
In accordance with Cal. Admin. Code Title V, s55760

PRESIDENT'S HONOR LIST

The President's Honor List recognizes students who:

- have completed nine or more graded units in courses numbered 1-199, with a minimum grade point average of 3.75; and
- have received no F, D, or I grades; and
- are not on progress probation.

VICE PRESIDENT'S HONORS LIST

The Vice President's Honors List recognizes students who:

- have completed nine or more graded credit units in courses numbered 1-199, with a minimum grade point average of 3.50 - 3.74; and
- have received no F, D, or I grades; and
- are not on progress probation.

PROBATION, DISMISSAL, AND READMISSION

Failure to fulfill academic responsibilities is a serious matter. Accordingly, the following probation and dismissal policies have been established by the College.

Academic Probation

All students who have attempted at least 12 semester units and have earned a cumulative grade point average below 2.0 shall be placed on Level I academic probation.

If the student enrolls for additional units at CR after being placed on Level I probation, the following outcomes are possible:

- **Possible Outcome 1:** At the end of the term, the student's cumulative GPA meets or exceeds 2.0.
  Result: The student is returned to "good standing" status with the college.
- **Possible Outcome 2:** At the end of the term, the student's cumulative GPA remains below 2.0; but the term GPA meets or exceeds 2.0.
  Result: The student remains on Level I probation with the college.
- **Possible Outcome 3:** At the end of the term, the student's cumulative GPA remains below 2.0; and the term GPA is also less than 2.0.
  Result: The student is placed on Level II probation with the college.

If the student enrolls for additional units at CR after being placed on Level II probation, the following outcomes are possible:

- **Possible Outcome 1:** At the end of the term, the student's cumulative GPA meets or exceeds 2.0; and the term GPA

(continued)

also meets or exceeds 2.0.
Result: The student is returned to "good standing" status with the college.

- **Possible Outcome 2:** At the end of the term, the student's cumulative GPA remains below 2.0; but the term GPA meets or exceeds 2.0.
  Result: The student remains on Level II Probation.
- **Possible Outcome 3:** At the end of the term, the student's cumulative GPA remains below 2.0; and the term GPA is also less than 2.0.
  Result: Failure to fulfill academic responsibilities is a serious matter; therefore, students will be dismissed from College of the Redwoods and will not be eligible to register/enroll in classes for the subsequent term.In extreme cases in which a dismissal resulted form extenuating circumstances beyond the control of the student (i.e. medical issues, military orders, death in the family, per California Administrative Code, Title V, s55024), an appeal may be made. The appeal form is available at: www.redwoods.edu/admissions.

Progress Probation

Any student who has attempted at least 12 semester units shall be placed on Progress Probation if he or she accumulates an excessive number of W, I, or NP units. Progress Probation will occur if the student has taken these units at CR or if the student has transferred any or all of these units from another college. Progress Probation will remain in effect until the percentage of units in which the student received a W, I, or NP becomes less than 50-percent.

If the student remains on Progress Probation for three consecutive semesters, the student will be dismissed from the College, and a block will be placed on his/her subsequent registration.

In extreme cases in which a dismissal resulted from extenuating circumstances beyond the control of the student (i.e. medical issues, military orders, death in the family, per California Administrative Code, Title V, s55024), an appeal may be made. The appeal form is available at: http://www.redwoods.edu/admissions.

QUALIFICATIONS FOR READMISSION

After dismissal, a student may apply for readmission:

1. after an absence of one or more semesters; or

2. after completing five or more units with a 2.0 or better grade point average (excluding P/NP) at another regionally accredited college.

ACADEMIC RENEWAL

Under certain conditions, a student may request that previous terms where substandard academic performance has been recorded on his/her permanent academic record be eliminated in the computation of the cumulative grade point average. Interested students should refer to College of the Redwoods BP/AP 4240, which can be found at www.redwoods.edu/district/board/New/Chapter4/, and consult with an advisor.

COURSE REPETITION

In accordance with Title V, sections 55040-55046 the Redwoods District course repetition policy is as follows (subject to change per Chancellor's Office direction):

Grade Alleviation: A student who has earned a grade of D, F, NC, or NP in a credit course designated as non-repeatable in Redwoods District may repeat the course two times for the purpose of grade alleviation. Each grade will replace the prior grade in the grade point average calculation.

If a student has enrolled three times and received a "D", "F", "N/P", N/C" or "W", a petition to repeat is required and will be approved only in the circumstances below:

	Reason to repeat	Will this petition be approved?
#1	Student received an A, B, C, CR, or P in a credit class and wants to improve grade	No
#2	Student received a D, F, N/C, N/P, or W after enrolling in a credit class a total of three times.	No – unless #4 applies.
#3	Course is mandated for training requirements as a condition of continued volunteer or paid employment	Yes – a student may repeat an unlimited number of times. Must provide statement from employer mandating the course is required for training. All grades are counted in the GPA.
#4	Extenuating Circumstances – accident, illness, evidence of altered caretaking responsibilities, change in employment hours, death in immediate family or other circumstances beyond the control of the student and occurring after the deadline to withdraw.	Yes – for students with three D, F, N/C, N/P, or W grades with an approved petition. A petition which includes documentation of extenuating circumstances that directly relate to the dates of the class must be submitted and approved. Circumstances must have occurred after the deadline to drop.

Checklist for Submitting Course Repetition

All appropriate items must be completed before your petition will be accepted by the Admissions and Records Office.

1. Complete all information requested on the petition form.

2. Attach appropriate documentation such as:
   - doctor's verification of illness;
   - accident records; or
   - family death.

3. Submit your signed and completed petition to the Admissions and Records Office.

The Admissions and Records Office will inform you via your @mycr.redwoods.edu student email address the result of your petition. Petitions will be reviewed the week before the term begins.

REMEDIAL COURSE WORK LIMITATION

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures administered pursuant to sub-chapter 6 (commencing with section 55500) of chapter 6.
However, except as provided in subdivision (C) of this section, no student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial course-work. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by a college, adult school, community-based organization, or other appropriate local provider. The following students are exempted from the limitation on remedial coursework described in subdivision (b) of this section:
(1) Students enrolled in one or more courses of English as a Second Language (ESL); (2) Students identified by the district as having a learning disability as defined in section 56036. *In accordance with Cal. Admin. Code Title V, s 55035*

CHANGES IN REQUIREMENTS

College of the Redwoods reserves the right to change regulations whenever it is deemed necessary, taking precautions that such changes do not cause hardship or injustice to students already enrolled at the College.

PENDING APPROVAL STATEMENTS

Certain degrees and certificates published in this catalog are pending Chancellor's Office approval. While the college believes that each of these programs will be approved, there is a possibility that some will be denied. Programs not approved by the Chancellor's Office are not eligible for financial aid funding. Once/if approved by the Chancellor's Office, programs must be reviewed by the Department of Education for additional approval. Please note not all programs are eligible for financial aid funding. For more information, please consult an advisor or academic counselor.

GENERAL EDUCATION AT COLLEGE OF THE REDWOODS

The purpose of general education at College of the Redwoods is to encourage students to think more deeply and more broadly about their own lives and about the world in which they live. General education provides students with skills in the areas of communication, computation, and critical thinking and introduces them to the basic modes of inquiry in the various academic disciplines. It promotes an understanding of values, a sense of civic responsibility, a commitment to preserving the natural environment, an appreciation of cultural diversity, and an understanding of the interrelationships among all societies.

General Education Statement of Philosophy

The task of general education is to prepare students to understand and deal constructively with the diversity of the contemporary world, through exposure to ideas and ways of knowing and through an expanded capacity for cultural and global awareness and sensitivity. By constructing a framework of intellectual growth, general education should develop lifelong competencies in critical and creative thinking, written and oral communication, quantitative and scientific reasoning, and problem solving.

The general education courses at College of the Redwoods have been designed to help students develop and deepen the capacity to think; obtain knowledge on which preparation for the future depends; acquire a fuller understanding of cultures; strengthen the foundation for informed citizenship, participation in community life, and public leadership; and sustain vocational and career goals. In other words, exposure to the general education curriculum should prepare students to live in a rapidly changing world, but also to participate conscientiously in its transformation.

General Education Student Learning Outcomes

The following learning outcomes—Effective Communication, Critical Thinking, Global Awareness—will be addressed in all general education courses. Each general education course must address at least one of the bulleted outcomes under each the three categories.

1. Effective Communication.

Students should be able to:

- communicate complex aesthetic, cultural and intellectual ideas;
- communicate complex mathematical and scientific ideas;
- analyze and adapt communication on the basis of audience;
- generate, compose, revise and communicate ideas clearly, orally and in writing;
- read with comprehension;
- listen with comprehension;
- use technology to process information; and
- conduct research using appropriate methods and tools.

2. Critical Thinking.

Students should be able to:

- evaluate ideas presented in writing, media, speech or artistic representations;
- evaluate sources of information;
- analyze/interpret creative expressions, resources, data;
- use problem-solving skills effectively ;
- apply the scientific method and scientific reasoning;
- apply mathematical and scientific concepts to analyze relationships; and
- make value judgments and ethical decisions.

3. Global/Cultural Context.

Students should be able to:

- analyze issues from multiple perspectives;
- express an awareness of cultures in a diverse global community;
- explain the relationships between humanity and the natural environment; and
- analyze issues within their historical context.

COLLEGE OF THE REDWOODS

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE 2012-2013

OPTION I: ASSOCIATE OF SCIENCE IN A SPECIFIC PROGRAM

Only courses with course numbers 1-199 may be used to fulfill the requirement for this degree with the exceptions that only English 1A or an alternative writing course at the same level and rigor will meet the requirement and only Math 120 or an alternative math course at the same level and rigor or higher will meet the analytical thinking requirement.

1. Completion of CR General Education requirements (18 units).

2. Completion of requirements specified for the program area.

3. Completion of a minimum of 60 semester units.

4. Minimum cumulative GPA of 2.0 at College of the Redwoods.

OPTION II: ASSOCIATE OF LIBERAL ARTS WITH AN AREA OF EMPHASIS (AOE)

The Associate in Liberal Arts is designed for students who want a broad knowledge of the liberal arts and sciences. This degree requires the successful completion of all of the following:

1. General Education Requirement

Each student shall select one of the following options which best meets his/her educational goal.

Option A. At least 18 units from the **College of the Redwoods General Education Pattern.** This option is appropriate for students who plan to transfer to a university in a "high unit" major which requires only a minimum of lower division general education pattern to be completed or for those who do not intend to transfer to a baccalaureate institution.

Option B. Complete at least the minimum number of units for the **CSU Lower Division General Education Pattern**. This option is appropriate for students planning to transfer to the CSU system.

Option C. Complete the minimum number of units required for the I**ntersegmental General Education Transfer Curriculum (IGETC) Pattern.** This option is appropriate for students who are undecided regarding a baccalaureate institution or are transferring to the UC System in other than a "high unit" major.

It is recommended that the selection of the General Education Pattern option be made with the assistance of an advisor or counselor.

2. "Area of Emphasis"

Each student shall select an "Area of Emphasis" from those outlined below which best meets his/her educational goal.
A minimum of 18 units is required for each Area of Emphasis.

All courses listed in the "Area of Emphasis" transfer to the California Statue University System (CSU) and those in BOLD also transfer to the University of California (UC) system.

3. Electives

Elective courses may be necessary to complete the minimum of 60 units required for the Associate's degree. These courses need to be selected based upon the student's educational goal and may be necessary to also complete lower division requirements at the baccalaureate institution that may not be covered in the General Education requirements and/or the "Area of Emphasis."

4. GPA

Minimum cumulative GPA of 2.0 at College of the Redwoods.

OPTION III: ASSOCIATE IN ARTS FOR TRANSFER

At the time of catalog publication, a student may earn an AA-T in Mathematics and Psychology. Additional majors are being developed. This degree requires the successful completion of all of the following:

1. Completion of General Education requirements. (See Option II above for descriptions of Option A, B or C.)
It is recommended that the selection of the General Education Pattern option be made with the assistance of a counselor or advisor.

2. Completion of requirements for area of emphasis/major. (See page 34).

3. Completion of a minimum of 60 semester units.

4. Minimum cumulative GPA of 2.0 at College of the Redwoods.

Additional Degrees

To be awarded an additional degree, a student must complete a minimum of 15 credits at College of the Redwoods with a 2.0 or better in addition to the credits required for the first degree and must also complete all of the specific course requirements for the additional degree.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE 2012-2013

Not Bold Type = CSU Only **Bold Type = CSU & UC**

A. Natural Science

		Minimum Units Required	Units Completed	Units Needed
Agriculture 3, **17, 23** Astronomy **10, 11, 15A** (lab) Biology **1, 2, 3, 4, 5,** 8, **9, 15, 20** Chemistry **1A, 2, 10** Computer Electronics 10 Environmental Science **10, 12, 15** Forestry & Natural Resources 80	Geography **1** Geology **1, 10, 15** Meteorology **1** Oceanography **10, 11**(lab), **12** Physics **2A, 4A, 10** Physical Science **10**	3		

B. Social Science

Administration of Justice **1** Agriculture 30, 33 Anthropology **1, 2, 3, 5** Business **10** Early Childhood Education 2 Economics **1, 10, 20** Geography **2**	History **4, 5, 7, 8, 9, 11, 12** Journalism **5** Native American Studies **1, 21** Political Science **1, 3, 10,** 12 Psychology **1, 11, 30,** 33 Sociology **1, 2, 3, 5, 9, 10,** 33	3		

C. Humanities

Art **1A, 1B, 2, 4, 10, 11, 17** Cinema **1, 2, 6** Drama **24** English **9, 10, 17, 18, 20, 22, 47, 60, 61** Environmental Science **11** French **1A, 1B**	German **1A, 1B** Japanese **1A, 1B** Music **1, 2A, 10, 12** Philosophy **1, 10, 12, 15, 20** Sign Language **1A, 1B** Spanish **1A, 1B, 2A, 2B**	3		

D. Language and Rationality

1. **Writing**	English **1A** or alternative writing course at same level and rigor	3		
2. **Oral Communications**	Speech **1, 6, 7**	3		
3. **Analytical Thinking**	Mathematics 120 or an alternative math course at the same level and rigor or higher: MATH 4, 5, **15,** 25, **30, 45, 50A, 50B, 50C, 55,** 194	3		
Total General Education Units	**Minimum**	**18**		

Additional Requirements for Graduation

- *Filing Petition:* **Student must file a petition to graduate on or before published deadline.**
  - **For fall consideration – the Last Friday of October**
  - **For spring consideration – First Friday in March**
  - **For summer consideration – Last Friday in June**
- *Unit Requirements:* **A minimum of 60 semester units; however a maximum of 4 units of physical education activity courses and 9 units of Cooperative Education may be counted toward the degree.**
- *Minimum GPA Requirements:* **A minimum cumulative grade point average of 2.0 at College of the Redwoods and a grade of "C" or higher in each course required for the degree except for unrestricted electives.**
- *Residence Requirement:* **A student must complete a minimum of 15 semester units and a minimum of 12 of the required units in the major field of study at College of the Redwoods.**
- *Credit Classes:* **A maximum of 14 units of pass (P) grades will apply towards the degree, and only the first 14 units of pass grades on the transcript will be used toward the degree.**
- *Course Limitations:* **Courses numbered from 200 to 399 do not apply toward the A.A./A.S. degree or transfer to other four year colleges and universities.**

Elective Units Required

General Education (GE) 18 + AOE 18 + xx Electives = 60 units)

COURSE TITLES

Area A: Natural Sciences

AG 3	Intro to Animal Science
AG 17	Intro to Soils
AG 23	Intro to Plant Science
ASTRO 10	Intro to Astronomy
ASTRO 11	The Solar System & Space Exploration
ASTRO 15A	Observational Astronomy
BIOL 1	General Biology
BIOL 2	Microbiology
BIOL 3	Fundamental Cell Biology
BIOL 4	General Zoology
BIOL 5	General Botany
BIOL 8	Human Biology
BIOL 9	Plants and People
BIOL 15	Marine Biology
BIOL 20	Natural History
CET 10	Survey of Electronics
CHEM 1A	General Chemistry
CHEM 2	Intro to Chemistry
CHEM 10	Chemistry for the 21st Century
ENVSC 10	Intro to Environmental Science
ENVSC 12	Earth's Changing Climate
ENVSC 15	Intro to Energy
FNR 80	Intro to Watershed Management
GEOG 1	Intro to Physical Geography
GEOL 1	Physical Geology
GEOL 10	Environmental Geology
GEOL 15	Earthquakes & Plate Tectonics
METEO 1	Intro to Meteorology
OCEAN 10	Intro to Oceanography
OCEAN 11	Lab in Oceanography
OCEAN 12	Environmental Oceanography
PHYS 2A	General Physics I
PHYS 4A	Calculus-Based Physics: Mechanics
PHYS 10	Conceptual Physics
PHYSC 10	Intro to Physical Sciences

Area B: Social Sciences

AG 30	Agriculture Economics
AG 33	Agriculture, Environment & Society
AJ 1	Intro to Administration of Justice
ANTH 1	Physical Anthropology
ANTH 2	Intro to Archaeology
ANTH 3	Cultural Anthropology
ANTH 5	Great Archaeological Discoveries
BUS 10	Intro to Business
ECE 2	Child Growth Development
ECON 1	Macroeconomics
ECON 10	Microeconomics
ECON 20	Economic History of the U.S.
GEOG 2	Cultural Geography
HIST 4	Western Civilization to 1600 AD
HIST 5	Western Civilization: 1600 AD to Present
HIST 7	History of Modern Asia
HIST 8	U.S. History through Reconstruction
HIST 9	U.S. History Reconstruction to Present
HIST 11	History of Women in America: Pre-contact - 1877
HIST 12	History of Women in America: 1877 - Present
JOURN 5	Intro to Mass Communication
NAS 1	Intro to Native American Studies
NAS 21	Native American History
POLSC 1	Political Controversies
POLSC 3	Modern World Problems
POLSC 10	US Government & Politics
POLSC 12	State & Local Politics
PSYCH 1	General Psychology
PSYCH 11	Life Span Development
PSYCH 30	Social Psychology
PSYCH 33	Personal Growth & Adjustment
SOC 1	Intro to Sociology
SOC 2	Social Problems
SOC 3	Human Sexuality
SOC 5	Intro to Race & Ethnic Relations
SOC 9	Intro to Women's Studies
SOC 10	Family & Intimate Relationships
SOC 33	Death & Dying: Transition & Growth

Area C: Humanities

ART 1A	Art History: Pre-History to Gothic
ART 1B	Art History: Renaissance to Contemporary
ART 2	Intro to Art
ART 4	Art Appreciation
ART 10	Color and Design
ART 11	Three-Dimensional Design
ART 17	Basic Drawing
CINE 1	Cinema History: Origins Through the Coming of Sound
CINE 2	Cinema History: Coming of Sound to the Present
CINE 6	Selected Film Authors or Genres
DRAMA 24	Intro to Theatre
ENGL 9	World Literature: Early Modern to 20th Century
ENGL 10	World Literature: Antiquity to the Early Modern Era
ENGL 17	American Literature: Beginnings to the Civil War
ENGL 18	American Literature: Civil War-World War II
ENGL 47	Intro to Shakespeare
ENGL 60	Intro to British Literature: Beginning Through 18th Century
ENGL 61	Intro to British Literature: Romanticism to the Present
ENVSC 11	Environmental Ethics
FRNC 1A, 1B	Elementary French I, II
GERM 1A, 1B	Elementary German I, II
JPN 1A, 1B	Elementary Japanese I, II
MUS 1	Intro to Music
MUS 2A	Beginning Harmony and Musicianship
MUS 10	Music in History
MUS 12	American Popular Music
PHIL 1	Critical Thinking
PHIL 10	Intro to Philosophy
PHIL 12	Logic
PHIL 15	Religions of the World
PHIL 20	Ethics
SNLAN 1A, 1B	ElementaryAmerican Sign Language I, II
SPAN 1A,1B	Elementary Spanish I, II
SPAN 2A, 2B	Intermediate Spanish I, II

Area D: Language & Rationality

1. Writing

ENGL 1A	Analytical Reading and Writing or an alternative writing course at the same level and rigor

2. Oral Communications

SPCH 1	Public Speaking
SPCH 6	Small Group Communication
SPCH 7	Interpersonal Communication

3. Analytical Thinking

MATH 120	Intermediate Algebra or an alternative math course at the same level and rigor or higher: MATH-4, 5, 15, 25, 30, 45, 50A, 50B, 50C, 55, 194

ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

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.

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

(AS-T) Associate in Science in Early Childhood Education for Transfer**

		Units
Major Requirements		**24.0**
Required Core *(24.0 units from the following):*		24.0
ECE 2*	Child Growth and Development	3.0
ECE 5	The Child in the Family and in the Community	3.0
ECE 1	Principles and Practice of Teaching Young Children	3.0
ECE 7	Introduction to Early Childhood Curriculum	3.0
ECE 9	Observation and Assessment in Early Childhood Education	3.0
ECE 10	Field Experience in Early Childhood Education	3.0
ECE 6	Child Health, Safety and Nutrition	3.0
ECE 18	Teaching in a Diverse Society	3.0

**Courses with asterisks can be double counted to General Education.*
***Pending Chancellor's Office approval.*

■ Program Learning Outcomes

Associate in Science in Early Childhood Education for Transfer

Upon completion of this program, the student will be able to:

1. Integrate an understanding of typical and atypical development of children birth to age eight to high-quality care and education of young children.
2. Design, implement and evaluate environments and curriculum that support positive, developmental play and learning for all children.
3. Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
4. Develop strategies that promote partnerships between programs, teachers, families and their communities.
5. Demonstrate ethical standards and professional behaviors that deepen understanding and knowledge, and commitment to the Early Childhood Education profession.

(AA-T) Associate in Arts in Mathematics for Transfer

		Units
Major Requirements		**19.0-20.0**
Specific Courses *(12.0 units from the following):*		12.0
MATH 50A*	Differential Calculus	4.0
MATH 50B	Integral Calculus	4.0
MATH 50C	Multivariable Calculus	4.0
Additional Courses *(Take one course from the following):*		
MATH 45	Linear Algebra	4.0
MATH 55	Differential Equations	4.0
Additional Courses *(Take one course from the following):*		
MATH 4	MATLAB Programming	3.0
MATH 45	Linear Algebra	4.0
MATH 55	Differential Equations	4.0

**Course with an asterisk can be double counted to General Education.*

■ Program Learning Outcomes

Associate in Arts in Mathematics for Transfer

Students who complete the AA Transfer degree in Math should

1. Be able to read, write, and speak accurately about mathematical ideas and use correct mathematical notation.
2. Possess technical competence including uses of calculus, linear systems, and/or differential equations.
3. Be able to use technology to visualize functions, explore mathematical concepts, and solve problems.
4. Be able to use numerical, graphical, symbolic, and verbal representations to communicate with others in both written and oral form.
5. Possess a fundamental understanding of mathematics theory including applications of calculus and linear systems, relations of algebraic systems and classical problems, and roles of definitions, theorems, and proofs in algebra and analysis.

(continued)

(AA-T) Associate in Arts in Psychology for Transfer		
		Units
Total Units		**60.0**
Total Units Required for CSU GE or IGETC		**40.0-41.0**
Major Requirements		**19.0-20.0**
Required Core *(10.0 units from the following):*		10.0
MATH 15	Elementary Statistics	4.0
PSYCH 1*	General Psychology	3.0
PSYCH 2	Research Methods in Psychology	3.0
Additional Courses		
List A – *Take one course from the following (3.0 – 4.0 units required):*		
BIOL 1*	General Biology	4.0
BIOL 8*	Human Biology	4.0
PSYCH 20	Biological Psychology	3.0
List B – *Take one course from the following (3.0 or more units required):*		
PSYCH 11*	Life Span Development	3.0
PSYCH 30*	Social Psychology	3.0
List C – *Take one course from the following (3.0 or more units required):*		
PSYCH 3	Psychology of Sexuality	3.0
PSYCH 20	Biological Psychology	3.0
PSYCH 33*	Personal Growth and Adjustment	3.0
PSYCH 38	Abnormal Psychology	3.0
**Courses with asterisks can be double counted to General Education.*		

■ Program Learning Outcomes

Associate in Arts in Psychology for Transfer

Students who complete the AA Transfer degree in Psychology should be able to

1. Utilize research methods.
2. Analyze the credibility of research, theories, and applications.
3. Understand the core concepts of psychology.
4. Apply psychological concepts, theoretical perspectives, empirical findings, and historical trends to questions and issues on a societal and personal level.
5. Understand the ethical standards in academic and applied psychology.

(AA-T) Associate in Arts in Studio Arts for Transfer**		
		Units
Total Units		**60.0**
Total Units Required for CSU GE or IGETC		**39.0-41.0**
Major Requirements		**24.0**
Required Core *(12.0 units from the following):*		24.0
ART 10*	Color and Design	3.0
ART 1B*	Art History: Renaissance to Contemporary	3.0
ART 11*	Three Dimensional Design	3.0
ART 17*	Basic Drawing	3.0
Additional Courses		
List A - *Take one course from the following (3 units required):*		
ART 1A*	Art History: Pre-History to Gothic	3.0
ART 6	Art History: 20th Century and Contemporary	3.0
List B - *Select at least 9 units (3 courses) from three of the following curricular areas:*		
ART 43A	Intro to Photoshop *(Curricular Area: Digital Art)*	3.0
ART 42	Intro to Digital Illustration *(Curricular Area: Digital Art)*	3.0
ART 35	Beginning Photography *(Curricular Area: Photography)*	3.0
ART 23	Painting *(Curricular Area: Painting)*	3.0
ART 19	Figure Drawing *(Curricular Area: Drawing)*	3.0
ART 18	Intermediate Drawing *(Curricular Area: Drawing)*	3.0
ART 3A	Introduction to Sculpture *(Curricular Area: Sculpture)*	3.0
ART 31A	Intro to Ceramics *(Curricular Area: Ceramics)*	3.0
ART 31B	Intro to Ceramics: Wheel *(Curricular Area: Ceramics)*	3.0
ART 60	Jewelry *(Curricular Area: Applied Design)*	3.0
ART 46A	Techniques in Printmaking *(Curricular Area: Printmaking)*	3.0
**Courses with asterisks can be double counted to General Education.*		
***Pending Chancellor's Office approval.*		

■ Program Learning Outcomes

Associate in Arts in Studio Arts for Transfer

Students completing the AA for Transfer in Studio Arts should

1. Demonstrate technical and conceptual mastery of a variety of visual mediums.
2. Be able to critically analyze and evaluate all aspects of visual culture using contemporary, historical, and multicultural perspectives.
3. Understand the interdisciplinary nature of art making.
4. Be prepared for the specific demands of a profession in the fine and/or applied art fields.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE IN LIBERAL ARTS 2012-2013

This degree requires the successful completion of at least 18.0 semester units which meets the College of the Redwoods minimum for **General Education** and at least 18 semester units in an "Area of Emphasis" and additional **elective college-level courses** appropriate to reach a **minimum of 60.0 units** for the degree. Courses satisfying "Area of Emphasis" requirements may also be used to meet General Education requirements. Total Units can only be counted once. Minimum cumulative GPA of 2.0 at College of the Redwoods.

Associates Degree major "Area of Emphasis" (AOE) (Select one AOE)

Bold Type = CSU & UC Not Bold Type = CSU Only	Minimum AOE Units Required	Units Completed	Units Needed
1. Liberal Arts: Agriculture *Minimum of 18 Units* Core Courses: *minimum of 9 units* Agriculture **3, 23,** 30 Additional Courses: *minimum of 9 units* Agriculture 7, **17**, 51, 52 Chemistry **1A, 1B, 2, 3, 8**	18		
2. Liberal Arts: Behavioral and Social Science *Minimum of 18 Units* Core Courses: *minimum of 9 units* Administration of Justice **1** Anthropology **3** History **8** *or* **9** Political Science **10** Psychology **1** Sociology **1** Additional Courses: *minimum of 9 units* Administration of Justice **1, 4,** 5 Anthropology **1, 2, 3, 4, 5,** or 6 Economics **20** Geography **2** History **4, 5, 8, 9, 20, 21** Journalism **5** Native American Studies **1** or **21** Political Science **1, 3, 10,** 12, **20,** 30 Psychology **1, 2,** 10, **11, 20,** 29, **30,** 33, **38** Sociology **1, 2, 3, 5, 6,** 9,10, 33, 34, 38	18		
3. Liberal Arts: Business *Minimum of 18 Units* Business **1A, 1B, 10, 18** Economics **1, 10, 20** Math **15**	18		
4. Liberal Arts: Fine Arts *Minimum of 18 Units* Art **1A, 1B, 2, 3A, 4, 10, 11, 17, 19, 23, 31A, 35, 43A,** 60 Cinema **1, 2, 3, 6** Drama **24, 26, 30A, 30B** Music **1, 2A, 2B,** 3, **10, 12,** 24A, 25A, 25B	18		
5. Liberal Arts: Humanities and Communications *Minimum of 18 Units* Art **1A, 1B** English **1B, 9, 10, 17, 18,** 32, 33, **60, 61** French **1A, 1B** German **1A, 1B** History **4, 5, 8, 9, 20,** 21 Japanese **1A, 1B** Journalism **5** Philosophy **1, 10, 12, 15, 20** Sign Language **1A, 1B** Spanish **1A, 1B, 2A, 2B** Speech **1, 6, 7**	18		
6. Liberal Arts: Mathematics *Minimum of 18 Units* Core Courses 8 units Math **50A, 50B** Additional Courses minimum 10 units Math 4, **45, 50C, 55**	18		
7. Liberal Arts: Science *Minimum of 18 Units* Core Courses select 1 from each discipline: minimum 13 units Chemistry **1A** *or* **2** Math 25, *or* **30,** *or* **50A** Physics **2A** or **4A** Elective Courses minimum 5 units Biology **1, 3, 4, 5** Chemistry **1B, 2, 3, 8** Forestry & Natural Resources **1,** 51 Geology **1** Math **15,** 25, **30, 50B** Oceanography **10, 11, 12** Physics **2B, 4B, 4C**	18		
8. Liberal Arts: Science Exploration *Minimum of 18 Units* (Core Courses: 1 Life Science and 1 Physical Science - 7 units) Life Sciences Agriculture **17, 23** Biology **1, 2, 3, 4, 5, 8, 9, 10, 15,** 20 Environmental Science **10** Forestry & Natural Resources 5, 51, 60 Physical Sciences Astronomy **10, 11, 15A** (lab) Chemistry **1A, 1B, 2, 3, 8** Computer & Electronics Technology 10 Environmental Science **12, 15** Forestry & Natural Resources **1** Geography **1** Geology **1, 10, 15** Meteorology **1** Oceanography **10, 11**(lab), **12** Physical Science **10** Physics **2A, 2B, 4A, 10** Other (not counted for Core) Agriculture 18 Computer Information Systems **12, 16, 18** Math **15,** 25, **30, 45, 50A, 50B, 50C, 55** Forestry & Natural Resources 52, 54, 58, 65	18		

Total AOE Units	Required Units	Completed Units
1. Required a minimum of 18 General Education semester units	18	
2. Required a minimum of 18 semester units from one (1) "Area of Emphasis"	18	
3. Additional Elective college level courses are required to meet the total 60 units (0-199)		
4. Complete a total of elective college-level courses for a minimum of 60 semester units (1+2+3=60)	60	
TOTAL		

ASSOCIATE IN LIBERAL ARTS

AREAS OF EMPHASIS

1. Liberal Arts: Agriculture

The emphasis in Agriculture is designed to prepare students for transferring to a four-year institution by including commonly required introductory courses for majors in agricultural science, agricultural education, and agricultural business. This emphasis will also provide a broad background in agricultural studies for a student who will ultimately pursue careers in an agricultural field. Students should seek advising before selecting specific courses in order to meet specific university requirements for their university major.

Note: *Students taking this emphasis area should select:*

MATH 15, 30, or 50A to fulfill Area D3 – Analytical Thinking (CR GE); Area B4 – Mathematics/Quantitative Reasoning (CSU GE); or Area 2 – Mathematical Concepts and Quantitative Reasoning (IGETC GE). CHEM 1A or 2 to fulfill Area A – Natural Science (CR GE); Area B1 – Physical Science (CSU GE); Area 5A – Physical Sciences (IGETC GE).

2. Liberal Arts: Behavioral and Social Science

The Behavioral and Social Science AA degree includes an introductory core curriculum including classes in Administration of Justice, Anthropology, History, Political Science, Psychology, or Sociology with elective courses in these disciplines, as well as Economics, Journalism, and Native American Studies. Students will address the methods, theories, and ethical dilemmas faced by behavioral and social science professionals through classroom-based presentations and discussions, with opportunities to apply these concepts in out-of-class assignments and activities. The degree is designed to demonstrate the connections between the behavioral and social sciences, as well as the way in which each discipline provides a unique perspective on humanity. It includes an introduction to three fields, with at least three elective courses within the student's chosen interest area(s). The emphases include courses commonly required at four-year institutions for majors in each of the fields so that transfer students will be prepared for upper-division courses they might take in the future. Students not planning to continue their education will benefit from the increased personal and cultural awareness attained through these studies.

3. Liberal Arts: Business

These courses emphasize the integration of theory and practice within the fields of business. Students will demonstrate an understanding of the place of business within the global economy. Students will critically apply ethical standards to business practices and decisions.

4. Liberal Arts: Fine Arts

The student pursuing the Fine Arts AA degree may choose either to specialize within one of the four degree fields (Art, Cinema, Drama, or Music), on the one hand, or to take an interdisciplinary cross-section of introductory arts courses, on the other. The degree offers potential students the opportunity to develop basic skills in one or more of the arts; students who choose to specialize in a particular field can take courses commonly required at four-year institutions for majors, and thus can prepare themselves for upper-division courses they may take in the future. Students not planning to continue their education, or planning to continue in some other field, will still benefit from the increased cultural awareness and personal fulfillment attained through this degree program.

5. Liberal Arts: Humanities and Communications

Students planning to transfer to a university should consult with counselors/advisors about lower division major requirements at their transfer institution to make the most judicious selection of the Humanities and Communication emphasis courses.

6. Liberal Arts: Mathematics

Emphasis in mathematics is designed for students wishing to pursue careers in mathematics or mathematics-related fields. Completion of curricula prepares students to major in their field of study when they transfer to a university. Students should seek advising before selecting specific courses in order to meet specific university requirements for their university major.

7. Liberal Arts: Science

Emphasis in the sciences is designed for students wishing to pursue careers in a scientific field. Completion of curricula prepares students to major in their field of study when they transfer to a university. Students should seek advising before selecting specific courses in order to meet specific university requirements for their university major.

8. Liberal Arts: Science Exploration

Emphasis offers a broad area in the sciences and is intended for students who wish to explore the various fields of study and for those who may not intend to transfer to a university as a science major. Students are encouraged to seek advice if they decide to choose a specific course of study.

■ **See Pages 70-74 for Liberal Arts Program Learning Outcomes**

TRANSFER REQUIREMENTS

For students wishing to pursue a bachelor's degree, College of the Redwoods offers the first two years of most programs. In addition, students may make up any high school grade or subject deficiencies which are required for entrance to four-year colleges or universities.

Requirements of various colleges and universities will vary—no one university will necessarily have the same requirements as another. Students, therefore, should secure a copy of the appropriate college or university catalog and work closely with their advisor or counselor in planning their program.

TRANSFER AGREEMENTS WITH COLLEGES AND UNIVERSITIES

College of the Redwoods negotiates agreements with a number of colleges and universities whereby, these institutions guarantee that they will accept certain College of the Redwoods courses as fulfilling specific lower division requirements in various major fields. These transfer agreements are also referred to as 'Articulation Agreements.' Transfer information for many of College of the Redwoods programs may be obtained at www.assist.org. Assist is the statewide articulation site designed to be used by counselors and students to determine equivalent course work and requirements at other California public colleges and universities.

LOWER DIVISION TRANSFER PATTERNS (LDTP)

The Lower Division Transfer Patterns (LDTP) is a program sponsored by the California State University (CSU) and supported by the California Community Colleges that presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The ultimate goal of the LDTP is to identify a set of "road maps" for students to follow that will increase their academic preparation and decrease their time to graduate once they enter the CSU. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

Highest priority for admission is defined as a written guarantee that is granted at the time the student accepts the offer of the LDTP agreement from a specific CSU campus subject to satisfactory completion of the requirements of the agreement between the student and the CSU. Students will be asked to complete a distinct set of general education and major courses which are common to all CSU campuses and identify a major program with a CSU campus once they have completed 45 transferable units.

In addition, students will complete a set of major courses specific to the campus they select to meet the required 60 units needed to transfer to CSU as an upper division transfer student.

Through CSU Mentor (http://www.csumentor.edu/), counselors and students will be able to obtain more information regarding the process of entering into an LDTP for a specific campus and major, "road maps" detailing coursework by campus and major, and a transfer planner for students to track their progress through the LDTP program.

- **If an AP exam was taken scores 3, 4 or 5 can be used to satisfy any category of the IGETC except Area 1-Group B category.**
  - for certain majors (Chemistry, Biology, Physics, Math, Computer Science and Engineering) and a number of UC campuses, the IGETC is not to be used to meet the GE transfer requirements;
  - the IGETC must be completed in its entirety before transferring;
  - all courses must be completed with 'C' grades or better. Pass (P) grades will be accepted in some cases;
  - transcripts are required to verify courses completed at other colleges and must be submitted prior to certification and can only be certified in the IGETC category as determined by the original college;
  - courses taken at foreign institutions can't be used towards IGETC certification;
  - if the foreign language requirement is satisfied in high school, an official copy of the student's high school transcripts must be on file in the Admissions Office at the time of formal evaluation; and
  - coursework will be honored for IGETC certification provided that the courses were on the college's approved IGETC list at the time the course was completed.

- **UC Campuses and majors that have substantial lower division prerequisites may make the IGETC option inappropriate for transfers to follow:**
  - **Berkeley:** School of Business Administration; Natural Resources; Colleges of Chemistry, Engineering, Natural Science and Environmental Design
  - **Davis:** College of Engineering; College of Agricultural and Environmental Sciences; Environmental Toxicology; Fermentation Science; Food Science; Nutrition Science; Physics; Viticulture and Enology; Biological Sciences; Environmental Policy and Analyses and Psychology
  - **Irvine:** Majors in Biological Sciences, Engineering, and Physical Sciences
  - **Los Angeles:** College of Fine Arts; School of Nursing; School of Engineering and Applied Sciences
  - **Riverside:** College of Engineering; not recommended for all science majors
  - **San Diego:** Colleges of Revelle and Fifth; Jacobs School of Engineering
  - **Santa Barbara:** Colleges of Creative Studies and Engineering
  - **Santa Cruz:** School of Engineering, the Sciences, and Environmental Studies

- **Private colleges and universities that accept CR's IGETC for transfer:**
  - California Baptist College
  - Chapman University
  - Concordia University
  - Dominican College of San Rafael
  - Humphreys College
  - United States International University
  - University of the Pacific

COLLEGE OF THE REDWOODS

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS FOR TRANSFER 2012-2013

	Courses from other college or AP exam:	Units Required	Units Completed	Units in Progress	Units Remaining
Area A– Communication in the English Language and Critical Thinking: 9 units					
One course from each of the three areas for a total of 9.0 units. *All courses must be completed with a grade of "C" or better.*					
A-1 Oral Communication - Speech 1, Speech 7		3			
A-2 Written Communication - English 1A		3			
A-3 Critical Thinking - English 1B, Philosophy 1, 12		3			
Area B – Scientific Inquiry and Quantitative Reasoning: 9 units required					
One course from each of the three areas below.					
*The Physical or Life Science course must include a lab. Lab courses are noted with an **					
B-1 Physical Science - Agriculture 17*; Astronomy 10, 11, 15A*; Chemistry 1A*, 2*, 10; Computer Electronics Technology 10; Environmental Science 12, 15; Geography 1; Geology 1*, 10, 15; Meteorology 1; Oceanography 10, 11*, 12; Physical Science 10; Physics 10		3			
B-2 Life Science - Agriculture 23*, Biology 1*, 3*, 8*, 15*, 20*;Environmental Science 10*		3			
B-3 Laboratory Activity - Lab courses are marked (*) and are included in B-1 and B-2					
B-4 Mathematics/Quantitative Reasoning (Grade "C" or better) - Math 5, 15, 25, 30, 50A		3			
Area C – Arts and Humanities: 9 units required					
With at least one course from the Arts and one from the Humanities.					
C-1 Arts - Art 1A, 1B, 2, 4, 17; Cinema 1, 2, 3; Drama 24; Music 1, 10, 12		3			
C-2 Humanities - English 9, 10, 17, 18, 47, 60, 61; Environmental Science 11; French 1A, 1B; German 1A, 1B; History 21; Japanese 1A, 1B; Philosophy 10, 15, 20; Sign Language 1A, 1B; Spanish 1A, 1B, 2A, 2B		3			
Area D – Social Sciences: 9 units required					
Complete one course: Political Science 10		3			
Complete one course: History 8, 9		3			
Complete one course:		3			
D-1 Anthropology and Archaeology - Anthropology 1, 2, 3, 5, 6					
D-2 Economics - Economics 1, 10, 20; Business 10					
D-3 Ethnic Studies - Native American Studies 1					
D-4 Gender Studies - Sociology 9					
D-5 Geography - Geography 2					
D-6 History - History 4, 5, 7, 8, 9, 11, 12, 18, 20, Economics 20, Native American Studies 21					
D-7 Interdisciplinary Social and Behavioral Science - Journalism 5					
D-8 Political Science, Government, and Legal Institutions - Political Science 1, 10, 12					
D-9 Psychology - Psychology 1, 30					
D-0 Sociology and Criminology - Administration of Justice 1; Sociology 1, 2, 5, 10					
Area E – Lifelong Learning and Self-Development: 3 units required					
Early Childhood Education 2; Health Education 1; Health Occupations 15; Physical Education 66; Psychology 11, 33; Sociology 3, 33		3			
Minimum CSU General Education Units Required		**39**			
Major Requirements and Any Possible Electives		**21**			
Minimum Units for Transfer		**60**			
Maximum Units for Transfer		**70**			

Students transferring to the California State University system will qualify for admission as upper division transfers if they have completed a minimum of 60 transferable units with a GPA of 2.0 ("C") or better (non-residents 2.4 or better). Within the 60 unit requirement, the 12 units in Area A, Area B-4 (mathematics), and 18 additional semester units of general education coursework must be completed with a grade of 2.0 or better in each course. Students who complete the pattern above will have satisfied the lower division general education requirements for the California State University BA/BS degree. A minimum of 9 semester units of general education coursework must be completed at the upper division level after transfer, although some CSU campuses require more than 9 units. See a counselor for further information. **Note: Courses listed under more than one discipline or area may be used only once to satisfy an area requirement.**

July 2009: Updated 08.27.12

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS FOR TRANSFER

Area A: Communications and Critical Thinking

A1	SPCH 1	Public Speaking
A1	SPCH 7	Interpersonal Communication
A2	ENGL 1A	Analytical Reading & Writing
A3	ENGL 1B	Critical Inquiry & Literature
A3	PHIL 1	Critical Thinking
A3	PHIL 12	Logic

Area B: Scientific Inquiry and Quantitative Reasoning

B1	AG 17	Intro to Soils
B1	ASTRO 10	Intro to Astronomy
B1	ASTRO 11	The Solar System & Space Exploration
B1	ASTRO 15A	Observational Astronomy
B1	CET 10	Survey of Electronics
B1	CHEM 1A	General Chemistry
B1	CHEM 2	Intro to Chemistry
B1	CHEM 10	Chemistry for the 21st Century
B1	ENVSC 12	Earth's Changing Climate
B1	ENVSC 15	Intro to Energy
B1	GEOG 1	Intro to Physical Geography
B1	GEOL 1	Physical Geology
B1	GEOL 10	Environmental Geology
B1	GEOL 15	Earthquakes & Plate Tectonics
B1	METEO 1	Intro to Meteorology
B1	OCEAN 10	Intro to Oceanography
B1	OCEAN 11	Lab in Oceanography
B1	OCEAN 12	Environmental Oceanography
B1	PHYSC 10	Intro to Physical Science
B1	PHYS 10	Intro to Physics
B2	AG 23	Intro to Plant Science
B2	BIOL 1	General Biology
B2	BIOL 3	Fundamental Cell Biology
B2	BIOL 8	Human Biology
B2	BIOL 15	Marine Biology
B2	BIOL 20	Natural History
B2	ENVSC 10	Intro to Environmental Science
B4	MATH 5	Contemporary Mathematics
B4	MATH 15	Elementary Statistics
B4	MATH 25	College Trigonometry
B4	MATH 30	College Algebra
B4	MATH 50A	Differential Calculus

Area C: Arts and Humanities

C1	ART 1A	Art History: Pre-History to Gothic
C1	ART 1B	Art History: Renaissance to Contemporary
C1	ART 2	Intro to Art
C1	ART 4	Art Appreciation
C1	ART 17	Basic Drawing
C1	CINE 1	Cinema History: Origins Through the Coming of Sound
C1	CINE 2	Cinema History: Coming of Sound to the Present
C1	CINE 3	Cinemas of Latin America, Asia, Africa
C1	DRAMA 24	Intro to Theatre
C1	MUS 1	Intro to Music
C1	MUS 10	Music in History
C1	MUS 12	American Popular Music
C2	ENGL 9	World Literature: Early Modern to 20th Century
C2	ENGL 10	World Literature: Antiquity to Early Modern Era
C2	ENGL 17	American Literature: Beginning to Civil War
C2	ENGL 18	American Literature: Civil War-WWII
C2	ENGL 47	Intro to Shakespeare
C2	ENGL 60	Intro to British Literature: Beginning to 18th Century

Area C: Arts and Humanities *continued*

C2	ENGL 61	Intro to British Literature: Romanticism to the Present
C2	ENVSC 11	Environmental Ethics
C2	FRNC 1A/1B	Elementary French/Intermediate French
C2	GERM 1A/1B	Elementary German/Intermediate German
C2	HIST 21	World History: 1500 AD to Present
C2	JPN 1A, 1B	Elementary Japanese
C2	PHIL 10	Intro to Philosophy
C2	PHIL 15	Religions of the World
C2	PHIL 20	Ethics
C2	SNLAN 1A, 1B	Elementary American Sign Language
C2	SPAN 1-2A/1-2B	Elementary Spanish/Intermediate Spanish

Area D: Social Sciences

D	POLSC 10	American Institutions
D	HIST 8	U.S. History Through Reconstruction
D	HIST 9	U.S. History Reconstruction to Present
D1	ANTH 1	Physical Anthropology
D1	ANTH 2	Intro to Archaeology
D1	ANTH 3	Cultural Anthropology
D1	ANTH 6	Forensic Anthropology
D2	BUS 10	Intro to Business
D2	ECON 1	Macroeconomics
D2	ECON 10	Microeconomics
D2	ECON 20	Economic History of U.S.
D3	NAS 1	Intro to Native American Studies
D4	SOC 9	Intro to Women's Studies
D5	GEOG 2	Cultural Geography
D6	HIST 4	Western Civilization to 1600
D6	HIST 5	Western Civilization: 1600 - Present
D6	HIST 7	History of Modern Asia
D6	HIST 8	U.S. History Through Reconstruction
D6	HIST 9	U.S. History Reconstruction to Present
D6	HIST 11	History of Women in America: Pre-Contact to 1877
D6	HIST 12	History of Women in America: 1877 to Present
D6	HIST 18	History of California
D6	HIST 20	World History: Pre-History to 1500 CE
D6	NAS 21	Native American History
D6	ECON 20	Economic History of U.S.
D7	JOURN 5	Intro to Mass Communication
D8	POLSC 1	Political Controversies
D8	POLSC 10	American Institutions
D8	POLSC 12	State and Local Politics
D9	PSYCH 1	General Psychology
D9	PSYCH 30	Social Psychology
D0	SOC 1	Intro to Sociology
D0	SOC 2	Social Problems
D0	SOC 5	Intro to Race & Ethnic Relations
D0	SOC 10	Family & Intimate Relationships
D0	AJ 1	Intro to Administration of Justice

Area E: Lifelong Learning and Self Development

E	ECE 2	Child Growth & Development
E	HE 1	Health Education
E	HO 15	Nutrition
E	PE 66	Concepts of Physical Fitness & Exercise
E	PSYCH 11	Life Span Development
E	PSYCH 33	Personal Growth and Adjustment
E	SOC 3	Human Sexuality
E	SOC 33	Death & Dying: Transition & Growth

COLLEGE OF THE REDWOODS

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM REQUIREMENTS 2012-2013

		Units Required	Units Completed	Units in Progress	Units Remaining
Area 1 – English Communication CSU: 3 courses required, 1 from each group below UC: 2 courses required, 1 each from group A and B					
Group A: **English Composition** English 1A	*Course from other college or AP exam:*	3			
Group B: **Critical Thinking – English Composition** English 1B	*Course from other college:*	3			
Group C: **Oral Communication (CSU requirement only)** Speech 1	*Course from other college or AP exam*	3			
Area 2 – Mathematical Concepts and Quantitative Reasoning – 1 course required *Group A:* Math 15, 30 or 50A	*Course from other college or AP exam:*	3			
Area 3 – Arts and Humanities – 3 courses required, with at least 1 from the Arts and 1 from the Humanities: *Group A:* **Arts:** Art 1A, 1B, 4, Cinema 1, 2, 3; Drama 24; Music 1, 10, 12	*Courses from other college or AP exam:*	3			
Group B: **Humanities:** English 9, 10, 17, 18, 47, 60, 61; Environmental Science 11, History 4, 5, 21		3			
Philosophy 10, 15; Spanish 2A, 2B		3			
Area 4 – Social and Behavioral Sciences: at least 3 courses from at least 2 disciplines or an interdisciplinary sequence *Group A:* Administration of Justice 1; Anthropology 1, 2, 3, 5; Economics 1, 10, 20; Geography 2; History 7, 8, 9, 11, 12;	*Courses from other college or AP exam:*	3			
Journalism 5; Native American Studies 1, 21; Political Science 1, 10*; Psychology 1, 11, 30;		3			
Sociology 1, 2, 3, 5		3			
Area 5 – Physical and Biological Sciences: at least 2 courses, for a total of 7 units, 1 physical science course and 1 biological science course, at least 1 must include a laboratory† class	*Courses from other college or AP*				
Group A: **Physical Sciences:** Astronomy 10, 11, 15A†; Chemistry 1A†, 2†, 10; Environmental Science 12; Geography 1; Geology 1†, 10, 15; Meteorology 1; Oceanography 10, 11†, 12; Physics 10		3-4			
Group B: **Biological Sciences:** Biology 1†, 3†, 8†, 15†; Environmental Science 10†		3-4			
Language other than English (UC requirement only): complete 2 years of the same foreign language of high school level work with a grade of C or better, or earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language or complete 4-8 units from the courses below: ❑ College course(s) that meet the 1B Proficiency level, such as; French 1B; German 1B; Japanese 1B; Spanish 1B, 2A, 2B; or Sign Language 1B. ❑ Completed in high school ❑ Competency: Test name _____ Score _____ Date _____		4-8			
U.S. History, Constitution and American Ideals (CSU graduation requirement only) – 6 units: *1 course from Group A and Group B*	*Courses from other college or AP*				
Group A: Political Science 10*		3			
Group B* History 8, 9 **Courses used to meet this CSU requirement may also be used to satisfy Area 4 IGETC requirements.*		3			

August 2008: Updated 08.27.12

ACADEMIC AWARDS BY LOCATION

College of the Redwoods offers Associate of Science (AS) degrees, Associate in Arts (AA) degrees, Certificates of Achievement (CA), and Certificates of Recognition (CR). These academic awards are available to students at the college's three primary campuses as indicated in the following table.

KEY: DN - Del Norte Education Center, **MC** - Mendocino Coast Education Center, **EKA** - Eureka Main Campus

Program Title	Academic Award	Site/Location		
[ADCT] Addiction Studies	Certificate of Achievement	EKA	DN	
[AJ] Administration of Justice	Associate of Science	EKA		
[AJ] Administration of Justice	Certificate of Achievement	EKA		
[AJ] Basic Law Enforcement Academy	Certificate of Achievement	EKA		
[AJ] Corrections	Associate of Science		DN	
[AJ] Corrections	Certificate of Achievement		DN	
[AG] Agriculture, General	Associate of Science	EKA		
[AG] Agriculture, Business Management	Associate of Science	EKA		
[AT] Automotive Technology	Associate of Science	EKA		
[AT] Basic Automotive Technology	Certificate of Recognition	EKA		
[AT] Advanced Automotive Technology	Certificate of Achievement	EKA		
[BUS] Business, General	Associate of Science	EKA		
[BUS] Business, Small Business Management	Certificate of Achievement	EKA		
[BUS] Bookkeeping	Certificate of Recognition	EKA		
[BUS] Management & Supervision	Certificate of Recognition	EKA		
[BUS] Payroll Clerk	Certificate of Recognition	EKA		
[BT] Computer Support Specialist	Associate of Science	EKA		
[BT] Office Professional	Associate of Science	EKA		
[BT] Word Processing	Certificate of Recognition	EKA		
[CIS] CIS Networking	Associate of Science	EKA		
[CIS] CIS Networking	Certificate of Achievement	EKA		
CIS] CIS Network Technician	Certificate of Recognition	EKA		
[CT] Construction Technology	Associate of Science	EKA		
[CT] Residential Construction I	Certificate of Achievement	EKA		
[CT] Residential Construction II	Certificate of Achievement	EKA		
[CT] Residential Wiring	Certificate of Recognition	EKA		
[CT] Cabinetmaking & Millwork	Certificate of Achievement	EKA		
[CT] Historic Preservation & Restoration	Associate of Science	EKA		
[CT] Historic Preservation & Restoration	Certificate of Achievement	EKA		
[CT] Fine Woodworking I	Certificate of Achievement			MC
[CT] Fine Woodworking II	Certificate of Achievement			MC
[CT] Solar Thermal Technician	Certificate of Recognition	EKA		
[CT] Solar Photovoltaic Technician	Certificate of Recognition	EKA		
[DA] Dental Assisting	Associate of Science	EKA		
[DA] Dental Assisting	Certificate of Achievement	EKA		
[DM] Digital Media	Associate of Science	EKA		
[DM] Digital Media	Certificate of Achievement	EKA		
[DT] Architectural Drafting	Associate of Science	EKA		
[DT] Architectural Drafting	Certificate of Achievement	EKA		
[DT] Civil Design	Associate of Science	EKA		
[DT] Civil Design	Certificate of Achievement	EKA		
[DT] Mechanical Drafting	Associate of Science	EKA		
[DT] Mechanical Drafting	Certificate of Achievement	EKA		

Program Title	Academic Award	Site/Location		
[ECE] Early Childhood Education	Associate of Science	EKA	DN	
[ECE] Early Childhood Education	Certificate of Achievement	EKA	DN	MC
[FNR] Forestry & Natural Resources Technology	Associate of Science	EKA		
[FNR] Forestry Technology	Certificate of Achievement	EKA		
[FNR] Geomatics	Certificate of Recognition	EKA		
[FT] Fire Technology	Associate of Science	EKA		
[HRC] Hospitality Management, Hotel Emphasis	Associate of Science	EKA		
[HRC] Hospitality Management, Hotel Emphasis	Certificate of Achievement	EKA		
[HRC] Culinary Arts	Associate of Science	EKA		
[HRC] Culinary Arts	Certificate of Achievement	EKA		
[HRC] Restaurant Management	Associate of Science	EKA		
[HRC] Restaurant Management	Certificate of Achievement	EKA		
[LA] Liberal Arts: Agriculture	Associate of Arts	EKA		
[LA] Liberal Arts: Behavioral and Social Science	Associate of Arts	EKA	DN	MC
[LA] Liberal Arts: Business	Associate of Arts	EKA		MC
[LA] Liberal Arts: Fine Arts	Associate of Arts	EKA	DN	MC
[LA] Liberal Arts: Humanities, Language & Communication	Associate of Arts	EKA	DN	MC
[LA] Liberal Arts: Mathematics	Associate of Arts	EKA		
[LA] Liberal Arts: Science	Associate of Arts	EKA		
[LA] Liberal Arts: Science Exploration	Associate of Arts	EKA	DN	MC
[MT] CADD/CAM Design & Manufacturing	Associate of Science	EKA		
[MT] CADD/CAM Design & Manufacturing	Certificate of Achievement	EKA		
[MT] Manufacturing Technology	Associate of Science	EKA		
[MT] Manufacturing Technology	Certificate of Achievement	EKA		
[MS] Marine Science	Associate of Science			MC
[MS] Marine Science	Certificate of Achievement			MC
[NH] Natural History	Certificate of Recognition			MC
[NURS] Licensed Vocational Nursing	Associate of Science	EKA	DN	
[NURS] Licensed Vocational Nursing	Certificate of Achievement	EKA	DN	
[NURS] Registered Nursing	Associate of Science	EKA		
[NURS] LVN to RN - Career Mobility	Associate of Science	EKA		
[NURS] LVN to RN - 30-unit Option	Certificate of Achievement	EKA		
[PMED] North Coast Paramedic	Associate of Science	EKA		
[PMED] North Coast Paramedic	Certificate of Achievement	EKA		
[WAT] Water & Wastewater Technology	Associate of Science	EKA		
[WAT] Water & Wastewater Technology	Certificate of Achievement	EKA		
[WAT] Wastewater Treatment & Collection System Technology	Certificate of Recognition	EKA		
[WAT] Water Treatment System Technology	Certificate of Recognition	EKA		
[WT] Welding, General	Certificate of Recognition	EKA		
[WT] Welding Technology	Certificate of Achievement	EKA		
[WT] Electric Arc & Oxyacetylene Welding	Certificate of Recognition	EKA		
[WT] MIG & TIG Welding	Certificate of Recognition	EKA		

ASSOCIATE DEGREES & CERTIFICATES

The following section gives the course requirements for Associate degrees and certificates in specific professional and/or technical fields. For additional information regarding these programs, contact the appropriate division office or go to www.redwoods.edu/Departments/.

■ ADDICTION STUDIES (ADCT)

This certificate program provides an academic and experiential setting for the study of addictions, including theories, prevention and assistance techniques, and research. This program is certified by the California Association for Alcohol/Drug Educators. Employment opportunities in this field include drug and alcohol treatment advising, family and youth services, education, rehabilitation, community health, mental health, employment assistance programs, senior programs; community based non-profit agencies, and case management services.

The specific program is:

- Certificate of Achievement, Addiction Studies

Certificate of Achievement, Addiction Studies

		Units
Total Units		**36.0**
Program Requirements		**30.0**
Specific Courses		**28.0**
ADCT 10	Intro to Addiction Studies	3.0
ADCT 11	Pharmacology and Physiology of Addiction	3.0
ADCT 12	Substance Abuse: Law, Prevention, Treatment & Ethics	3.0
ADCT 13	Addictions & Co-Occurring Disorders in Special Populations	3.0
ADCT 15	Intro to Counseling Skills	3.0
ADCT 16	Addiction and the Family System	3.0
ADCT 17	Field Experience II	2.0
ADCT 38 or SOC 38	Field Placement Seminar I	2.0
ADCT 42	Supervised Occupational Work Experience II	2.5
SOC 34	Intro to Social Work	3.0
SOC 42	Supervised Occupational Work Experience I	2.5
Additional Courses (6.0 elective units from the following SOC and PSYCH courses):		**6.0**
PSYCH 1	General Psychology	3.0
PSYCH 30	Social Psychology	3.0
PSYCH 33	Personal Growth and Adjustment	3.0
PSYCH 38	Abnormal Psychology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
SOC 5	Intro to Race and Ethic Relations	3.0
SOC 10	Family & Intimate Relationships	3.0

***Note:** Students considering transfer to another college or university should see a counselor or academic advisor before selecting from the Sociology and Psychology electives listed in Additional Courses.*

Certificate of Achievement - Addiction Studies	
Suggested Sequence of Program Requirements for Eureka Campus FALL START	
Semester 1 ADCT 10, ADCT 16, SOC 34	Semester 3 ADCT 13, (Prerequisite ACDT 10) ADCT 15, ADCT 38 (Prerequisite SOC 34, Corequisite SOC 42), SOC 42 (Corequisite ADCT 38 or SOC 38)
Semester 2 ADCT 11, ADCT 12	Semester 4 ADCT 17, ADCT 42
Plus 6 units from Additional Courses	

■ Program Learning Outcomes

Addiction Studies, Certificate of Achievement

1. Develop a program tailored to the individual in support of a recovery process, and relapse prevention that will effect an improved quality of living.
2. Design a process for clients to self-explore the consequences of alcoholism and other drug dependence.
3. Provide current and accurate information regarding the roles of family members and others in the alcoholism/drug dependency system.
4. Assist clients to establish life management skills to support a recovery process
5. Maintain appropriate records in a confidential manner for the purpose of treatment planning and case management.
6. Demonstrate an understanding of cultural, social, and psychological differences in populations and individuals.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

■ ADMINISTRATION OF JUSTICE (AJ)

Programs in this field provide general and specific educational opportunities for students seeking careers in the criminal justice system, including law enforcement, courts and corrections.

Specific programs include:

- Associate of Science Degree, Administration of Justice
- Certificate of Achievement, Administration of Justice
- Certificate of Achievement, Basic Law Enforcement Academy
- Associate of Science Degree, Corrections
- Certificate of Achievement, Corrections

Associate of Science Degree, Administration of Justice

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas A, C, D1, D2, D3)		**15.0**
Specific Courses		**3.0**
AJ 1	Intro to Administration of Justice (Area B)	3.0
Program Requirements		**42.0**
Specific Courses		**29.0**
AJ 2	Intro to Law Enforcement	3.0
or AJ 80*	Basic Law Enforcement Academy	30.0
or AJ 81 and AJ-82 and AJ 83	Basic Academy Module III, and II, and I	31.0
AJ 3	Intro to Corrections	3.0
AJ 4	Criminal Law	4.0
AJ 5	Crime & Delinquency	3.0
AJ 6	Intro to Evidence	4.0
AJ 7	Current Issues in Administration of Justice	3.0
AJ 8	Intro to Investigation	3.0
or AJ 80*	Basic Law Enforcement Academy	30.0
or AJ 81 and AJ-82 and AJ 83	Basic Academy Module III, and II, and I	31.0
AJ 10	Juvenile Justice	3.0
AJ 11	Great American Criminal Trials	3.0
Additional Courses (13.0 units from the following):		**13.0**
AJ 80*	Basic Law Enforcement Academy	30.0
AJ 190F	PC 832 Firearms	0.5
AJ 190S	PC 832 Arrest & Control	1.5
AJ 191	Module III Reserve Peace Officer Course	6.0
AJ 199	Advanced Officer Training	0.5-4.0
ANTH 1	Physical Anthropology	3.0
ANTH 3	Cultural Anthropology	3.0
CIS 1	College Computer Literacy	4.0
CE 42	Occupational Cooperative Education	1.0-4.0
PE	(Activity classes only)	1.0-4.0
PSYCH 1	General Psychology	3.0
PSYCH 33	Personal Growth & Adjustment	3.0
PSYCH 38	Abnormal Psychology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
SOC 3	Human Sexuality	3.0
SOC 5	Intro to Race and Ethnic Relations	3.0
SOC 10	Family & Intimate Relationships	3.0
SPAN 1A	Elementary Spanish I	4.0
SPAN 1B	Elementary Spanish II	4.0

**Course Inactivated. Please see department for appropriate course substitution.*

Associate of Science Degree - Administration of Justice	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 AJ 1, AJ 2, AJ 3	Semester 1 AJ 1
Semester 2 AJ 4, AJ 8	Semester 2 AJ 2, AJ 3
Semester 3 AJ 6, AJ 10, AJ 11	Semester 3 AJ 4, AJ 5, AJ 7, AJ 8
Semester 4 AJ 5, AJ 7	Semester 4 AJ 6, AJ 10, AJ 11
Plus 13 units from Additional Courses	

■ Program Learning Outcomes

Administration of Justice, Associate of Science

1. Understand the roles that the three components of the administration of justice system play in society and how these components interact with one another to provide public safety.
2. Recognize the many career opportunities and entry requirements that the administration of justice system has to offer.
3. Identify the legal and societal restrictions placed by society on the administration of justice system in carrying out its role of providing for the public safety of society.
4. Analyze current trends in the operation of the administration of justice system which concern the prevention of crime and the treatment of offenders.
5. *Explain, using critical thinking skills, the role other social sciences have in assisting the administration of justice system in its mission of providing public safety services to society.

**This last PLO emphasizes the application of knowledge gained from general education courses and restricted elective courses which are required for the Associate of Science Degree in Administration of Justice.*

Certificate of Achievement, Administration of Justice

		Units
Total Units		**32.0**
Program Requirements		**32.0**
AJ 1	Intro to Administration of Justice	3.0
AJ 2	Intro to Law Enforcement	3.0
or AJ 80*	Basic Law Enforcement Academy	30.0
or AJ 81 and AJ-82 and AJ 83	Basic Academy Module I, and II, and III	31.0
AJ 3	Intro to Corrections	3.0
AJ 4	Criminal Law	4.0
AJ 5	Crime & Delinquency	3.0
AJ 6	Intro to Evidence	4.0
AJ 7	Current Issues in Administration of Justice	3.0
AJ 8	Intro to Investigation	3.0
or AJ 80*	Basic Law Enforcement Academy	30.0
or AJ 81	Basic Academy Module 3	7.5
and AJ-82	Basic Academy Module 2	8.0
and AJ 83	Basic Academy Module 1	15.0
AJ 10	Juvenile Justice	3.0
AJ 11	Great American Criminal Trials	3.0

**Course Inactivated. Please see department for appropriate course substitution.*

Certificate of Achievement - Administration of Justice	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 AJ 1, AJ 2, AJ 3	Semester 1 AJ 1
Semester 2 AJ 4, AJ 8	Semester 2 AJ 2, AJ 3
Semester 3 AJ 6, AJ 10, AJ 11	Semester 3 AJ 4, AJ 5, AJ 7, AJ 8
Semester 4 AJ 5, AJ 7	Semester 4 AJ 6, AJ 10, AJ 11

■ Program Learning Outcomes

Administration of Justice, Certificate of Achievement

1. Understand the roles that the three components of the administration of justice system play in society and how these components interact with one another to provide public safety.
2. Recognize the many career opportunities and entry requirements that the administration of justice system has to offer.
3. Identify the legal and societal restrictions placed by society on the administration of justice system in carrying out its role of providing for the public safety of society.
4. Analyze current trends in the operation of the administration of justice system which concern the prevention of crime and the treatment of offenders.

Certificate of Achievement, Basic Law Enforcement Academy

		Units
Total Units		**31.0**
Program Requirements		**31.0**
AJ 80*	Basic Law Enforcement Academy	30.0
or AJ 81	Basic Law Enforcement Academy - Module 3	7.5
and AJ 82	Basic Law Enforcement Academy - Module 2	8.0
and AJ 83	Basic Law Enforcement Academy - Module 1	15.5

**Course Inactivated. Please see department for appropriate course substitution.*

Certificate of Achievement - Basic Law Enforcement Academy
Suggested Sequence of Program Requirements FALL OR SPRING START
Semester 1 AJ 81, AJ 82, AJ 83

■ Program Learning Outcomes

Basic Law Enforcement Academy, Certificate of Achievement

1. Understand the roles that the three components of the criminal justice system play in society and how these components interact with one another to provide public safety.
2. Understand the need to obtain proficiency in manipulative skills such as firearms, defensive tactics, personal physical fitness and safe driving habits for long term success in the public safety field.
3. Identify the legal and societal restrictions placed by society on the criminal justice system in carrying out its role of providing for the public safety of society.
4. Analyze current trends in the operation of the criminal justice system which concern the prevention of crime and the treatment of offenders.

Associate of Science Degree, Corrections

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas A, C, D1, D2, D3)		**15.0**
Specific Courses		**3.0**
AJ 1	Intro to Administration of Justice (Area B)	3.0
Program Requirements		**42.0**
Specific Courses		**25.0**
AJ 3	Intro to Corrections	3.0
AJ 5	Crime & Delinquency	3.0
AJ 6	Intro to Evidence	4.0
AJ 7	Current Issues in Administration of Justice	3.0
AJ 50	Control and Supervision of Inmates	3.0
AJ 51	Correctional Law	3.0
AJ 52	Correctional Interviewing and Counseling	3.0
AJ 53	Prison Gangs and the Inmate Subculture	3.0
Additional Courses (17.0 units from the following):		**17.0**
ADCT 10	Intro to Addiction Studies	3.0
ADCT 13	Substance Abuse in Special Populations	3.0
AJ 4	Criminal Law	4.0
AJ 11	Great American Criminal Trials	3.0
AJ 190F	PC 832 Firearms	0.5
AJ 190S	PC 832 Arrest & Control	1.5
ANTH 3	Cultural Anthropology	3.0
CIS 1	College Computer Literacy	4.0
CE 42 or AJ 42	Occupational Cooperative Education	3.0-5.0
PSYCH 1	General Psychology	3.0
PSYCH 33	Personal Growth & Adjustment	3.0
PSYCH 38	Abnormal Psychology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
SOC 5	Intro to Race and Ethnic Relations	3.0
SOC 10	Family & Intimate Relationships	3.0
SPAN 1A	Elementary Spanish I	4.0
SPAN 1B	Elementary Spanish II	4.0

Associate of Science Degree - Corrections	
Suggested Sequence of Program Requirements FALL OR SPRING START	
Semester 1 AJ 1, AJ6*, AJ 50	Semester 3 AJ 3, AJ 6*, AJ 52
Semester 2 AJ 5, AJ 51	Semester 4 AJ 7, AJ 53
Plus 15 elective units from Additional Courses **Note**: A student can enroll in AJ 6 during their first or third semester. Students can begin the sequence any semester.	

(continued)

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

■ Program Learning Outcomes

Corrections, Associate of Science

1. Understand the roles that the three components of the administration of justice system play in society and how these components interact with one another to provide public safety.
2. Recognize the many career opportunities and entry requirements that corrections systems have to offer.
3. Identify the legal and societal restrictions placed by society on the corrections system in fulfilling its role of carrying out the incarceration of sentenced criminals.
4. Analyze current trends in the operation of corrections systems which concern the rights, management and treatment of inmates.
5. *Explain using critical thinking skills, the role other social sciences have in assisting the administration of justice corrections system in its mission of providing incarceration of sentenced criminals.

**This last PLO emphasizes the application of knowledge gained from general education courses and restricted elective courses which are required for the Associate of Science Degree in Corrections*

Certificate of Achievement, Corrections

		Units
Total Units		**28.0**
Program Requirements		**28.0**
AJ 1	Intro to Administration of Justice	3.0
AJ 3	Intro to Corrections	3.0
AJ 5	Crime & Delinquency	3.0
AJ 6	Intro to Evidence	4.0
AJ 7	Current Issues in Administration of Justice	3.0
AJ 50	Control and Supervision of Inmates	3.0
AJ 51	Correctional Law	3.0
AJ 52	Correctional Interviewing and Counseling	3.0
AJ 53	Prison Gangs and the Inmate Subculture	3.0

Certificate of Achievement - Corrections	
Suggested Sequence of Program Requirements FALL OR SPRING START	
Semester 1 AJ 1, AJ 6*, AJ 50	Semester 3 AJ 3, AJ 6*, AJ 52
Semester 2 AJ 5, AJ 51	Semester 4 AJ 7, AJ 53
Note: A student can enroll in AJ 6 during their first or third semester. Students can begin the sequence any semester.	

■ Program Learning Outcomes

Corrections, Certificate of Achievement

1. Understand the roles that the three components of the administration of justice system play in society and how these components interact with one another to provide public safety.
2. Recognize the many career opportunities and entry requirements that corrections systems have to offer.
3. Identify the legal and societal restrictions placed by society on the corrections system in fulfilling its role of carrying out the incarceration of sentenced criminals.
4. Analyze current trends in the operation of corrections systems which concern the rights, management and treatment of inmates.

■ AGRICULTURE (AG)

Programs in this field provide general and specific education opportunities for students seeking careers related to agriculture, agriculture business, and plant and animal science.

The specific program is:

- Associate of Science Degree, Agriculture, Business Management
- Associate of Science Degree, Agriculture, General
- Associate of Science Degree, Agriculture, Plant Science

Associate of Science, Agriculture, Business Management

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (A, C, D1, D2, D3)		**12.0**
Specific Courses		**6.0**
AG 17	Intro to Soils (Area A)	3.0
ECON 1	Macroeconomics (Area B)	3.0
Program Requirements		**42.0**
AG 3	Intro to Animal Science	3.0
AG 6	Animal Health and Sanitation	3.0
AG 7	Animal Feeding and Nutrition	3.0
AG 19	Weed Identification and Control	3.0
AG 23	Intro to Plant Science	3.0
AG 30	Agriculture Economics	3.0
AG 31	Intro to Agriculture Business	3.0
AG 33	Agriculture, Environment and Society	3.0
AG 35	Agriculture Sales and Communication	3.0
AG 36	Agriculture Accounting	3.0
AG 42	Agriculture Leadership	1.0
AG 46	Computers in Agriculture Management	3.0
AG 51	Agricultural Machine Systems	3.0
AG 52	Agricultural Mechanics	3.0
AG 63	Intro to Organic/Sustainable Agriculture	2.0

Associate of Science Degree - Agriculture, Business Management	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 AG 19, AG 31, AG 35, AG 46	Semester 1 AG 3, AG 17, AG 36, AG 42
Semester 2 AG 3, AG 17, AG 36, AG 42	Semester 2 AG 7, AG 31, AG 51, ECON 1
Semester 3 AG 7, AG 23, AG 51, ECON 1	Semester 3 AG 6, AG 30, AG 52, AG 63
Semester 4 AG 6, AG 30, AG 52, AG 63	Semester 4 AG 19, AG 23, AG 35, AG 46

■ Program Learning Outcomes

Agriculture, Business Management, Associate of Science

1. Demonstrate proficiency in accounting procedures using a double-entry bookkeeping system.
2. Describe the economic significance of California Agriculture and its relationship to the global economy.
3. Demonstrate proficiency using computers, the internet, and other technology as they relate to agri-business.
4. Recognize world markets and describe their effect on local agriculture economies.

Associate of Science Degree, Agriculture, General

		Units
Total Units		**60.0-61.0**
General Education Requirements		**18.0**
Core Courses (Areas B, C, D1, D2, D3)		15.0
Specific Courses		3.0
AG 17	Intro to Soils (Area A)	3.0
Program Requirements		**42.0**
Specific Courses		16.0-17.0
AG 23	Intro to Plant Science	3.0
or BIOL 5	General Botany	4.0
AG 31	Intro to Agriculture Business	3.0
AG 35	Agriculture Sales and Communication	3.0
AG 42	Agriculture Leadership	1.0
AG 46	Computers in Agriculture Management	3.0
AG 52	Agricultural Mechanics	3.0
Additional Courses (26.0 units from the following):		26.0
AG 3	Intro to Animal Science	3.0
AG 6	Animal Health	3.0
AG 7	Animal Feeding and Nutrition	3.0
AG 12	Livestock Selection and Evaluation	3.0
AG 19	Weed Identification and Control	3.0
AG 21	Plant Propagation	3.0
AG 22	Sustainable Vegetable Production	3.0
AG 27	Nursery Practices	3.0
AG 30	Agriculture Economics	3.0
AG 36	Agriculture Accounting	3.0
AG 39	Field Experience in Agriculture	1.0-4.0
AG 40	Independent Study in Agriculture	0.5-2.0
AG 51	Agricultural Machine Systems	3.0
AG 63	Intro to Organic/Sustainable Agriculture	2.0
AG 64F	Intro to Organic/Sustainable Agriculture Lab (Fall)	1.0
AG 64S	Intro to Organic/Sustainable Ag. Lab (Spring)	1.0
ECON 1	Macroeconomics	3.0

Associate of Science Degree - Agriculture, General
For information about the program length and suggested sequence of courses for this certificate, please see an Advisor.

■ Program Learning Outcomes

Agriculture, General, Associate of Science

1. Describe the importance of the agriculture industry to the local, state and national economies.
2. Demonstrate proficiency using computers, the internet, and other technologies as they relate to the agriculture industry.
3. Apply best management practices to agriculture production scenarios.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Associate of Science, Agriculture, Plant Science*

		Units
Total Units		**60.0-61.0**
General Education Requirements		**18.0**
Core Courses (A, B, C, D1, D2, D3)		18.0
Program Requirements		**42.0-43.0**
AG 3	Intro to Animal Science	
or AG 7	Animal Feeding and Nutrition	3.0
AG 17	Intro to Soils	3.0
AG 19	Weed Identification and Control	3.0
AG 21	Plant Propagation	3.0
AG 22	Sustainable Vegetable Production	3.0
AG 23	Intro to Plant Science	3.0
or BIOL 5	General Botany	4.0
AG 27	Nursery Practices	3.0
AG 30	Agriculture Economics	3.0
AG 31	Intro to Agriculture Business	3.0
AG 35	Agriculture Sales and Communication	3.0
AG 36	Agriculture Accounting	3.0
AG 42	Agriculture Leadership	1.0
AG 46	Computers in Agriculture Management	3.0
AG 51	Agricultural Machine Systems	3.0
or AG 52	Agricultural Mechanics	3.0
AG 63	Intro to Organic/Sustainable Agriculture	2.0
AG 64F	Intro to Organic/Sustainable Agriculture Lab	1.0
or AG 64S	Intro to Organic/Sustainable Agriculture Lab	1.0

** Pending Chancellor's Office Approval*

Associate of Science Degree - Agriculture, Plant Science	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 AG 31, AG 35	Semester 1 AG 17, AG 42
Semester 2 AG 17, AG 42	Semester 2 AG 31, AG 35
Semester 3 AG 23 or BIOL 5, AG 46	Semester 3 AG 52
Semester 4 AG 52	Semester 4 AG 23 or BIOL 5, AG 46
Plus 26 elective units from Additional Courses	

■ Program Learning Outcomes

Plant Science, Associate of Science

1. Apply sustainable/organic agricultural production techniques to specific crops.
2. Demonstrate proficiency using computers, the internet, and other technologies as they relate to the agriculture industry.
3. Apply the principles of soil science, plant science, and agriculture business to today's management challenges.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

■ AUTOMOTIVE TECHNOLOGY (AT)

Programs in this field provide basic and advanced educational opportunities for students seeking careers in the automotive service industry, including service technician, specialty technician, and parts or service manager.

Specific programs include:

- Associate of Science Degree, Automotive Technology
- Certificate of Recognition, Basic Automotive Technology
- Certificate of Achievement, Advanced Automotive Technology

Associate of Science Degree, Automotive Technology

		Units
Total Units		**61.0**
General Education Requirements		**18.0**
Core Courses Areas A, B, C, D1, D2, D3)		18.0
Program Requirements		**43.0**
AT 12	Automotive Braking Systems	4.0
AT 14	Manual Transmission/Transaxle & Drive Train	4.0
AT 16	Automotive Electrical Systems	4.0
AT 18	Automotive Engine Repair	4.0
AT 20	Automotive Suspension & Steering Systems	4.0
AT 22	Automotive Electronics	4.0
AT 24	Engine Performance	4.0
AT 26	Automotive Air Conditioning and Heating	4.0
AT 28	Advanced Engine Performance	4.0
AT 30	Automatic Transmission/Transaxle	4.0
IT 25	Occupational Safety and Health Management	3.0

Associate of Science Degree - Automotive Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 AT 12, AT 14, AT 16	See Advisor for Sequence
Semester 2 AT 22, AT 30	
Semester 3 AT 18, AT 24, IT 25	
Semester 4 AT 20, AT 26, AT 28	

■ Program Learning Outcomes

Automotive Technology, Associate of Science

1. Successfully perform the entry level skills and tasks required for service and repair of automotive systems.
2. Locate industry-standard diagnostic information to localize complex automotive problems.
3. Perform common service and repair tasks identified by the National Automotive Technicians Education Foundation (NATEF).
4. Demonstrate good communication skills both oral and written.

Certificate of Achievement, Advanced Automotive Technology

		Units
Total Units		**46.0**
Program Requirements		**43.0**
AT 12	Automotive Braking Systems	4.0
AT 14	Manual Transmission/Transaxle & Drive Train	4.0
AT 16	Automotive Electrical Systems	4.0
AT 18	Automotive Engine Repair	4.0
AT 20	Automotive Suspension & Steering Systems	4.0
AT 22	Automotive Electronics	4.0
AT 24	Engine Performance	4.0
AT 26	Automotive Air Conditioning and Heating	4.0
AT 28	Advanced Engine Performance	4.0
AT 30	Automatic Transmission/Transaxle	4.0
IT 25	Occupational Safety and Health Management	3.0
MATH 5	Contemporary Mathematics	3.0
or MATH 15	Elementary Statistics	4.0
or MATH 25	College Trigonometry	4.0
or MATH 30	College Algebra	4.0
or MATH 45	Linear Algebra	4.0
or MATH 50A	Differential Calculus	4.0
or MATH 50B	Integral Calculus	4.0
or MATH 50C	Multivariable Calculus	4.0
or MATH 55	Differential Equations	4.0
or MATH 120	Intermediate Algebra	4.0

Certificate of Achievement - Advanced Automotive Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 AT 12, AT 14, AT 16	See Advisor for Sequence
Semester 2 AT 22, AT 30	
Semester 3 AT 18, AT 24, IT 25	
Semester 4 AT 20, AT 26, AT 28	
Plus 3 units from listed Math Courses	

■ Program Learning Outcomes

Advanced Automotive Technology, Certificate of Achievement

1. Successfully perform the entry level skills and tasks required for service and repair of automotive systems.
2. Locate industry-standard diagnostic information to localize complex automotive problems.
3. Perform common service and repair tasks identified by the National Automotive Technicians Education Foundation (NATEF).

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

Certificate of Recognition, Basic Automotive Technology

		Units
Total Units		**16.0**
Program Requirements		**16.0**
AT 12	Automotive Braking Systems	4.0
AT 16	Automotive Electrical Systems	4.0
AT 20	Automotive Suspension & Steering Systems	4.0
AT 24	Engine Performance	4.0

Certificate of Recognition - Basic Automotive Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 AT 12, AT 16	See Advisor for Sequence
Semester 2 AT 20	
Semester 3 AT24	

■ Program Learning Outcomes

Basic Automotive, Certificate of Recognition

1. Successfully perform the entry level skills and tasks required for service and repair of automotive systems.

■ BUSINESS (BUS)

Programs in this field provide general and specific educational opportunities for students seeking careers in a broad variety of business settings related to management, operations, and technical support.

Specific programs include:

- Associate of Science Degree, Business, General
- Certificate of Achievement, Business, General
- Certificate of Achievement, Medical Office Business Skills (Mendo)
- Certificate of Recognition, Bookkeeping
- Certificate of Recognition, Management and Supervision
- Certificate of Recognition, Payroll Clerk

Associate of Science Degree, Business, General*

		Units
Total Units		**57.0**
General Education Requirements		**18.0**
Core Courses (A, C, D1, D2, D3)		**15.0**
Specific Courses		**3.0**
BUS 10	Intro to Business (Area B)	3.0
Program Requirements		**42.0**
Specific Courses		**33.0**
BUS 1A	Principles of Accounting	4.0
BUS 1B	Principles of Accounting	4.0
BUS 18	Business Law	4.0
BUS 35	Strategic Marketing	4.0
BUS 69	Small Business Entrepreneurship	4.0
CIS 1	College Computer Literacy	4.0
ECON 1	Macroeconomics	3.0
ECON 10	Microeconomics	3.0
Additional Courses (9.0 units from the following):		**9.0**
BT 3	Integrated Applications	4.0
BT 16	Word Processing I	4.0
BT 17	Word Processing II	4.0
BT 50	Database Applications	4.0
BT 51	Spreadsheet Applications	4.0
BT 63	Desktop Publishing Applications	4.0
BUS 4	Bookkeeping	3.0
BUS 34	Intro to Personal Finance	3.0
BUS 68	Intro to Principles of Management	3.0
DM 10	Digital Storytelling	4.0

** Pending Chancellor's Office Approval*

Associate of Science Degree - Business, General	
Suggested Sequence of Program Requirements FALL OR SPRING START	
Semester 1 BUS 10, CIS 1	Semester 3 BUS 1A, ECON 1, ECON 10
Semester 2 BUS 18, BUS 35	Semester 4 BUS 1B, BUS 69
Plus 8 units from Additional Courses: BT 3, BT 16, BT 17, BT 50, BT 51, BUS 4, BUS 34, BUS 52, BUS 68, DM 10, RE 10	

■ Program Learning Outcomes

Business, General, Associate of Science

1. Select and apply analytical and technological tools as they relate to personal, business and social decisions
2. Communicate effectively as writers, listeners, and speakers in diverse social and business settings.
3. Participate effectively in real or simulated business transactions in both the domestic and international arenas.

Certificate of Achievement, Small Business Managment*

		Units
Total Units		**27.0**
Program Requirements		**27.0**
Specific Courses		**27.0**
BUS 4	Advanced Computerized Bookkeeping	3.0
BUS 10	Intro to Business	3.0
BUS 18	Business Law	4.0
BUS 52	Business Communications	
or ENGL 150	Pre-Collegiate Reading and Writing	
or DM 10	Digital Storytelling	3.0
BUS 69	Small Business Entrepreneurship	4.0
BUS 180	Intro to Bookkeeping	3.0
BUS 194	Business Math	
or MATH 194	Intermediate Algebra for Business	3.0
CIS 1	College Computer Literacy	4.0

** Pending Chancellor's Office Approval*

Certificate of Achievement - Small Business Management	
Suggested Sequence of Program Requirements FALL OR SPRING START	
Semester 1 BUS 10, BUS 180, CIS 1, BUS 194 or MATH 194	Semester 2 BUS 18, BUS 4, BUS 69 BUS 52 or ENGL 150 or DM 10,

■ Program Learning Outcomes

Small Business Management, Certificate of Achievement

1. Select and apply analytical and technological tools as they relate to personal and business decision making.
2. Communicate effectively as writers, listeners, and speakers in business settings.
3. Participate effectively in real or simulated business transactions.

Certificate of Recognition, Bookkeeping*

		Units
Total Units		**28.0**
Program Requirements		**28.0**
BT 51	Spreadsheet Applications	4.0
BT 111	Keyboarding I	3.0
or BT 112	Keyboarding Skill Development	1.0
BUS 4	Advanced Computerized Bookkeeping	3.0
BUS 10	Intro to Business	3.0
BUS 52	Business Communications	3.0
BUS 69	Small Business Entrepreneurship	4.0
BUS 194	Business Math	3.0
or MATH 194	Intermediate Algebra for Business	4.0
BUS 180	Intro to Bookkeeping	3.0
CIS 1	College Computer Literacy	4.0

** Pending Chancellor's Office Approval*

Certificate of Recognition - Bookkeeping	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 BT 111 or BT 112, BUS 10, BUS 180, BUS 194 or MATH 194, CIS 1	Semester 1 BT 111 or BT 112, BUS 10, CIS 1
Semester 2 BT 51, BUS 4, BUS 52, BUS 69	Semester 2 BT 180, BUS 194 or MATH 194

■ Program Learning Outcomes

Bookkeeping, Certificate of Recognition

1. Use information technology to record financial data (Intermediate)
2. Apply Analytical and Technological Tools to Analyze Business Information. (Intermediate)
3. Communicate financial data and analyses effectively. (Intermediate)

Certificate of Recognition, Management and Supervision

		Units
Total Units		**14.0**
Program Requirements		**14.0**
BUS 40	Independent Study	1.0
BUS 52	Business Communications	3.0
BUS 68	Intro to Principles of Management	3.0
BUS 194	Business Mathematics	3.0
CIS 1	College Computer Literacy	4.0

Certificate of Recognition - Management and Supervision
For information about the program length and suggested sequence of courses for this certificate, please see an Advisor.

■ Program Learning Outcomes

Management and Supervision, Certificate of Recognition

1. Explain best practices in management and human resources.
2. Communicate effectively in a business environment.
3. Analyze basic numeric data to create information relevant to a business decision-making.
4. Apply information technology in the context of learning outcomes 1-3.
5. Assess the effectiveness of observed real-world management and supervision practices.

Certificate of Recognition, Payroll Clerk*

		Units
Total Units		**14.0**
Program Requirements (minimum)		**14.0**
BT 111	Keyboarding 1	3.0
or BT 112	Keyboarding Skill Development	1.0
BUS 10	Intro to Business	3.0
BUS 180	Intro to Bookkeeping	3.0
BUS 194	Business Math	3.0
or MATH 194	Intermediate Business Algebra	4.0
CIS 1	College Computer Literacy	4.0

** Pending Chancellor's Office Approval*

Certificate of Recognition - Payroll Clerk	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 BT 111 or BT 112, BUS 10, BUS 180, BUS 194 or MATH 194, CIS 1	Semester 1 BT 111 or BT 112, BUS 10, CIS 1
	Semester 2 BUS 180, BUS 194 or MATH 194

■ Program Learning Outcomes

Payroll Clerk, Certificate of Recognition

1. Use information technology to record financial data. (Basic)
2. Apply Analytical and Technological Tools to Analyze Business Information. (Basic)
3. Communicate financial data and analyses effectively. (Basic)

■ BUSINESS TECHNOLOGY (BT)

Programs in this field provide general and specific educational opportunities for students seeking careers in a broad variety of business settings related to management, operations, and technical support.

Specific programs include:

- Associate of Science Degree, Computer Support Specialist
- Associate of Science Degree, Office Professional
- Certificate of Recognition, Word Processing

Associate of Science Degree, Computer Support Specialist

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas A, C, D1, D2, D3) (minimum)		**15.0**
Specific Courses		**3.0**
BUS 10	Intro to Business (Area B)	3.0
Program Requirements		**40.0**
Specific Courses		**40.0**
BT 3	Integrated Applications	4.0
BT 16	Word Processing I	4.0
BT 50	Database Applications	4.0
BT 51	Spreadsheet Applications	4.0
BT 53	Technical & Professional Office Procedures	4.0
BT 112	Keyboarding Skill Development	1.0
BUS 52	Business Communications	3.0
CIS 1	College Computer Literacy	4.0
CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	PC Computer Repair & Maintenance	4.0
Electives		**2.0**

Associate of Science Degree - Computer Support Specialist	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 BT 16, CIS 1	Semester 1 BT 16, CIS 1
Semester 2 BT 50, BT 112, BUS 52, CIS 98	Semester 2 BT 51, BT 112; BUS 10, CIS 30
Semester 3 BT 51, BUS 10, CIS30	Semester 3 BT 3, BT 50, BT 53, BUS 52, CIS 31
Semester 4 BT 3, BT 53, CIS 31	Semester 4 CIS98
Plus 2 units of electives	

■ Program Learning Outcomes

Computer Support Specialist, Associate of Science

1. Use database, word processing and spreadsheet applications to create and edit business documents.
2. Support basic office hardware and software needs.
3. Identify and implement communication, customer service and organization skills.
4. Describe and implement a variety of office support tasks.
5. Keyboard at a proficient level.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

Associate of Science Degree, Office Professional

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas A, C, D1, D2, D3)		**15.0**
Specific Courses		**3.0**
BUS 10	Intro to Business (Area B)	3.0
Program Requirements		**42.0**
Specific Courses		**33.0**
BT 3	Integrated Applications	4.0
BT 16	Word Processing I	4.0
BT 17	Word Processing II	4.0
BT 51	Spreadsheet Applications	4.0
BT 53	Technical & Professional Office Procedures	4.0
BT 63	Desktop Publishing Applications	4.0
BT 112	Keyboarding Skill Development	1.0
BT 158*	Intensive Filing Practice	1.0
BUS 52	Business Communications	3.0
CIS 1	College Computer Literacy	4.0
Additional Courses (9.0 units from the following):		**9.0**
BT 50	Database Applications	4.0
BT 178	Intro to QuickBooks	1.0
BUS 1A	Principles of Accounting	4.0
BUS 1B	Principles of Accounting	4.0
BUS 4	Advanced Computerized Bookkeeping	3.0
BUS 180	Computerized Bookkeeping	3.0
CIS 18	Intro to Applications Programming	4.0
CIS 30	Networking Essentials	4.0
CIS 98	PC Computer Repair and Maintenance	4.0
DM 10	Digital Storytelling	4.0
DM 11	Digital Media Design	4.0
DM 70A	Photoshop I	0.5
DM 71	Digital Illustration	0.5

* *Course inactivated. Please see department for appropriate course substitution.*

Associate of Science Degree - Office Professional	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 BT 16, BUS 52, CIS 1	Semester 1 BT 16, BT 158, CIS 1
Semester 2 BT 17, BT 112, BT 158	Semester 2 BT 51, BT 112
Semester 3 BT 51, BUS 10	Semester 3 BT 3, BT 17, BT 53, BT 63
Semester 4 BT 3, BT 53, BT 63	Semester 4 BUS 10, BUS 52
Plus 9 units from Additional Courses	

■ Program Learning Outcomes

Office Professional Program, Associate of Science

1. Create/maintain electronic and paper filing systems.
2. Describe and implement a variety of office support tasks.
3. Identify and implement communication, customer service and organization skills.
4. Use word processing and spreadsheet applications to create and edit business documents.
5. Keyboard at a proficient level.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

DEGREES AND CERTIFICATES

Certificate of Recognition, Word Processing

		Units
Total Units		**15.0**
Program Requirements (minimum)		**15.0**
BT 16	Word Processing I	4.0
BT 17	Word Processing II	4.0
BT 112	Keyboarding Skill Development	1.0
BUS 52	Business Communications	3.0
ENGL 150 or above	Precollegiate Reading & Writing	3.0 - 4.0

Certificate of Recognition - Word Processing	
Suggested Sequence of Program Requirements FALL OR SPRING START	
Semester 1 BT 16, BT 112, ENGL 150 (or above)	Semester 2 BT 17, BUS 52

■ Program Learning Outcomes

Word Processing, Certificate of Recognition

1. Produce business documents such as memos, letters, and multi-page reports using acceptable standard formats.
2. Use intermediate to advanced Word features and templates to prepare professional-quality memos, letters, brochures, and other documents.
3. Use correct technique while keyboarding the alphabetic and numeric keys by touch.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

■ COMPUTER INFORMATION SYSTEMS (CIS)

This degree program provides educational opportunities for students seeking careers in computer and network support positions in the Information Technology field. The program introduces students to network infrastructure and operating systems, data infrastructures, server management, PC repair, and programming fundamentals.

Specific programs include:

- Associate of Science Degree, CIS Networking
- Certificate of Achievement, CIS Networking
- Certificate of Recognition, Network Technician

Associate of Science Degree, CIS Networking

		Units
Total Units		**60.0**
General Education Requirements (minimum)		**18.0**
Core Courses (Areas A, C, D1, and D2)		**13.0**
Specific Courses		**7.0**
BUS 10	Intro to Business (Area B)	3.0
MATH 120	Intermediate Algebra (Area D3)	4.0
Program Requirements		**42.0**
Specific Courses		**32.0**
BT 50	Database Applications	4.0
CIS 1	College Computer Literacy	4.0
CIS 12	Programming Fundamentals	4.0
CIS 18	Intro to Applications Programming	4.0
CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	PC Computer Repair and Maintenance	4.0
DM 10	Digital Storytelling	4.0
Additional Courses (10.0 units from the following) :		**10.0**
BT 16	Word Processing I	4.0
BT 17	Word Processing II	4.0
BT 51	Spreadsheet Applications	4.0
CET 10	Survey of Electronics	3.0
DM 20	Media Development for the Web	4.0
DM 30	Interactive Media	4.0
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 80	Modeling and Animation	4.0

Associate of Science Degree - CIS Networking	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 BUS 10, CIS 1, DM 10, MATH 120	Semester 1 BUS 10, CIS 1, DM 10, MATH 120
Semester 2 CIS 98	Semester 2 BT 50, CIS 12 , CIS 98
Semester 3 BT 50, CIS 12, CIS 30	Semester 3 CIS 18, CIS 31
Semester 4 CIS 18, CIS 31	Semester 4 CIS 30
Plus 10 units from Additional Courses	

■ Program Learning Outcomes

CIS Networking, Associate of Science

1. Implement and manage a simple LAN using contemporary networking hardware, the OSI model and the TCP/IP protocol suite.
2. Install and Manage a NOS.
3. Disassemble and reassemble a PC.
4. Differentiate between the various types of networks and their characteristics.
5. Use logic structures and simple data structures to implement programming solutions.

Certificate of Achievement, Networking

		Units
Total Units		**31.0**
Program Requirements		**31.0**
BT 50	Database Applications	4.0
BUS 10	Intro to Business (Area B)	3.0
CIS 1	College Computer Literacy	4.0
CIS 12	Programming Fundamentals	4.0
CIS 18	Intro to Applications Programming	4.0
CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	PC Computer Repair and Maintenance	4.0

Certificate of Achievement - CIS Networking	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 BT 50, CIS 1, CIS 12, CIS 30	Semester 1 BUS 10, CIS 1, CIS 98
Semester 2 BUS 10, CIS 18, CIS 31, CIS 98	Semester 2 BT 50, CIS 12, CIS 30
	Semester 3 CIS 18, CIS 31

■ Program Learning Outcomes

CIS Networking, Certificate of Achievement

1. Implement and manage a simple LAN using contemporary networking hardware, the OSI model and the TCP/IP protocol suite.
2. Install and Manage a NOS.
3. Disassemble and reassemble a PC.
4. Differentiate between the various types of networks and their characteristics.
5. Use logic structures and simple data structures to implement programming solutions.

Certificate of Recognition, Network Technician

		Units
Total Units		**12.0**
Program Requirements		**12.0**
CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	PC Computer Repair and Maintenance	4.0

Certificate of Recognition - Network Technician	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CIS 30, CIS 98	Semester 1 CIS 31
Semester 2 CIS 31	Semester 2 CIS 30, CIS 98

■ Program Learning Outcomes

Network Technician, Certificate of Recognition

1. Implement and manage a simple LAN using contemporary networking hardware, the OSI model and the TCP/IP protocol suite.
2. Install and Manage a NOS.
3. Disassemble and reassemble a PC.
4. Differentiate between the various types of networks and their characteristics.

■ CONSTRUCTION TECHNOLOGY (CT)

Programs in this field provide general and specific educational opportunities for students seeking careers related to residential and commercial building construction, historic preservation and restoration, and practical and artistic woodworking skills and techniques. The AS Degree in Construction is accredited by the Association for Technology, Management and Applied Engineering (ATMAE).

Specific programs include:

- Associate of Science Degree, Construction Technology
- Certificate of Achievement, Residential Construction I
- Certificate of Achievement, Residential Construction II
- Certificate of Recognition, Residential Wiring
- Certificate of Achievement, Cabinetmaking and Millwork
- Associate of Science Degree, Historic Preservation and Restoration
- Certificate of Achievement, Historic Preservation and Restoration*
- Certificate of Achievement, Fine Woodworking I
- Certificate of Achievement, Fine Woodworking II
- Certificate of Recognition, Solar Thermal Technician
- Certificate of Recognition, Solar Photovoltaic Technician

** Pending Chancellor's Office Approval*

Associate of Science Degree, Construction Technology

		Units
Total Units		**65.5**
General Education Requirements		**18.0**
Core Courses (Areas A, B, C, D1, D2, D3)		**18.0**
Program Requirements		**47.5**
Specific Courses		**47.5**
CT 21A	Survey of Wood Technology	3.0
CT 50	Construction Estimating	4.0
CT 56	Construction Layout	2.5
CT 57A	Cabinetmaking and Millwork I	3.0
CT 57B	Cabinetmaking and Millwork II	3.0
CT 70	Building Codes and Standards	2.0
CT 80	Carpentry Theory I	3.0
CT 81	Carpentry Theory II	3.0
CT 90	Beginning Carpentry I	3.0
CT 91	Beginning Carpentry II	3.0
CT 95	Intermediate Carpentry I	3.0
CT 96	Intermediate Carpentry II	3.0
DT 71	Architectural Design Drafting Techniques	3.0
DT 73	Architectural Drafting - Residential Design	3.0
DT 23 or ENGR 23	Engineering Design Graphics	3.0
IT 46	Computers in Industrial Management	3.0

Associate of Science Degree - Construction Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CT 21A, CT 57A, CT 80, CT 90, ENGR 23 or DT 23	See Advisor for sequence
Semester 2 CT 56, CT 57B, CT 81, CT 91, DT 71, IT 46	
Semester 3 CT 70, CT 95, DT 73	
Semester 4 CT 50, CT 96	

(continued)

■ Program Learning Outcomes

Construction Technology, Associate of Science

1. Provide the local residential construction industry with a professionally trained workforce.
2. Prepare students to analyze and evaluate construction project requirements in relationship to the world around them.
3. Demonstrate an ability to analyze and communicate ideas effectively with co-workers and the general public.

Certificate of Achievement, Residential Construction I

		Units
Total Units		**26.5**
Program Requirements		**26.5**
CT 21A	Survey of Wood Technology	3.0
CT 56	Construction Layout	2.5
CT 57A	Cabinetmaking and Millwork I	3.0
CT 57B	Cabinetmaking and Millwork II	3.0
CT 80	Carpentry Theory I	3.0
CT 81	Carpentry Theory II	3.0
CT 90	Beginning Carpentry I	3.0
CT 91	Beginning Carpentry II	3.0
IT 46	Computers in Industrial Management	3.0

Certificate of Achievement - Residential Construction I	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CT 21A, CT 57A, CT 80, CT 90	See Advisor for sequence
Semester 2 CT 56, CT 57B, CT 81, CT 91, IT 46	

■ Program Learning Outcomes

Residential Construction I, Certificate of Achievement

1. Understand the concepts of residential construction.
2. Demonstrate the procedures, techniques, and processes in residential construction.
3. Identify tools, materials, and processes used in residential carpentry.

Certificate of Achievement, Residential Construction II

		Units
Total Units		**44.5**
Program Requirements		**44.5**
CT 21A	Survey of Wood Technology	3.0
CT 50	Construction Estimating	4.0
CT 56	Construction Layout	2.5
CT 57A	Cabinetmaking and Millwork I	3.0
CT 57B	Cabinetmaking and Millwork II	3.0
CT 70	Building Codes and Standards	2.0
CT 80	Carpentry Theory I	3.0
CT 81	Carpentry Theory II	3.0
CT 90	Beginning Carpentry I	3.0
CT 91	Beginning Carpentry II	3.0
CT 95	Intermediate Carpentry I	3.0
CT 96	Intermediate Carpentry II	3.0
DT 71	Architectural Design Drafting Techniques	3.0
DT 73	Architectural Drafting - Residential Design	3.0
DT 23 or ENGR 23	Engineering Design Graphics	3.0

Certificate of Achievement - Residential Construction II	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CT 21A, CT 57A, CT 80, CT 90, DT 23 or ENGR 23	See Advisor for sequence
Semester 2 CT 57B, CT 81, CT 91, DT 71	
Semester 3 CT 70, CT 95, CT 96	
Semester 4 CT 50, CT 56, CT 96	

■ Program Learning Outcomes

Residential Construction II, Certificate of Achievement

1. Communicate effectively and professionally in the Construction Industry through the proper use of verbal, written, and graphical techniques.
2. Understand the concepts of residential construction.
3. Demonstrate the procedures, techniques, and processes in residential construction.

Certificate of Recognition, Residential Wiring

		Units
Total Units		**10.0**
Program Requirements		**10.0**
CT 72	Electrical Codes and Standards	2.0
CT 78A	Residential Wiring I	2.0
CT 78B	Residential Wiring II	2.0
CT 78C	Residential Wiring III	2.0
CT 78D	Residential Wiring IV	2.0

Certificate of Recognition - Residential Wiring	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CT 78A	See Advisor for sequence
Semester 2 CT 72, CT 78B	
Semester 3 CT 78C	
Semester 4 CT 78D	

■ Program Learning Outcomes

Residential Wiring, Certificate of Recognition

1. Repair and install electrical wire devices in compliance with the National Electric Code.
2. Interpret residential construction blueprints.
3. Demonstrate safe working practices.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

Certificate of Achievement, Cabinetmaking and Millwork

		Units
Total Units		**20.0**
Program Requirements		**20.0**
Specific Courses		**15.0**
CT 21A	Survey of Wood Technology	3.0
CT 21B	Intermediate Woodworking Technology	3.0
CT 57A	Cabinetmaking and Millwork I	3.0
CT 57B	Cabinetmaking and Millwork II	3.0
CT 57C	Cabinetmaking and Millwork III	3.0
Additional Courses (5.0 units from the following):		**5.0**
CT 16	Architectural Millwork	3.0
CT 57D	Cabinetmaking and Millwork IV	3.0
CT 152	Open Lab for Woodworking	1.0

Certificate of Achievement - Cabinetmaking & Millwork
For information about the program length and suggested sequence of courses for this certificate, please see an Advisor.

■ Program Learning Outcomes

Cabinetmaking and Millwork, Certificate of Achievement

1. Work in a manner and fashion that meets Woodwork Institute and general woodworking industry safety standards.
2. Produce artifacts (technical work) that reflect the student's ability to design and construct furniture, cabinetry and millwork of increasing scope and complexity.
3. Critically review literature, periodicals, and trade journals that relate to the cabinet and millwork industry.
4. Provide a strong experience in, and understanding of, all aspects of the cabinet and millwork industry.

Associate of Science Degree, Historic Preservation and Restoration*

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Requirements (Areas A, B, C, D1, D2, D3)		**18.0**
Program Requirements		**43.0**
Specific Courses		**33.0**
CT 10	Intro to Historic Preservation and Restoration	3.0
CT 11	Architectural History	3.0
CT 12	Historic Research and Documentation	3.0
CT 13	Building Conditions and Analysis	3.0
CT 14	Advanced Field School Techniques	2.0
CT 15	Carpentry Techniques for Existing Buildings	3.0
CT 16	Architectural Millwork	3.0
CT 21A	Survey of Wood Technology	3.0
CT 80	Carpentry Theory I	3.0
CT 90	Beginning Carpentry I	3.0
DT 23 or ENGR 23	Engineering Design Graphics	3.0
IT 25	OSHA General Industry Safety	3.0
Additional Courses (8.0 units from the following):		**8.0**
CT 2	Material Science: Wood	2.0
CT 3	Material Science: Masonry/Plaster	2.0
CT 4	Material Science: Interior Surface Materials	2.0
CT 7	Material Science: Glass	4.0
CT 8	Material Science: Casting and Mold Making	4.0
Electives (3.0 units from the following):		**3.0**
DT 71	Achitectural Design Drafting Techniques	3.0
CT 17	Advanced Material Science	1.0
CT 2 or 3 or 4	Additional Material Science	2.0

** Pending Chancellor's Office Approval*

Associate of Science Degree - Historic Preservation & Restoration	
Suggested Sequence of Program Requirements FALL START	**Suggested Sequence of Program Requirements** SPRING START
Semester 1 CT 10, CT 21A, CT 80, CT 90	CT 12 or CT 13, CT 15, IT 25
Semester 2 CT 12 or CT 13, CT 15, CT 25	CT 10, CT 21A, CT 80, CT 90
Semester 3 DT 23, CT 14, CT 17	CT 12 or CT 13, CT 11, CT 16
Semester 4 CT 12 or 13, CT 11, CT 16	DT 23, CT 14, CT 17
Plus 8 units from Additional Material Sciences Courses: CT 2, CT 3, CT 4, CT 7, CT 8	

■ Program Learning Outcomes

Historic Preservation Restoration Technology, Associate of Science

1. Accurately describe unique construction conditions found in historic buildings.
2. Communicate properly in the field of HPRT using industry standard language through oral, written, and visual techniques.
3. Demonstrate knowledge of hands-on skills using proper tools and processes to conserve historic resources.
4. Identify tools, techniques, and safety requirements used in hands-on restoration carpentry.

Certificate of Achievement, Historic Preservation & Restoration*

		Units
Total Units		**20.0**
Program Requirements		**20.0**
Specific Courses		**12.0**
CT 10	Intro to Historic Preservation and Restoration	3.0
CT 12	Historic Research and Documentation	3.0
or CT 13	Building Conditions and Analysis	3.0
CT 15	Carpentry Techniques for Existing Buildings	3.0
CT 16	Architectural Millwork	3.0
Additional Courses (8.0 units from the following):		**8.0**
CT 2	Material Science: Wood	2.0
CT 3	Material Science: Masonry/Plaster	2.0
CT 4	Material Science: Interior Surface Materials	2.0
CT 7	Material Science: Glass	4.0
CT 8	Material Science: Casting and Mold Making	4.0

** Pending Chancellor's Office Approval*

Certificate of Achievement - Historic Preservation & Restoration	
Suggested Sequence of Program Requirements FALL START	**Suggested Sequence of Program Requirements** SPRING START
Semester 1 CT 10, CT 7, CT 15	Semester 1 CT 12 or CT 13, CT 8, CT 16
Semester 2 CT 12 or CT 13, CT 8, CT 16	Semester 2 CT 10, CT 7, CT 15
Recommended electives: CT 14, CT 21A	

■ Program Learning Outcomes

Historic Preservation and Restoration, Certificate of Achievement

1. Accurately describe unique construction conditions found in historic buildings.
2. Communicate properly in the field of HPRT using industry standard language through oral, written, and visual techniques.
3. Demonstrate knowledge of hands-on skills using proper tools and processes to conserve historic resources.
4. Identify tools, techniques, and safety requirements used in hands-on restoration carpentry.

DEGREES AND CERTIFICATES

Certificate of Achievement, Fine Woodworking I

		Units
Total Units		**36.0**
Program Requirements		**36.0**
CT 130A	Fine Woodworking Theory & Practice	18.0
CT 130B	Fine Woodworking Theory & Practice	18.0

Certificate of Achievement - Fine Woodworking I
Suggested Sequence of Program Requirements FALL START
Semester 1 CT 130A
Semester 2 CT 130B

■ Program Learning Outcomes

Fine Woodworking I, Certificate of Achievement

1. Select wood appropriate for task, according to species, properties and visual characteristics.
2. Safely use, tune and care for woodworking hand tools.
3. Assess and implement suitable joinery, construction and finishing techniques for cabinetmaking.
4. Integrate design, construction and presentation, using high levels of craftsmanship, to create a piece of fine furniture.

Certificate of Achievement, Fine Woodworking II

		Units
Total Units		**68.0**
Program Requirements		**68.0**
CT 130A	Fine Woodworking Theory & Practice	18.0
CT 130B	Fine Woodworking Theory & Practice	18.0
CT 133	Fine Woodworking Special Studies	16.0
CT 133	Fine Woodworking Special Studies	16.0

(*CT 133 must be taken two times)*

Certificate of Achievement - Fine Woodworking II	
Suggested Sequence of Program Requirements FALL START	
Semester 1 CT 130A	Semester 3 CT 133
Semester 2 CT 130B	Semester 4 CT 133

■ Program Learning Outcomes

Fine Woodworking II, Certificate of Achievement

1. Integrate design, construction and presentation, using high levels of craftsmanship and advanced cabinetmaking techniques, to create a piece of fine furniture.
2. Contextualize the role of fine woodworking and craftsmanship, and identify possible personal career paths/ routes.

Certificate of Recognition, Solar Photovoltaic Technician

		Units
Total Units		**8.0**
Program Requirements		**8.0**
CT 25	OSHA Construction Safety	2.0
CT 32	Photovoltaic Design and Installation	1.0
CT 33	Intro to Solar Photovoltaic Systems	3.0
CT 78A	Residential Wiring I	2.0

Certificate of Recognition -Solar Photovoltaic Technician
Suggested Sequence of Program Requirements FALL OR SPRING START
Semester 1 CT 25, CT 32, CT 33, CT 78A

■ Program Learning Outcomes

Solar Photovoltaic Technician, Certificate of Recognition

1. Design and install a solar photovoltaic system per standard industry practices and codes.
2. Evaluate and trouble shoot a solar photo-voltaic system.
3. Demonstrate safe working practices.

Certificate of Recognition, Solar Thermal Technician

		Units
Total Units		**8.0**
Program Requirements		**8.0**
CT 25	OSHA Construction Safety	2.0
CT 30	Solar Thermal Design and Installation	1.0
CT 31	Intro to Solar Thermal Systems	3.0
CT 78A	Residential Wiring I	2.0

Certificate of Recognition - Solar Thermal Technician
Suggested Sequence of Program Requirements FALL OR SPRING START
Semester 1 CT 25, CT 30, CT 31, CT 78A

■ Program Learning Outcomes

Solar Thermal Technician, Certificate of Recognition

1. Design and install a solar thermal system per standard industry practices and codes.
2. Evaluate and trouble-shoot a solar thermal system.
3. Demonstrate safe working practices.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

■ DENTAL ASSISTING (DA)

Programs in this field prepare students for careers as dental assistants and for successful completion of the Registered Dental Assistant and Certified Dental Assistant Examinations.

Specific programs include:

- Associate of Science Degree, Dental Assisting
- Certificate of Achievement, Dental Assisting

Note: *For Dental Assisting program progression and completion, a grade of "C" or better is required in all courses. For information on program prerequisites and special application procedures, contact the Dental Assisting Program Office or the department web page at: http://www.redwoods.edu/Departments/HO/DentalAssisting.asp*

Associate of Science Degree, Dental Assisting

		Units
Total Units		**60.0**
Prerequisite: *Eligibility for enrollment in ENGL-150 and MATH 376*		
General Education Requirements		**18.0**
Core Courses (Areas A, B, C, D1, D2, D3)		**18.0**
Program Requirements		**42.0**
Specific Courses		**29.0**
DA 153	Dental Science	2.0
DA 154	Dental Materials and Procedures	3.0
DA 155	Dental Radiography	2.0
DA 156	Dental Assisting Fundamentals (Chairside)	5.0
DA 163	Dental Disease and Oral Health	2.0
DA 164	Dental Specialties and Extended Duties	3.0
DA 165	Advanced Dental Radiography	2.0
DA 166	Dental Front Office Skills	1.0
DA 167	Dental Clinical Experience	6.0
HO 15	Nutrition	3.0
Electives		**13.0**

Associate of Science Degree - Dental Assisting	
Suggested Sequence of Program Requirements FULL-TIME FALL START Nutrition (HO 15) and Speech (SPCH 1 or SPCH 6 or SPCH 7) are not prerequisites, however it is strongly advised that students complete these courses in the Spring or Summer semester prior to enrolling in the DA program.	**Suggested Sequence of Program Requirements** PART-TIME FALL START Part-time students must complete required courses in the sequence specified by the DA program.
Semester 1 DA 153, DA 154, DA 155, DA 156, (HO 15 and SPCH 1 or SPCH 6 or SPCH-7)	Semester 1 DA 153, HO 15, GE Requirement
Semester 2 DA 163, DA 164, DA 165, DA 166, (HO 15 and SPCH 1 or SPCH 6 or SPCH 7)	Semester 2 DA 163, SPCH 1 or SPCH 6 or SPCH-7 GE Requirement
	Semester 3 DA 154, DA 155, DA 156, GE Requirement
	Semester 4 DA 164, DA 165, DA 166, DA 167
	Semester 5 GE Requirement (evening)
Plus 13 Elective units	

Note: *Both full-time and part-time students have to apply and meet eligibility requirements. Strongly advise completing GE requirements in the evening so that student can work during the day.*

General Education Requirements

Natural Science: Life Science and Chemistry are encouraged and relevant to the profession, necessary for dental hygiene prerequisites

Social Science: Psychology and Sociology are encouraged and relevant to the profession, necessary for dental hygiene prerequisites

Humanities: Foreign Language or Sign Language are encouraged and relevant to the profession, necessary for dental hygiene prerequisites

■ Program Learning Outcomes

Dental Assisting, Associate of Science

1. Demonstrate proper infection control protocol, safely implementing standard precautions.
2. Perform proper manipulation and application techniques for a variety of materials used in dentistry.
3. Demonstrate proper techniques to produce diagnostic quality radiographs.
4. Implement fundamental skills while assisting chairside using four-handed and six-handed techniques in accordance with the California State Dental Practice Act.
5. Exhibit ethical conduct, good communication skills, task completion, and teamwork.
6. Apply general education concepts to the practical application of dental assisting.

Certificate of Achievement, Dental Assisting

		Units
Total Units		**32.0**
Program Requirements		**32.0**
DA 153	Dental Science	2.0
DA 154	Dental Materials and Procedures	3.0
DA 155	Dental Radiography	2.0
DA 156	Dental Assisting Fundamentals (Chairside)	5.0
DA 163	Dental Disease and Oral Health	2.0
DA 164	Dental Specialties and Extended Duties	3.0
DA 165	Advanced Dental Radiography	2.0
DA 166	Dental Front Office Skills	1.0
DA 167	Dental Clinical Experience	6.0
HO 15	Nutrition	3.0
SPCH 1	Public Speaking	
or SPCH 6	Small Group Communication	
or SPCH 7	Interpersonal Communication	3.0

Certificate of Achievement - Dental Assisting	
Suggested Sequence of Program Requirements FULL-TIME FALL START Nutrition (HO 15) and Speech (SPCH 1 or SPCH 6 or SPCH 7) are not prerequisites, however it is strongly advised that students complete these courses in the Spring or Summer semester prior to enrolling in the DA program.	**Suggested Sequence of Program Requirements** PART-TIME FALL START Part-time students must complete required courses in the sequence specified by the DA program.
Semester 1 DA 153, DA 154, DA 155, DA 156, (HO 15 and SPCH 1 or SPCH 6 or SPCH 7)	Semester 1 DA 153, HO 15,
Semester 2 DA 163, DA 164, DA 165, DA 166, (HO 15 and SPCH 1 or SPCH 6 or SPCH 7)	Semester 2 DA 163, SPCH 1 or SPCH 6 or SPCH 7

■ Program Learning Outcomes

Dental Assisting, Certificate of Achievement

1. Demonstrate proper infection control protocol, safely implementing standard precautions.
2. Perform proper manipulation and application techniques for a variety of materials used in dentistry.
3. Demonstrate proper techniques to produce diagnostic quality radiographs.
4. Implement fundamental skills while assisting chairside using four-handed and six-handed techniques in accordance with the California State Dental Practice Act.
5. Exhibit ethical conduct, good communication skills, task completion, and teamwork.

■ DIGITAL MEDIA (DM)

Programs in this field provide general and specific educational opportunities for students seeking careers related to digital media creation and development, including audio, video, graphics, animation, and applications.

Specific programs include:

- Associate of Science Degree, Digital Media
- Certificate of Achievement, Digital Media

Associate of Science Degree, Digital Media

		Units
Total Units		**63.0-65.0**
General Education Requirements		**14.0**
Core Courses (Areas A, D1, D2, D3)		**14.0**
Specific Courses		**6.0**
BUS 10	Intro to Business (Area B)	3.0
ART 10	Color & Design (Area C)	3.0
Program Requirements		**41.0**
Specific Courses		**34.0**
CIS 1	College Computer Literacy	4.0
DM 10	Digital Storytelling	4.0
DM 11	Digital Media Design	4.0
DM 15	Pre-Production	3.0
DM 20	Media Development for the Web	4.0
DM 22	Electronic Publishing	4.0
DM 30	Interactive Media	4.0
DM 63	Desktop Publishing Applications	4.0
JOURN 5	Intro to Mass Communication	3.0

Plus 9 units from one Specialization Track

Choose One Specialization Track

2D and 3 D Animation		**11.0**
DM 24A	Animation Principles	3.0
DM 24B	Cartoon Animation	4.0
DT 80	Modeling and Animation	4.0

Associate of Science Degree -2D and 3D Animation Specialization Only

Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15	Semester 1 ART 10, BUS 10, CIS 1, DM 10
Semester 2 ART 10, BUS 10, DM 20	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, DM 24A, DT 80, JOURN 5	Semester 3 DM 24B
Semester 4 DM 24B, DM 30, DM 63	Semester 4 DM 22, JOURN 5, DT 80

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

or Video/Motion Graphics		**9.0**
DM 23	Motion Graphics	4.0
DM 56	Video Production	4.0
DM 73	Intro to Digital Audio	0.5
DM 74	Intro to Digital Video or	0.5

Associate of Science Degree Video/Motion Graphics Specialization Only

Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15, DM 73, DM 74	Semester 1 ART 10, BUS 10, CIS 1, DM 10
Semester 2 ART 10, BUS 10, DM 20, DM 56	Semester 2 DM 11, DM 15, DM 73, DM 74
Semester 3 DM 22, DM 23, JOURN 5	Semester 3 DM 20, DM 30, DM 56, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DM 23, JOURN 5

or Game Development		**11.0**
DM 7	Intro to Game Development	4.0
DM 24A	Animation Principles	3.0
DT 80	Modeling and Animation	4.0

Associate of Science Degree - Game Development Specialization Only

Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 DM 10, DM 11, DM 15, DM 24A, CIS 1	Semester 1 ART 10, BUS 10, CIS 1, DM 10
Semester 2 ART 10, BUS 10, DM 7, DM 20	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, DT 80, JOURN 5	Semester 3 DM 7, DM 20, DM 30, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DT 80, JOURN 5

or Graphic Design		**10.0**
ART 17	Basic Drawing	3.0
ART 19 or ART 35	Figure Drawing or Photography	3.0
ART 43A	Intro to Photoshop	
or ART 43B	Intermediate Photoshop	3.0
DM 70A or DM 70B	Photoshop I or Photoshop II	0.5
DM 71	Digital Illustration	0.5

Associate of Science Degree -Graphic Design Specialization Only

Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15, DM 70A or DM 70B	Semester 1 ART 10, BUS 10, CIS 1, DM 10, DM 70A or DM 70B
Semester 2 ART 10, ART 17, BUS 10, DM 20, DM 71	Semester 2 ART 17, DM 11, DM 15
Semester 3 ART 19 or ART 35, DM 22, JOURN 5	Semester 3 DM 20, DM 30, DM 63, DM 71
Semester 4 ART 43A or ART 43B, DM 30, DM 63	Semester 4 ART 19 or ART 35, ART 43A or ART 43B, DM 22, JOURN 5
Plus 9 units from Additional Art Courses for Graphic Design specialization	

■ Program Learning Outcomes

Digital Media, Associate of Science

1. Conceptualize, design, develop, and deliver ideas, values, and stories to defined audiences for defined purposes, through visual

and aural media.

2. Recognize problems and implement solutions by using varied resources to meet defined objectives or expectations.
3. Communicate effectively and contribute production expectations in a team environment to meet deadlines for media-based products.
4. Adapt to changes in media technologies while utilizing similarities in development tools (hardware and software) to build new skills on existing skills.
5. Demonstrate abilities to follow directions and adapt personal style to develop and deliver content as defined by client, audience, and/or purpose.

Certificate of Achievement, Digital Media

		Units
Total Units		**43.0-45.0**
Program Requirements		**41.0**
Specific Courses		**34.0**
CIS 1	College Computer Literacy	4.0
DM 10	Digital Storytelling	4.0
DM 11	Digital Media Design	4.0
DM 15	Pre-Production	3.0
DM 20	Media Development for the Web	4.0
DM 22	Electronic Publishing	4.0
DM 30	Interactive Media	4.0
DM 63	Desktop Publishing Applications	4.0
JOURN 5	Intro to Mass Communication	3.0

Plus 9 units from one Specialization Track

Choose One Specialization Track

2D and 3 D Animation		**11.0**
DDM 24A	Animation Principles	3.0
DM 24B	Cartoon Animation	4.0
DT 80	Modeling and Animation	4.0

Certificate of Achievement -2D and 3D Animation Specialization Only	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15	Semester 1 CIS 1, DM 10
Semester 2 DM 20,	Semester 2 DM 11, DM 15, DM 73, DM 74
Semester 3 DM 22, DM 24A, DT 80, JOURN 5	Semester 3 DM 20, DM 24A, DM 30, DM 63
Semester 4 DM 24B, DM 30, DM 63	Semester 4 DM 22, DT 80, JOURN 5

or Video/Motion Graphics		**9.0**
DM 23	Motion Graphics	4.0
DM 56	Video Production	4.0
DM 73	Intro to Digital Audio	0.5
DM 74	Intro to Digital Video	0.5

Certificate of Achievement - Video/Motion Graphics Specialization Only	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15, DM 73, DM 74	Semester 1 CIS 1, DM 10
Semester 2 DM 20, DM 56	Semester 2 DM 11, DM 15, DM 73, DM 74
Semester 3 DM 22, DM 23, JOURN 5	Semester 3 DM 20, DM 30, DM 56, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DM 23, JOURN 5

or Game Development		**11.0**
DM 7	Intro to Game Development	4.0
DM 24A	Animation Principles	3.0
DT 80	Modeling and Animation	4.0

Certificate of Achievement - Game Development Specialization Only	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 DM 10, DM 11, DM 15, DM 24A, CIS 1	Semester 1 CIS 1, DM 10
Semester 2 DM 7, DM 20	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, DT 80, JOURN 5	Semester 3 DM 7, DM 20, DM 30, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DT 80, JOURN 5

or Graphic Design		**10.0**
ART 17	Basic Drawing	3.0
ART 19 or ART 35	Figure Drawing or Photography	3.0
ART 43A	Intro to Photoshop	
or ART 43B	Intermediate Photoshop	3.0
DM 70A or DM70 B	Photoshop I or Photoshop II	0.5
DM 71	Digital Illustration	0.5

Certificate of Achievement -Graphic Design Specialization Only	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CIS 1, DM 10, DM 11, DM 15, DM 70A or DM 70B	Semester 1 CIS 1, DM 10, DM 70A or DM 70B
Semester 2 ART 17, DM 20, DM 71	Semester 2 ART 17, DM 11, DM 15
Semester 3 ART 19 or ART 35, DM 22, JOURN 5	Semester 3 DM 20, DM 30, DM 63, DM 71
Semester 4 ART 43A or ART 43B, DM 30, DM 63	Semester 4 ART 19 or ART 35, ART 43A or ART 43B, DM 22, JOURN 5

■ Program Learning Outcomes

Digital Media, Certificate of Achievement

1. Conceptualize, design, develop, and deliver ideas, values, and stories to defined audiences for defined purposes, through visual and aural media.
2. Recognize problems and implement solutions by using varied resources to meet defined objectives or expectations.
3. Communicate effectively and contribute production expectations in a team environment to meet deadlines for media-based products.
4. Adapt to changes in media technologies while utilizing similarities in development tools (hardware and software) to build new skills on existing skills.
5. Demonstrate abilities to follow directions and adapt personal style to develop and deliver content as defined by client, audience, and/or purpose.

■ DRAFTING TECHNOLOGY (DT)

Programs in this field provide educational opportunities for students seeking careers related to architectural and mechanical drafting, civil design, or computer-aided design and drafting. The three Associate of Science Degrees in Drafting Technology are accredited by the Association for Technology, Management and Applied Engineering (ATMAE).

Specific programs include:

- Associate of Science Degree, Architectural Drafting
- Certificate of Achievement, Architectural Drafting
- Associate of Science Degree, Civil Design
- Certificate of Achievement, Civil Design
- Associate of Science Degree, Mechanical Drafting
- Certificate of Achievement, Mechanical Drafting

Associate of Science Degree, Architectural Drafting

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas C, D1, D2, D3)		**12.0**
Specific Courses		**6.0**
PHYS 10	Intro to Physics (Area A)	3.0
ART 17	Basic Drawing (Area C)	3.0
Program Requirements		**42.0**
CT 70	Building Codes and Standards	2.0
CT 80	Carpentry Theory I	3.0
CT 81	Carpentry Theory II	3.0
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design and Drafting	4.0
DT 30	Civil Design Drafting	4.0
DT 50	3D CAD Applications	4.0
DT 60	Mechanical Design Drafting Fundamentals	4.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 73	Architectural Drafting - Residential Design	3.0
DT 80	Modeling and Animation	4.0
IT 46	Computers in Industrial Management	3.0
IT 152	Technical Computer Applications Lab	1.0
Elective		**1.0**

Associate of Science Degree - Architectural Drafting	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 DT 23 or ENGR 23, CT 80, CT 70	Semester 1 DT 23 or ENGR 23, DT 80
Semester 2 DT 71, CT 81, DT 25, DT 30, IT 46	Semester 2 DT 50, CT 70, CT 80, IT 46, ART 17
Semester 3 DT 73, DT 50, PHYS 10, ART 17	Semester 3 DT 25, DT 30, DT 60, DT 71, DT 81
Semester 4 DT 60, DT 80, IT 152	Semester 4 DT 73, IT 152, PHYS 10
Plus 1 Elective unit	

■ Program Learning Outcomes

Architectural Drafting, Associate of Science

1. Produce industry standard design documentation using Computer Aided Drafting and technical sketching.
2. Develop complete architectural working drawings and digital design renderings with consideration for aesthetics, cost, methods of construction, building codes, and common industrial practices.
3. Use common business communication tools such as the internet, MS Office, written reports, and oral presentations.
4. Analyze/interpret/present technological concepts, creative expression, resources, & data.

Certificate of Achievement, Architectural Drafting

		Units
Total Units		**29.0**
Program Requirements		**29.0**
CT 70	Building Codes and Standards	2.0
CT 80	Carpentry Theory I	3.0
CT 81	Carpentry Theory II	3.0
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design and Drafting	4.0
DT 50	3D CAD Applications	4.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 73	Architectural Drafting - Residential Design	3.0
DT 80	Modeling and Animation	4.0

Certificate of Achievement - Architectural Drafting	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 DT 23 or ENGR 23, CT 70, CT 80	Semester 1 DT 23 or ENGR 23, DT 80
Semester 2 CT 81, DT 25, DT 71, DT 80	Semester 2 CT 70, CT 80, DT 50
Semester 3 DT 50, DT 73	Semester 3 CT, 81, DT 25, DT 71

■ Program Learning Outcomes

Architectural Drafting, Certificate of Achievement

1. Produce industry standard design documentation using Computer Aided Drafting and technical sketching.
2. Develop complete architectural working drawings and digital design renderings with consideration for aesthetics, cost, methods of construction, building codes, and common industrial practices.
3. Use common business communication tools such as the internet, MS Office, written reports, and oral presentations.

Associate of Science Degree, Civil Design

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas B, C, D1, D2, D3)		**15.0**
Specific Courses		**3.0**
PHYS 10	Intro to Physics (Area A)	3.0
Program Requirements		**42.0**
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design and Drafting	4.0
DT 30	Civil Design Drafting	4.0
DT 50	3D CAD Applications	4.0
DT 60	Mechanical Design Drafting	4.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 80	Modeling and Animation	4.0
FNR 52	Intro to Surveying	4.0
FNR 65	Intro to GIS	3.0
FNR 67	Intro to GPS	1.0
IT 46	Computers in Industrial Management	3.0
IT 152	Technical Computer Applications Lab	1.0
Electives		**4.0**

Associate of Science Degree - Civil Design	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 DT 23 or ENGR 23, FNR 52	Semester 1 DT 23 or ENGR 23, IT 46
Semester 2 DT 25, DT 30, DT 71, IT 46	Semester 2 DT 50, DT 80, FNR 52, FNR 65
Semester 3 DT 50, PHYS 10, FNR 65, FNR 67	Semester 3 DT 25, DT 30, DT 60, DT 71
Semester 4 DT 60, DT 80, IT 152	Semester 4 IT 152, PHYS 10, FNR 67
Plus 4 Elective units	

■ Program Learning Outcomes

Civil Design, Associate of Science

1. Produce industry standard design documentation using Computer Aided Drafting and technical sketching.
2. Develop maps and technical documentation related to transportation, hydrology, and utilities including profiles and cross sections, land subdivisions, site and grading plans, and basic earthwork calculations using survey data.
3. Use surveying instrumentation and GIS/GPS systems.
4. Use common business communication tools such as the internet, MS Office, written reports, and oral presentations.
5. Analyze/interpret/present technological concepts, creative expression, resources, & data.

Certificate of Achievement, Civil Design

		Units
Total Units		**27.0**
Program Requirements		**27.0**
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design and Drafting	4.0
DT 30	Civil Design Drafting	4.0
DT 50	3D CAD Applications	4.0
DT 80	Modeling and Animation	4.0
FNR 52	Intro to Surveying	4.0
FNR 65	Intro to GIS	3.0
FNR 67	Intro to GPS	1.0

Certificate of Achievement - Civil Design	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 DT 23 or ENGR 23,FNR 52	Semester 1 DT 23 or ENGR 23
Semester 2 DT 25, DT 30, DT 80	Semester 2 DT 50, DT 80, FNR 52, FNR 65, FNR 67
Semester 3 DT 50, FNR 65, FNR 67	Semester 3 DT 25, DT 30

■ Program Learning Outcomes

Civil Design, Certificate of Achievement

1. Produce industry standard design documentation using Computer Aided Drafting and technical sketching.
2. Develop maps and technical documentation related to transportation, hydrology, and utilities including profiles and cross sections, land subdivisions, site and grading plans, and basic earthwork calculations using survey data.
3. Use surveying instrumentation and GIS/GPS systems.
4. Use common business communication tools such as the internet, MS Office, written reports, and oral presentations.

Associate of Science Degree, Mechanical Drafting

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas B, C, D1, D2, D3)		**15.0**
Specific Courses		**3.0**
PHYS 10	Intro to Physics (Area A)	3.0
Program Requirements		**42.0**
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design and Drafting	4.0
DT 30	Civil Design Drafting	4.0
DT 50	3D CAD Applications	4.0
DT 60	Mechanical Design Drafting	4.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 80	Modeling and Animation	4.0
IT 46	Computers in Industrial Management	3.0
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0
IT 152	Technical Computer Applications Lab	1.0
MT 10	Fundamentals of Manufacturing Technology	3.0
Electives		**3.0**

Associate of Science Degree - Mechanical Drafting	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 DT 23 or ENGR 23, MT 10,	Semester 1 DT 23 or ENGR 23, MT 10, DT 80
Semester 2 DT 25, DT 30, DT 60, DT 80	Semester 2 IT 46, IT 60A, PHYS 10, DT 50
Semester 3 DT 50, PHYS 10, IT 46, IT 60A	Semester 3 DT 25, DT 30, DT 60, DT 71, IT 60B
Semester 4 DT 71, IT 152, IT 60B	Semester 4 IT 152
Plus 3 Elective units	

■ Program Learning Outcomes

Mechanical Drafting, Associate of Science

1. Produce industry standard design documentation using Computer Aided Drafting and technical sketching.
2. Develop complete mechanical working drawings, 3D models, and digital design renderings with consideration for common design and manufacturing practices and industry standards.
3. Use common business communication tools such as the internet, MS Office, written reports, and oral presentations.
4. Analyze/interpret/present technological concepts, creative expression, resources, & data.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

DEGREES AND CERTIFICATES

Certificate of Achievement, Mechanical Drafting

		Units
Total Units		**28.0**
Program Requirements		**28.0**
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design and Drafting	4.0
DT 50	3D CAD Applications	4.0
DT 60	Mechanical Design Drafting	4.0
DT 80	Modeling and Animation	4.0
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0
MT 10	Fundamentals of Manufacturing Technology	3.0

Certificate of Achievement - Mechanical Drafting	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 DT 23 or ENGR 23, IT 60A	Semester 1 DT 23 or ENGR 23, DT 80
Semester 2 DT 25, DT 60, DT 80, IT 60B	Semester 2 IT 60A, DT 50, MT 10
Semester 3 DT 50, MT 10	Semester 3 DT 25, DT 60, IT 60B

■ Program Learning Outcomes

Mechanical Drafting, Certificate of Achievement

1. Produce industry standard design documentation using Computer Aided Drafting and technical sketching.
2. Develop complete mechanical working drawings, 3D models, and digital design renderings with consideration for common design and manufacturing practices and industry standards.
3. Use common business communication tools such as the internet, MS Office, written reports, and oral presentations.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

■ EARLY CHILDHOOD EDUCATION (ECE)

Programs in this field prepare students for work with young children in a variety of settings including family child care and center-based child care settings licensed by the State of California. The scope of programs ranges from care for infants and toddlers to preschool and school-age children.

Specific programs include:

- Associate of Science Degree, Early Childhood Education
- Certificate of Achievement, Early Childhood Education
- Transfer to CSU, Child Development *(Students must complete CSU GE Requirements for transfer and ECE 1, 2, 5, 6, 7, 9, 10, and 18. This pattern is accepted by CSUs participating in the Baccalaureate Pathways in Early Care and Education. Currently Humboldt State University, CSU Fullerton and CSU Fresno.)*
- All levels of the California Child Development Permit from Assistant to the Site Supervisor

Associate of Science Degree, Early Childhood Education

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas A, B, C, D1, D2, D3)		**18.0**
Program Requirements		**42.0**
Specific Courses		**24.0**
ECE 1	Principles and Practices of Teaching Young Children	3.0
ECE 2	Child Growth and Development	3.0
ECE 5	The Child in the Family and in the Community	3.0
ECE 6	Child Health, Safety and Nutrition	3.0
ECE 7	Intro to Early Childhood Curriculum	3.0
ECE 9	Observation and Assessment in ECE	3.0
ECE 10	Field Experience in Early Childhood Education	3.0
ECE 18	Teaching in a Diverse Society	3.0
Additional Courses (3.0 units from the following):		**3.0**
ECE 12	Administration of Program for Young Children I	3.0
ECE 13	Administration of Program for Young Children II	3.0
Electives		**15.0**

Associate of Science Degree - Early Childhood Education	
Suggested Sequence of Program Requirements (CR GE PATTERN)	Suggested Sequence of Program Requirements (ECE TRANSFER DEGREE TO CSU)
Semester 1 ECE 1, ECE 2	Semester 1 ECE 1, ECE 2
Semester 2 ECE 5, ECE 7	Semester 2 ECE 5, ECE 7
Semester 3 ECE 6, ECE 9	Semester 3 ECE 6, ECE 9
Semester 4 ECE 10, ECE 12 or ECE 13, ECE 18	Semester 4 ECE 10, ECE 18
Plus 15 Elective units	

■ Program Learning Outcomes

Early Childhood Education, Associate of Science

1. Integrate an understanding of typical and atypical development of children birth to age eight to high quality care and education of young children.
2. Design, implement and evaluate environments and curriculum that support positive, developmental play and learning for all children.
3. Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
4. Develop strategies that promote partnerships between programs, teachers, families and their communities.
5. Demonstrate ethical standards and professional behaviors that deepen understanding and knowledge, and commitment to the Early Childhood Education profession.

Certificate of Achievement, Early Childhood Education

		Units
Total Units		**12.0**
Program Requirements		**12.0**
ECE 1	Principles and Practices of Teaching Young Children	3.0
ECE 2	Child Growth and Development	3.0
ECE 5	The Child in the Family and in the Community	3.0
ECE 7	Intro to Early Childhood Curriculum	3.0

Certificate of Achievement - Early Childhood Education
Suggested Sequence of Program Requirements
Semester 1 ECE 1, ECE 2, ECE 5, ECE 7

■ Program Learning Outcomes

Early Childhood Education, Certificate of Achievement

1. Integrate an understanding of typical and atypical development of children birth to age eight to high quality care and education of young children.
2. Design, implement and evaluate environments and curriculum that support positive, developmental play and learning for all children.
3. Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
4. Develop strategies that promote partnerships between programs, teachers, families and their communities.
5. Demonstrate ethical standards and professional behaviors that deepen understanding and knowledge, and commitment to the Early Childhood Education profession.

■ FORESTRY AND NATURAL RESOURCES TECHNOLOGY (FNR)

Programs in this field provide basic and advanced educational opportunities for students seeking careers related to forestry and natural resources.

Specific programs include:

- Associate of Science Degree, Forestry and Natural Resources Technology, Forest Technology
- Certificate of Achievement, Forest Technology
- Certificate of Recognition, Geomatics

Associate of Science Degree, Forestry Technology

		Units
Total Units		**61.0**
General Education Requirements		**19.0**
Core Courses (Areas D1, D2)		**6.0**
Specific Courses		**13.0**
AG 17	Intro to Soils (Area A)	3.0
BUS 10	Intro to Business (Area B)	3.0
ENVSC 11	Environmental Ethics (Area C)	3.0
MATH 15	Statistics	
or MATH 25	Trigonometry	
or MATH 30	College Algebra (Area D3)	4.0
Program Requirements		**42.0**
AG 46 or IT 46	Computers in Agriculture Management or Computers in Industrial Management	3.0
FNR 1	Intro to Forestry/Natural Resources	3.0
FNR 5	Forest Ecology and Management	3.0
FNR 10	Timber Harvesting in California	5.0
FNR 51	Dendrology	3.0
FNR 52	Intro to Surveying	4.0
FNR 54	Intro to Natural Resource Inventory Techniques	3.0
FNR 58	Intro to Photogrammetry and Remote Sensing	2.0
FNR 60	Forest Heath and Protection	3.0
FNR 65	Intro to GIS	3.0
FNR 67	Intro to GPS	1.0
FNR 77	Intro to Wildland Fire	3.0
FNR 80	Intro to Watershed Management	3.0
FNR 87	Wildlife Biology and Conservation	3.0

Associate of Science Degree - Forestry & Natural Resources Technology - Forestry Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 ENGL 1A, FNR 1, FNR 51, FNR 67, MATH 15	Please see Advisor for course sequencing
Semester 2 ENVSC 11, FNR 5, FNR 54, FNR 77, FNR 87	
Semester 3 AG 17, FNR 52, FNR 58, FNR 65, SPCH 1	
Semester 4 AG 46, BUS 10, FNR 10, FNR 60, FNR 80	

(continued)

■ Program Learning Outcomes

Forestry and Natural Resources Technology, Associate of Science

1. The general overview of products, services and benefits derived from natural resources.
2. The basic state and federal policies affecting resource management.
3. How to correctly identify and name woody plants of regional and national importance.
4. How to interpret maps, use compasses, GPS, and other technologies to navigate terrain and to develop maps from field data.
5. How to acquire field data for the various inventory techniques that measure natural resources including timber, wildlife, water and recreation.
6. How to identify regionally important wildlife species and understand their ecology and habitats.
7. How to use GIS tools to develop maps and analyze spatial data.
8. How to identify and manage for important fire, forest insects and diseases.
9. How to interpret aerial photographs.
10. How to complete basic land surveys using various types of equipment, including the Total Station.
11. How to predict, suppress and use fire safely in wildland conditions.
12. The basic laws and regulations governing practicing forestry in California and how they are applied in the field.
13. How to set up the physical layout of a timber sale in compliance with state regulations.
14. Develop and conduct field inventories of timber and related resources.
15. Participate in wildland firefighting crew activities.
16. Assist registered professional foresters in developing timber harvest plans.

Certificate of Achievement, Forestry Technology

		Units
Total Units		**49.5**
Program Requirements		**49.5**
AG 17	Intro to Soils	3.0
ENGL 150	Precollegiate Reading and Writing	3.5
FNR 1	Intro to Forestry/Natural Resources	3.0
FNR 5	Forest Ecology and Management	3.0
FNR 10	Timber Harvesting in California	5.0
FNR 51	Dendrology	3.0
FNR 52	Intro to Surveying	4.0
FNR 54	Intro to Natural Resource Inventory Techniques	3.0
FNR 58	Intro to Photogrammetry and Remote Sensing	2.0
FNR 60	Forest Heath and Protection	3.0
FNR 65	Intro to GIS	3.0
FNR 67	Intro to GPS	1.0
FNR 77	Intro to Wildland Fire	3.0
FNR 80	Intro to Watershed Management	3.0
FNR 87	Wildlife Biology and Conservation	3.0
MATH 120	Intermediate Algebra	4.0

Certificate of Achievement - Forestry Technology	
Suggested Sequence of Program Requirements FALL START	
Semester 1 ENGL 150, FNR 1, FNR 52, FNR 67, MATH 120	Semester 3 AG 17, FNR 52, FNR 58, FNR 65
Semester 2 FNR 5, FNR 54, FNR 77, FNR 87	Semester 4 FNR 10, FNR 60, FNR 65
Summer - Job/Internship	

■ Program Learning Outcomes

Forestry Technology, Certificate of Achievement

1. The general overview of products, services and benefits derived from natural resources.
2. The basic state and federal policies affecting resource management.
3. How to correctly identify and name woody plants of regional and national importance.
4. How to interpret maps, use compasses, GPS, and other technologies to navigate terrain and to develop maps from field data.
5. How to acquire field data for the various inventory techniques that measure natural resources including timber, wildlife, water and recreation.
6. How to identify regionally important wildlife species and understand their ecology and habitats.
7. How to use GIS tools to develop maps and analyze spatial data.
8. How to identify and manage for important fire, forest insects and diseases.

Certificate of Recognition, Geomatics

		Units
Total Units		**16.0**
Program Requirements		**16.0**
ENGR 23 or DT 23	Engineering Design Graphics	3.0
FNR 52	Intro to Surveying	4.0
FNR 58	Intro to Aerial Photogrammetry & Remote Sensing	2.0
FNR 65	Intro to GIS	3.0
FNR 66 or FNR 99A	Spatial Analysis in GIS or Special Topics in GIS	3.0
FNR 67	Intro to GPS	1.0

Certificate of Recognition - Geomatics	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 FNR 52, FNR 58 (offered odd years), FNR 65*, FNR 67 (first half of Fall Semester)	See Advisor for sequencing
Semester 2 ENGR 23 or DT 23, FNR 66 or FNR 99A*	

Note:* *FNR 65/FNR 66/FNR 99A are on a rotating schedule of 2/1 where FNR 65 will be offered for 2 semesters in a row, then either FNR 66 or FNR 99A will be offered, then FNR 65 for 2 semesters.*

■ Program Learning Outcomes

Geomatics, Certificate of Recognition

1. Acquire and interpret spatial data from both local and remote sources.
2. Apply common analysis techniques to answer spatially oriented problems.
3. Utilize technology and software to develop spatial presentations.
4. Explain applications of geomatics in solving resource problems.
5. Critically analyze spatial data.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

■ FIRE TECHNOLOGY (FT)

Programs in this field provide basic and advanced educational opportunities for students seeking careers related to forestry and natural resources.

Specific programs include:

- Associate of Science, Fire Technology

Associate of Science Degree, Fire Technology

		Units
Total Units		**60.0**
General Education Requirements (minimum)		**18.0**
Core Courses (Areas A, B, C, D1, D2, D3)		18.0
Program Requirements		**42.0**
Specific Courses		23.0
FT 1	Fire Protection Organization	3.0
FT 2	Fire Behavior and Combustion	3.0
FT 3	Principles of Fire and Emergency Services Safety and Survival	3.0
FT 4	Fire Prevention	3.0
FT 5	Fire Protection Systems	3.0
FT 6	Building Construction for Fire Protection	3.0
HO 159	Emergency Medical Technician I	5.0
Electives		19.0

Associate of Science Degree - Fire Technology	
Suggested Sequence of Program Requirements FALL START	
Semester 1 FT 1, FT 2, HO 159	Semester 2 FT 3, FT 4
Semester3 FT 5, FT 6, PE 10*, PE12*	Semester 4 FT 180*

Note:* *Courses are recommended but not required to earn a degree. It is recommended to enroll in PE 10 and PE 12 prior to attending the Fire Academy (FT 180). ENGL 150 is also recommended to prepare firefighters for reading and writing assignments, testing, writing incident reports and performing interviews.*

■ Program Learning Outcomes

Fire Technology, Associate of Science

1. Analyze, appraise, and evaluate fire and emergency incidents and identify components of emergency management and fire fighter safety.
2. Comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
3. Analyze the cause of fire, determine extinguishing agents and methods differentiate the stages of fire and fire development, and compare methods of heat transfer.
4. Identify and describe common types of building construction and conditions associated with structural collapse and fire fighter safety.
5. Analyze and describe the anatomy and function of major body systems, primary features of illnesses/ injuries, and demonstrate techniques required to properly assess, stabilize, treat, and transport patients experiencing medical and traumatic emergencies.
6. Analyze ideas and structure in readings and compose essays supporting arguable thesis statements.

■ HOSPITALITY, RESTAURANT & CULINARY ARTS (HRC)

Programs in this field provide skills and competencies for positions in the hospitality industry. This unique program mirrors industry standards by providing training in a realistic work training environment.

Specific programs include:

- Associate of Science Degree, Hospitality Management, Hotel Emphasis
- Certificate of Achievement, Hospitality Management, Hotel Emphasis
- Associate of Science Degree, Culinary Arts
- Certificate of Achievement, Culinary Arts
- Associate of Science Degree, Restaurant Management
- Certificate of Achievement, Restaurant Management

Associate of Science Degree, Hospitality Management, Hotel Emphasis

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas A, B, C, D1, D2, D3)		18.0
Program Requirements		**42.0**
HRC 1	Intro to the Hospitality Industry	3.0
HRC 2	Hospitality Front Office Management	2.0
HRC 3	Food and Beverage Service	3.0
HRC 5	Hospitality Law	2.0
HRC 6	Hospitality Marketing	3.0
HRC 8	Food and Beverage Cost Control	3.0
HRC 14	Restaurant Management	3.0
HRC 16	Hospitality Supervision	3.0
HRC 17	Sanitation - ServeSafe Certification	3.0
HRC 18	Internship - Hospitality	3.0
HRC 19	Hospitality Leadership and Management	2.0
HRC 20	Hospitality Career Development	2.0
HRC 23	Hospitality Training and Development	2.0
HRC 24	Hospitality Human Resource Management	2.0
HRC 26	Hospitality Housekeeping Management	2.0
HRC 27	Hospitality Basic Accounting	2.0
HRC 28	Hospitality Facilities Management	2.0

Associate of Science, Hospitality Management, Hotel Emphasis
For information about the program length and suggested sequence of courses for this program, please see an Advisor.

■ Program Learning Outcomes

Hospitality Management, Hotel Emphasis, Associate of Science

1. Identify and apply current public health and safety standards in a hotel and lodging setting.
2. Explain the relation of hotel and lodging operations to the travel and tourism industry.
3. Analyze and apply current law to case studies dealing with real life examples of law-related incidents in the hospitality industry.
4. Identify and describe methods and techniques to effectively recruit, train, and supervise employees.
5. Identify methods and processes for maintaining the financial wellbeing of a hotel or lodge, including accounting, marketing, and cost control.
6. Demonstrate effective techniques to compose a resume and success interview for positions in the hospitality industry.

Certificate of Achievement, Hospitality Management, Hotel Emphasis

		Units
Total Units		**37.0**
Program Requirements		**37.0**
HRC 1	Intro to the Hospitality Industry	3.0
HRC 2	Hospitality Front Office Management	2.0
HRC 3	Food and Beverage Service	3.0
HRC 5	Hospitality Law	2.0
HRC 6	Hospitality Marketing	3.0
HRC 14	Restaurant Management	3.0
HRC 16	Hospitality Supervision	3.0
HRC 17	Sanitation - ServeSafe Certification	3.0
HRC 18	Internship - Hospitality	3.0
HRC 19	Hospitality Leadership and Management	2.0
HRC 23	Hospitality Training and Development	2.0
HRC 24	Hospitality Human Resource Management	2.0
HRC 26	Hospitality Housekeeping Management	2.0
HRC 27	Hospitality Basic Accounting	2.0
HRC 28	Hospitality Facilities Management	2.0

Certificate of Achievement, Hospitality Management, Hotel Emphasis

For information about the program length and suggested sequence of courses for this certificate, please see an Advisor.

■ Program Learning Outcomes

Hospitality Management, Hotel Emphasis, Certificate of Achievement

1. Identify and apply current public health and safety standards in a hotel and lodging setting.
2. Explain the relation of hotel and lodging operations to the travel and tourism industry.
3. Analyze and apply current law to case studies dealing with real life examples of law-related incidents in the hospitality industry.
4. Identify and describe methods and techniques to effectively recruit, train, and supervise employees.
5. Identify methods and processes for maintaining the financial wellbeing of a hotel or lodge, including accounting and marketing.

Associate of Science Degree, Culinary Arts

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas A, B, C, D1, D2, D3)		**18.0**
Program Requirements		**42.0**
Specific Courses		**37.0**
HRC 1	Intro to the Hospitality Industry	3.0
HRC 3	Food and Beverage Service	3.0
HRC 8	Food and Beverage Cost Control	3.0
HRC 9	Nutrition for Culinary Professionals	2.0
HRC 10	Culinary Fundamentals	4.0
HRC 11	Professional Baking I	4.0
HRC 12	Professional Cooking I	4.0
HRC 14	Restaurant Management	3.0
HRC 16	Hospitality Supervision	3.0
HRC 17	Sanitation - ServeSafe Certification	3.0
HRC 18	Internship - Hospitality	3.0
HRC 20	Hospitality Career Development	2.0
Additional Courses (5.0 units from the following):		**5.0**
HRC 5	Hospitality Law	2.0
HRC 6	Hospitality Marketing	3.0
HRC 13	Professional Cooking II	4.0
HRC 19	Hospitality Leadership and Management	2.0
HRC 21	Professional Baking II	4.0
HRC 22	International Cooking	2.0
HRC 23	Hospitality Training and Development	2.0
HRC 24	Hospitality Human Resource Management	2.0

Also achieves National Restaurant Association (NRAEF) Management First Professional Credential

Associate of Science, Culinary Arts

For information about the program length and suggested sequence of courses for this program, please see an Advisor.

■ Program Learning Outcomes

Culinary Arts, Associate of Science

1. Identify and apply current public health and safety standards in a professional kitchen setting.
2. Recalls and reproduces preparation and service techniques for a variety of food and beverage products in a professional kitchen setting.
3. Explain the relation of food and beverage operations to the travel and tourism industry.
4. Demonstrate knowledge of dietary recommendation and food guides in real-world situations in the hospitality industry.
5. Demonstrate effective techniques to compose a resume and success interview for positions in the hospitality industry.

Certificate of Achievement, Culinary Arts

		Units
Total Units		**35.0**
Program Requirements		**35.0**
Specific Courses		**32.0**
HRC 1	Intro to the Hospitality Industry	3.0
HRC 6	Hospitality Marketing	3.0
HRC 8	Food and Beverage Cost Control	3.0
HRC 9	Nutrition for Culinary Professionals	2.0
HRC 10	Culinary Fundamentals	4.0
HRC 11	Professional Baking I	4.0
HRC 12	Professional Cooking I	4.0
HRC 14	Restaurant Management	3.0
HRC 16	Hospitality Supervision	3.0
HRC 17	Sanitation - ServeSafe Certification	3.0
Additional Courses (3.0 units from the following):		**3.0**
HRC 13	Professional Cooking II	4.0
HRC 18	Internship - Hospitality	3.0
HRC 21	Professional Baking II	4.0
HRC 22	International Cooking	2.0

Certificate of Achievement, Culinary Arts

For information about the program length and suggested sequence of courses for this certificate, please see an Advisor.

■ Program Learning Outcomes

Culinary Arts, Certificate of Achievement

1. Identify and apply current public health and safety standards in a professional kitchen setting.
2. Recalls and reproduces preparation techniques for a variety of food and beverage products in a professional kitchen setting.
3. Explain the relation of food and beverage operations to the travel and tourism industry.
4. Demonstrate knowledge of dietary recommendation and food guides in real-world situations in the hospitality industry.
5. Identify methods and processes for marketing a hotel or lodge.

Associate of Science Degree, Restaurant Management

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas A, B, C, D1, D2, D3)		**18.0**
Program Requirements		**42.0**
Specific Courses		**38.0**
HRC 1	Intro to the Hospitality Industry	3.0
HRC 3	Food and Beverage Service	3.0
HRC 5	Hospitality Law	2.0
HRC 6	Hospitality Marketing	3.0
HRC 8	Food and Beverage Cost Control	3.0
HRC 10	Culinary Fundamentals	4.0
HRC 14	Restaurant Management	3.0
HRC 16	Hospitality Supervision	3.0
HRC 17	Sanitation - ServeSafe Certification	3.0
HRC 18	Internship - Hospitality	3.0
HRC 19	Hospitality Leadership and Management	2.0
HRC 20	Hospitality Career Development	2.0
HRC 23	Hospitality Training and Development	2.0
HRC 24	Hospitality Human Resource Management	2.0
Additional Courses (4.0 units from the following):		**4.0**
HRC 9	Nutrition for Culinary Professionals	2.0
HRC 11	Professional Baking I	4.0
HRC 27	Hospitality Basic Accounting	2.0
HRC 28	Hospitality Facilities Management	2.0

Associate of Science, Restaurant Management

For information about the program length and suggested sequence of courses for this program, please see an Advisor.

■ Program Learning Outcomes

Restaurant Management, Associate of Science

1. Identify and describe methods and techniques to effectively recruit, train, and supervise employees.
2. Identify and apply current public health and safety standards in a restaurant setting.
3. Analyze and apply current law to case studies dealing with real life examples of law-related incidents in the restaurant industry.
4. Recalls and reproduces basic preparation techniques for a variety of food products in a professional kitchen setting.
5. Identify methods and processes for maintaining the financial wellbeing of a restaurant, including cost control and marketing.
6. Demonstrate effective techniques to compose a resume and success interview for positions in the hospitality industry.

Certificate of Achievement, Restaurant Management

		Units
Total Units		**32.0**
Program Requirements		**32.0**
HRC 1	Intro to the Hospitality Industry	3.0
HRC 3	Food and Beverage Service	3.0
HRC 5	Hospitality Law	2.0
HRC 6	Hospitality Marketing	3.0
HRC 8	Food and Beverage Cost Control	3.0
HRC 10	Culinary Fundamentals	4.0
HRC 14	Restaurant Management	3.0
HRC 16	Hospitality Supervision	3.0
HRC 17	Sanitation - ServeSafe Certification	3.0
HRC 18	Internship - Hospitality	3.0
HRC 19	Hospitality Leadership and Management	2.0

Certificate of Achievement, Restaurant Management

For information about the program length and suggested sequence of courses for this certificate, please see an Advisor.

■ Program Learning Outcomes

Restaurant Management, Certificate of Achievement

1. Identify and describe methods and techniques to effectively lead and manage employees.
2. Identify and apply current public health and safety standards in a restaurant setting.
3. Analyze and apply current law to case studies dealing with real life examples of law-related incidents in the restaurant industry.
4. Recalls and reproduces basic preparation techniques for a variety of food products in a professional kitchen setting.
5. Identify methods and processes for maintaining the financial wellbeing of a restaurant, including cost control and marketing.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

■ LIBERAL ARTS

The Associate in Liberal Arts is designed for students who want a broad knowledge of the liberal arts and sciences. This degree requires the successful completion of the general education pattern and an area of emphasis that meets the student's educational goals. The general education pattern provides a broad knowledge of the liberal arts and sciences and the emphasis area requires a student to focus on a specific academic area.

Specific programs include:

- Associate of Arts Degree, Liberal Arts: Agriculture
- Associate of Arts Degree, Liberal Arts: Behavioral & Social Science
- Associate of Arts Degree, Liberal Arts: Business
- Associate of Arts Degree, Liberal Arts: Fine Arts
- Associate of Arts Degree, Liberal Arts: Humanities, Language & Communication
- Associate of Arts Degree, Liberal Arts: Mathematics
- Associate of Arts Degree, Liberal Arts: Science
- Associate of Arts Degree, Liberal Arts: Science Exploration

Associate of Arts Degree, Liberal Arts: Agriculture*

	Units
Total Units	**60.0**
General Education Requirements	**18.0**
Choose one of three options. See an advisor for more information	
Option A CR General Ed. Requirements	
Option B CSU General Ed. Requirements	
Option C IGETC Pattern	
Program Requirements	**18.0**
Core Courses (9.0 units from the following):	9.0
AG 3 Intro to Animal Science	3.0
AG 17 Intro to Soils	3.0
AG 31 Intro to Agricultural Business	3.0
Additional Courses (9.0 units from the following):	9.0
AG 7 Animal Feeding and Nutrition	3.0
AG 23 Intro to Plant Science	3.0
AG 30 Intro to Agricultural Business and Economics	3.0
AG 36 Agricultural Accounting	3.0
AG 51 Agriculture Machine Systems	3.0
AG 52 Agricultural Mechanics	3.0
Electives	24.0

** Pending Chancellor's Office Approval*

■ Program Learning Outcomes

Liberal Arts: Agriculture

1. Describe the importance of the agriculture industry to the local, state and national economy.
2. Utilize a variety of technologies to gain information about the Agriculture industry and apply these technologies in the analysis of specific situations.
3. Apply the principles of soil science and plant science to Agriculture management problems.

Associate of Arts Degree, Liberal Arts: Behavioral & Social Science

	Units
Total Units	**60.0**
General Education Requirements	
Choose one of three options. See an advisor for more information	
Option A CR General Ed. Requirements	
Option B CSU General Ed. Requirements	
Option C IGETC Pattern	
Program Requirements	**18.0**
Specific Courses (9.0 units from the following):	9.0
AJ 1 Intro to Administration of Justice	3.0
ANTH 3 Cultural Anthropology	3.0
HIST 8 United States History through Reconstruction	
or HIST 9 United States History Reconstruction - Present	3.0
POLSC 10 American Institutions	3.0
PSYCH 1 General Psychology	3.0
SOC 1 Intro to Sociology	3.0
Additional Courses (9.0 units from the following):	9.0
AJ 1 Intro to Administration of Justice	3.0
AJ 4 Criminal Law	4.0
AJ 5 Crime and Delinquency	3.0
ANTH 1 Physical Anthropology	3.0
or ANTH 2 Intro to Anthropology	3.0
or ANTH 3 Cultural Anthropology	3.0
or ANTH 4 Folklore	3.0
or ANTH 5 Great Archaeological Discoveries	3.0
or ANTH 6 Forensic Anthropology	3.0
ECON 20 Economic History of the United States	3.0
GEOG 2 Cultural Geography	3.0
HIST 4 Western Civilization to 1600 A.D.	3.0
HIST 5 Western Civilization: 1600 A.D. - Present	3.0
HIST 8 United States History through Reconstruction	3.0
HIST 9 United States History Reconstruction - Present	3.0
HIST 20 World History: Prehistory to 1500 C.E.	3.0
HIST 21 World History: 1500 A.D. - Present	3.0
JOURN 5 Intro to Mass Communication	3.0
NAS 1 or NAS 21 Intro to Native American Studies or Native American History	3.0
POLSC 1 Political Controversies	3.0
POLSC 10 American Institutions	3.0
POLSC 12 State and Local Politics	3.0
POLSC 20 Comparative Politics/Government	3.0
POLSC 30 The Campaign Trail	3.0
PSYCH 1 General Psychology	3.0
PSYCH 2 Research Methods in Psychology	3.0
PSYCH 11 Life Span Development	3.0
PSYCH 20 Geological Psychology	3.0
PSYCH 30 Social Psychology	3.0
PSYCH 33 Persona Growth and Adjustment	3.0
PSYCH 38 Abnormal Psychology	3.0
SOC 1 Intro to Sociology	3.0
SOC 2 Social Problems	3.0
SOC 3 Human Sexuality	3.0
SOC 5 Intro to Race and Ethnic Relations	3.0
SOC 9 Intro to Women's Studies	3.0
SOC 10 Family and Intimate Relationships	3.0
SOC 33 Death & Dying: Transition/Growth	3.0
SOC 34 Intro to Social Work	3.0
SOC 38 Field Experience	3.0

■ Program Learning Outcomes

Liberal Arts: Behavioral & Social Science

1. Extract and analyze information from primary and secondary sources relevant to the social and behavioral sciences.
2. Critically evaluate current and historical issues in the social and behavioral sciences.
3. Create arguments that demonstrate knowledge of primary and secondary source information.
4. Compare and contrast the intellectual frameworks that various disciplines in the social and behavioral sciences have taken with respect to social power relations, including but not limited to race, ethnicity, class, gender, and religion.
5. Explain diverse human viewpoints and experiences from an empathetic perspective.

Associate of Arts Degree, Liberal Arts: Business

	Units
Total Units	**60.0**

General Education Requirements

Choose one of three options. See an advisor for more information

Option A CR General Ed. Requirements
Option B CSU General Ed. Requirements
Option C IGETC Pattern

Program Requirements 18.0

BUS 1A	Principles of Accounting	4.0
BUS 1B	Principles of Accounting	4.0
BUS 10	Intro to Business	3.0
BUS 18	Business Law	4.0
ECON 1	Macroeconomics	3.0
ECON 10	Microeconomics	3.0
ECON 20	Economic History of the United States	3.0
MATH 15	Elementary Statistics	4.0

■ Program Learning Outcomes

Liberal Arts: Business

1. Select and apply analytical and technological tools as they relate to personal and business decision making.
2. Communicate effectively as writers, listeners, and speakers in social and business settings.
3. Participate effectively in real or simulated business transactions in both the domestic and international arenas.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

Associate of Arts Degree, Liberal Arts: Fine Arts*

	Units
Total Units	**60.0**

General Education Requirements

Choose one of three options. See an advisor for more information

Option A CR General Ed. Requirements
Option B CSU General Ed. Requirements
Option C IGETC Pattern

Program Requirements 18.0

ART 1A	Art History: Pre-History to Gothic	3.0
ART 1B	Art History: Renaissance to Contemporary	3.0
ART 2	Intro to Art	3.0
ART 3A	Intro to Sculpture	3.0
ART 4	Art Appreciation	3.0
ART 10	Color and Design	3.0
ART 11	Three-Dimensional Design	3.0
ART 17	Basic Drawing	3.0
ART 19	Figure Drawing	3.0
ART 23	Painting	3.0
ART 31A	Intro to Ceramics	3.0
ART 35	Photography	3.0
ART 43A	Intro to Photoshop	3.0
ART 60	Jewelry	3.0
CINE 1	Cinema History - Origins Through the Coming Sound	3.0
CINE 2	Cinema History - Coming of Sound to the Present	3.0
CINE 3	Cinemas of Latin America, Asia and Africa	3.0
CINE 6	Selected Film Authors or Genres	3.0
DRAMA 24	Intro to Theatre	3.0
DRAMA 26	Theatre Production	2.0
DRAMA 30A	Acting I	3.0
DRAMA 30B	Acting II	3.0
MUS 1	Intro to Music	3.0
MUS 2A	Beginning Harmony and Musicianship	3.0
MUS 2B	Intermediate Harmony and Musicianship	3.0
MUS 3	Advanced Harmony and Musicianship	3.0
MUS 10	Music in History	3.0
MUS 12	American Popular Music	3.0
MUS 24A	Beginning Class Piano I	1.0
MUS 24B	Beginning Class Piano II	1.0
MUS 25A	Intermediate Class Piano I	1.0
MUS 25B	Interediate Class Piano II	1.0

** Pending Chancellor's Office Approval*

■ Program Learning Outcomes

Liberal Arts: Fine Arts

1. Demonstrate progressive technical mastery of one or more artistic mediums.
2. Recognize and evaluate competing aesthetic and critical claims.
3. Critically analyze a range of creative works using varied analytical perspectives.
4. Explain, verbally or in writing, relationships between cultural, socio-economic, and political factors and artistic movements.

Associate of Arts Degree, Liberal Arts: Humanities, Language & Communication

	Units
Total Units	**60.0**

General Education Requirements

Choose one of three options. See an advisor for more information

Option A CR General Ed. Requirements
Option B CSU General Ed. Requirements
Option C IGETC Pattern

Program Requirements 18.0

ART 1A	Art History: Pre-History to Gothic	3.0
ART 1B	Art History: Renaissance to Contemporary	3.0
ENGL 1B	Critical Inquiry and Literature	3.0
ENGL 9	World Literature: Early Modern to 20th Century	3.0
ENGL 10	World Literature: Antiquity to the Early Modern Era	3.0
ENGL 17	American Literature: Beginnings to the Civil War	3.0
ENGL 18	American Literature: Civil War - WWII	3.0
ENGL 32	Creative Writing: Poetry	3.0
ENGL 33	Creative Writing: Prose	3.0
ENGL 60	Intro to British Literature: Beginnings Through the 18th Century	3.0
ENGL 61	Intro to British Literature: Romanticism to the Present	3.0
FRNC 1A	Elementary French	4.0
FRNC 1B	Elementary French	4.0
GERM 1A	Elementary German	4.0
GERM 1B	Elementary German	4.0
HIST 4	Western Civilization to 1600 A.D.	3.0
HIST 5	Western Civilization: 1600 A.D. - Present	3.0
HIST 8	United States History through Reconstruction	3.0
HIST 9	United States History Reconstruction - Present	3.0
HIST 20	World History: Prehistory to 1500 C.E.	3.0
HIST 21	World History: 1500 A.D. to Present	3.0
JPN 1A	Elementary Japanese	4.0
JPN 1B	Elementary Japanese	4.0
JOURN 5	Intro to Mass Communications	3.0
PHIL 1	Critical Thinking	3.0
PHIL 10	Intro to Philosophy	3.0
PHIL 12	Logic	3.0
PHIL 15	Religions of the World	3.0
PHIL 20	Ethics	3.0
SNLAN 1A	Elementary American Sign Language I	4.0
SNLAN 1B	Elementary American Sign Language II	4.0
SPAN 1A	Elementary Spanish	4.0
SPAN 1B	Elementary Spanish	4.0
SPAN 2A	Intermediate Spanish	4.0
SPAN 2B	Intermediate Spanish	4.0
SPCH 1	Public Speaking	3.0
SPCH 6	Small Group Communication	3.0
SPCH 7	Interpersonal Communication	3.0

■ Program Learning Outcomes

Liberal Arts: Humanities and Communications

1. Present orally or in writing the effective use of research materials in a coherent argument.
2. Generate an artifact* that reflects on the relationship between the reader, text and the changing social, cultural and historical contexts. *An "artifact' is a sample of student course work—a specific assignment, presentation or project.
3. Critically analyze and interpret a broad variety of texts, including, but not limited to written texts, speeches, and various media.

Associate of Arts Degree, Liberal Arts: Mathematics

	Units
Total Units	**60.0**

General Education Requirements

Choose one of three options. See an advisor for more information

Option A CR General Ed. Requirements
Option B CSU General Ed. Requirements
Option C IGETC Pattern

Program Requirements 18.0

Specific Courses (8.0 units from the following):		**8.0**
MATH 50A	Differential Calculus	4.0
MATH 50B	Integral Calculus	4.0
Additional Courses (10.0 units from the following):		**10.0**
MATH 4	MATLAB Programming	3.0
MATH 45	Linear Algebra	4.0
MATH 50C	Multivariable Calculus	4.0
MATH 55	Differential Equations	4.0

■ Program Learning Outcomes

Liberal Arts: Mathematics

1. Complete projects and assignments both independently and cooperatively.
2. Communicate mathematical ideas effectively, both in oral and written presentations.
3. Use numerical, graphical, symbolic, and verbal representations to solve problems and present logical arguments.
4. Use computer technology to verify and interpret results, visualize functions, and explore mathematical concepts.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Associate of Arts Degree, Liberal Arts: Science

		Units
Total Units		**60.0**
General Education Requirements		
Choose one of three options. See an advisor for more information		
Option A CR General Ed. Requirements		
Option B CSU General Ed. Requirements		
Option C IGETC Pattern		
Program Requirements		**18.0**
Specific Courses (13.0 units from the following):		**13.0**
CHEM 1A	General Chemistry	
or CHEM 2	Intro to Chemistry	5.0
MATH 25	College Trigonometry	
or MATH 30	College Algebra	
or MATH 50A	Differential Calculus	4.0
PHYS 2A	General Physics	
or PHYS 4A	Engineering Physics	4.0
Additional Courses (5.0 units from the following):		**5.0**
BIOL 1	General Biology	4.0
BIOL 3	Fundamental Cell Biology	4.0
BIOL 4	General Zoology	4.0
BIOL 5	Intro to Botany	4.0
CHEM 1B	General Chemistry	5.0
CHEM 2	Intro to Chemistry	4.0
CHEM 3	Intro to Organic Chemistry	4.0
CHEM 8	Organic Chemistry	5.0
FNR 1	Intro to Forestry and Natural Resources	3.0
FNR 51	Dendrology: The Identification and Study of Woody Plants	3.0
GEOL 1	Physical Geology	4.0
MATH 15	Elementary Statistics	4.0
MATH 25	College Trigonometry	4.0
MATH 30	College Algebra	4.0
MATH 50B	Integral Calculus	4.0
OCEAN 10	Intro to Oceanography	3.0
OCEAN 11	Lab in Oceanography	1.0
OCEAN 12	Environmental Oceanography	3.0
PHYS 2B	General Physics	4.0
PHYS 4B	Engineering Physics	4.0
PHYS 4C	Engineering Physics	4.0

■ Program Learning Outcomes

Liberal Arts: Science

1. Appropriately apply methods of scientific inquiry to answer questions, and explain the limitations of this approach.
2. Apply concepts of physics and chemistry to quantitatively explain observable phenomena.
3. Collect and analyze data, evaluate sources of error, and synthesize this information into clear and organized reports.
4. Use numerical, graphical, symbolic and verbal representation to solve problems and communicate with others.
5. Follow instructions to perform laboratory techniques and procedures, and report associated outcomes.
6. Provide specific examples of the classification of the natural world, drawn from both life and physical sciences.

Associate of Arts Degree, Liberal Arts: Science Exploration

		Units
Total Units		**60.0**
General Education Requirements		
Choose one of three options. See an advisor for more information		
Option A CR General Ed. Requirements		
Option B CSU General Ed. Requirements		
Option C IGETC Pattern		
Program Requirements		**18.0**
Specific Courses		
(Take one course from life science and one from physical science)		**7.0**
Life Science		
Physical Science		
Additional Courses (11.0 units from the following):		**11.0**
AG 17	Introduction to Soils	3.0
AG 18	Soil Fertility and Fertilizers	3.0
AG 23	Intro to Plant Science	3.0
ASTRO 10	Intro to Astronomy	3.0
ASTRO 11	The Solar System and Space Exploration	3.0
ASTRO 15A	Observational Astronomy	1.0
BIOL 1	General Biology	4.0
BIOL 2	Microbiology	4.0
BIOL 3	Fundamental Cell Biology	4.0
BIOL 4	General Zoology	4.0
BIOL 5	General Botany	4.0
BIOL 8	Human Biology	3.0
BIOL 9	Plants and People	3.0
BIOL 15	Marine Biology	4.0
BIOL 20	Natural History	3.0
CHEM 1A	General Chemistry	5.0
CHEM 1B	General Chemistry	5.0
CHEM 2	Intro to Chemistry	5.0
CHEM 3	Intro to Organic Chemistry	4.0
CHEM 8	Organic Chemistry	5.0
CET 10	Survey of Electronics	3.0
CIS 12	Programming Fundamentals	4.0
CIS 18	Intro to Applications Programming	4.0
ENVSC 10	Intro to Environmental Science	3.0
ENVSC 12	Earth's Changing Climate	3.0
ENVSC 15	Intro to Energy	3.0
FNR 1	Intro to Forestry and Natural Resources	3.0
FNR 5	Applied Forest Ecology	3.0
FNR 51	Dendrology: The Identification and Study of Wood Plants	3.0
FNR 52	Intro to Surveying	4.0
FNR 54	Intro to Natural Resources Inventory Techniques	3.0
FNR 58	Intro to Photogrammetry and Remote Sensing	2.0
FNR 60	Forest Heath and Protection	3.0
FNR 65	Intro to GIS	3.0
GEOG 1	Intro to Physical Geography	3.0
GEOL 1	Physical Geology	4.0
GEOL 10	Environmental Geology	3.0
GEOL 15	Earthquakes and Plate Tectonics	3.0
MATH 15	Elementary Statistics	4.0
MATH 25	College Trigonometry	4.0
MATH 30	College Algebra	4.0
MATH 45	Linear Algebra	4.0
MATH 50A	Differential Calculus	4.0
MATH 50B	Integral Calculus	4.0

(continued)

MATH 50C	Multivariable Calculus	4.0
MATH 55	Differential Equations	4.0
METEO 1	Intro to Meteorology	3.0
OCEAN 10	Intro to Oceanography	3.0
OCEAN 11	Lab in Oceanography	1.0
OCEAN 12	Environmental Oceanography	3.0
PHYS 2A	General Physics	4.0
PHYS 2B	General Physics	4.0
PHYS 4A	Engineering Physics	4.0
PHYS 10	Intro to Physics	3.0
PHYSC 10	Intro to Physical Science	3.0

■ Program Learning Outcomes

Liberal Arts: Science Exploration

1. Discuss the process of scientific inquiry and analysis, and be able to explain its strengths and limitations in investigating the natural world.
2. Provide specific examples of the classification of the natural world, drawn from both life and physical sciences.
3. Ability to accurately record and collect data.
4. Ability to quantitatively analyze and report data.
5. Articulate possible ethical, cultural, economic or political implications of scientific information and resulting technologies.

■ MANUFACTURING TECHNOLOGY (MT)

Programs in this field provide general and specific educational opportunities for students seeking careers in drafting and design for manufacturing, machining operations, computer-controlled manufacturing, process control, production, and supervision.

Specific programs include:

- Associate of Science Degree, CADD/CAM Design and Manufacturing
- Certificate of Achievement, CADD/CAM Design and Manufacturing
- Associate of Science Degree, Manufacturing Technology
- Certificate of Achievement, Manufacturing Technology

Associate of Science Degree, Manufacturing Technology

		Units
Total Units		**61.0**
General Education Requirements		**18.0**
Core Courses (Areas B, C, D1, D2, D3)		**15.0**
Specific Courses		**3.0**
CET 10	Survey of Electronics (Area A)	3.0
Program Requirements		**43.0**
Specific Courses (Take 40.0 from the following):		**40.0**
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0
MT 10	Fundamentals of Manufacturing Technology	3.0
MT 11	Advanced Manufacturing Turning	4.0
MT 12	Advanced Manufacturing Milling	4.0
MT 13	Advanced Manufacturing Processes	4.0
MT 52	Ferrous Metallurgy	3.0
MT 54A	Intro to Computer Numerical Control	4.0
MT 54B	Computer Numerical Control Machining	4.0
MT 59A	Mastercam 2D Programming	4.0
MT 59B	Mastercam 3D Programming	4.0
Additional Course (3.0 units from the following):		**3.0**
DHET 167	Hydraulics and Pneumatics	3.0
DT 23 or ENGR 23	Engineering Design Graphics	3.0
IT 25	Occupational Safety & Health Management	3.0
IT 46	Computers in Industrial Management	3.0
MT 54L	Numerical Control Lab	2.0
WT 53	Welding Procedures	2.0

Associate of Science Degree -Manufacturing Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 CET 10, IT 60A, MT 10, MT 54A	See advisor for sequence
Semester 2 IT 60B, MT 11, MT 54B	
Semester 3 MT 12, MT 52, MT 59A	
Semester 4 MT 13, MT 59B	
Plus 3 units from Additional Courses	

■ Program Learning Outcomes

Manufacturing Technology, Associate of Science

1. Set-up and operate manual machine tools including milling machines, lathes, precision grinders, Electrical Discharge Machines, and support equipment including drill presses, grinders and saws.
2. Set-up and operate Computer Aided Manufacturing systems and Computer Numerical Control machine tools including machining centers, turning centers, and rapid prototyping machines.
3. Produce machine parts from engineering drawings within dimensional tolerances.
4. Determine the best way to manufacture a given part and produce it utilizing the available tools and equipment.

Certificate of Achievement, Manufacturing Technology

		Units
Total Units		**40.0**
Program Requirements		**40.0**
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0
MT 10	Fundamentals of Manufacturing Technology	3.0
MT 11	Advanced Manufacturing Turning	4.0
MT 12	Advanced Manufacturing Milling	4.0
MT 13	Advanced Manufacturing Processes	4.0
MT 52	Ferrous Metallurgy	3.0
MT 54A	Intro to Computer Numerical Control	4.0
MT 54B	Computer Numerical Control Machining	4.0
MT 59A	Mastercam 2D Programming	4.0
MT 59B	Mastercam 3D Programming	4.0

Certificate of Achievement - Manufacturing Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 IT 60A, MT 10, MT 54A	See advisor for sequence
Semester 2 IT 60B, MT 11, MT 54B	
Semester 3 MT 12, MT 52, MT 59A	
Semester 4 MT 13, MT 59B	

■ Program Learning Outcomes

Manufacturing Technology, Certificate of Achievement

1. Set-up and operate manual machine tools including milling machines, lathes, precision grinders, Electrical Discharge Machines, and support equipment including drill presses, grinders and saws.
2. Set-up and operate Computer Aided Manufacturing systems and Computer Numerical Control machine tools including machining centers, turning centers, and rapid prototyping machines.
3. Produce machine parts from engineering drawings within dimensional tolerances.
4. Determine the best way to manufacture a given part and produce it utilizing the available tools and equipment.

Associate of Science Degree, Manufacturing Technology, CADD/CAM

		Units
Total Units		**60.0**
General Education Requirements		**18.0**
Core Courses (Areas B, C, D1, D2, D3)		**15.0**
Specific Courses		**3.0**
PHYS 10	Intro to Physics (Area A)	3.0
Program Requirements		**42.0**
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer-Aided Design & Drafting	4.0
DT 50	3D CAD Application	4.0
DT 60	Mechanical Design Drafting	4.0
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0
MT 10	Fundamentals of Manufacturing Technology	3.0
MT 11	Advanced Manufacturing Turning	4.0
MT 52	Ferrous Metallurgy	3.0
MT 54A	Intro to Computer Numerical Control	4.0
MT 59A	Mastercam 2D Programming	4.0
Electives		**3.0**

Associate of Science Degree - Manufacturing Technology, CADD/CAM	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 MT 10, IT 60A, MT 54A, DT 23 or ENGR 23	See advisor for sequence
Semester 2 MT 11, IT 60B, DT 25, DT 60	
Semester 3 MT 52, MT 59A, DT 50	
Semester 4 PHYS 10	
Plus 3 Elective units	

■ Program Learning Outcomes

CADD/CAM Design and Manufacturing, Associate of Science

1. Set-up and operate manual machine tools including milling machines, lathes, precision grinders, and support equipment including drill presses, grinders and saws.
2. Set-up and operate Computer Aided Manufacturing systems and Computer Numerical Control machine tools.
3. Produce machine parts from engineering drawings within dimensional tolerances.
4. Determine the best way to design and manufacture a given part and produce it utilizing the available tools and equipment.
5. Produce industry standard design documentation using Computer Aided Drafting and technical sketching.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

DEGREES AND CERTIFICATES

Certificate of Achievement, Manufacturing Technology, CADD/CAM

		Units
Total Units		**39.0**
Program Requirements		**39.0**
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer-Aided Design & Drafting	4.0
DT 50	3D CAD Application	4.0
DT 60	Mechanical Design Drafting	4.0
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0
MT 10	Fundamentals of Manufacturing Technology	3.0
MT 11	Advanced Manufacturing Turning	4.0
MT 52	Ferrous Metallurgy	3.0
MT 54A	Intro to Computer Numerical Control	4.0
MT 59A	Mastercam 2D Programming	4.0

Certificate of Achievement -Manufacturing Technology, CADD/CAM	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 MT 10, IT 60A, MT 54A, DT 23 or ENGR 23	See advisor for sequence
Semester 2 MT 11, IT 60B, DT 25, DT 60	
Semester 3 MT 52, MT 59A, DT 50	
Semester 4 PHYS 10	

■ Program Learning Outcomes

CADD/CAM Design and Manufacturing, Certificate of Achievement

1. Set-up and operate manual machine tools including milling machines, lathes, precision grinders, and support equipment including drill presses, grinders and saws.
2. Set-up and operate Computer Aided Manufacturing systems and Computer Numerical Control machine tools.
3. Produce machine parts from engineering drawings within dimensional tolerances.
4. Determine the best way to design and manufacture a given part and produce it utilizing the available tools and equipment.
5. Produce industry standard design documentation using Computer Aided Drafting and technical sketching.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

■ MARINE SCIENCE TECHNOLOGY (MS)

(Mendocino Coast only)

Programs in this field provide educational opportunities for students seeking careers related to marine science and oceanography. Additional information is available at: http://www.redwoods.edu/departments/marine/

Specific programs include:

- Associate of Science Degree, Marine Science Technology
- Certificate of Achievement, Marine Science Technology

Associate of Science Degree, Marine Science Technology

		Units
Total Units		**60.0**
General Education Requirements		**19.0-21.0**
Core Courses (Areas B, C, D1, D2, D3)		**15.0-17.0**
Specific Courses		**4.0**
BIOL 1	General Biology (Area A)	4.0
Program Requirements		**35.0**
Specific Courses		**23.0**
BIOL 15	Marine Biology	4.0
BIOL 24	Intro to Marine & Anadromous Fishes	3.0
BIOL 25	Marine & Coastal Field Biology	3.0
BIOL 40 or OCEAN 40	Independent Study	2.0
CIS 1	College Computer Literacy	4.0
OCEAN 10	Intro to Oceanography	3.0
OCEAN 11	Laboratory in Oceanography	1.0
OCEAN 12	Environmental Oceanography	3.0
Additional Courses (12.0 units from the following):		**12.0**
BIOL 4	General Zoology	4.0
BIOL 5	General Botany	4.0
BIOL 16	Birds of the North Coast	3.0
BIOL 18	Natural History of North Coast Animals	3.0
BIOL 20	Natural History	4.0
BIOL 26	Intro to Marine Plankton	2.0
BIOL 27	Biology of Marine Animals	3.0
BIOL 35	Field Studies in Biology	2.0
BIOL 120M	Intro to ID of North Coast Birds	0.5
BIOL 120P	Marine Algae	0.5
BT 50	Database Applications	4.0
CHEM 1A	General Chemistry	5.0
CHEM 1B	General Chemistry	5.0
CHEM 2	Intro to Chemistry	5.0
ENVSC 10	Intro to Environmental Science	4.0
FNR 65	Intro to GIS	3.0
GEOG 1	Intro to Physical Geography	3.0
GEOL 1	Physical Geology	4.0
MATH 15	Elementary Statistics	4.0
MATH 30	College Algebra	4.0
MATH 50A	Differential Calculus	4.0
METEO 1	Intro to Meteorology	3.0
PHYSC 10	Intro to Physical Science	3.0
PHYS 2A	General Physics	4.0
PHYS 2B	General Physics	4.0
Electives		**4.0-6.0**

■ Program Learning Outcomes

Marine Science, Associate of Science

1. Follow detailed instructions to perform laboratory and the field techniques and procedures safely and effectively.
2. Collect and analyze data, and synthesize that information into clear and organized reports.

3. Appropriately apply methods of scientific inquiry to the critical evaluation of data and concepts.
4. Apply concepts of marine, biological, and physical science to explain observable phenomena.

Certificate of Achievement, Marine Science Technology

		Units
Total Units		**31.0**
Program Requirements		**31.0**
Specific Courses		**27.0**
BIOL 1	General Biology (Area A)	4.0
BIOL 15	Marine Biology	4.0
BIOL 24	Intro to Marine and Anadromous Fishes	3.0
BIOL 25	Marine and Coastal Field Biology	3.0
BIOL 40 or		
OCEAN 40	Independent Study	2.0
CIS 1	College Computer Literacy	4.0
OCEAN 10	Intro to Oceanography	3.0
OCEAN 11	Laboratory in Oceanography	1.0
OCEAN 12	Environmental Oceanography	3.0
Additional Courses (4.0 units from the following):		**4.0**
BIOL 4	General Zoology	4.0
BIOL 5	General Botany	4.0
BIOL 16	Birds of the North Coast	3.0
BIOL 18	Natural History of North Coast Animals	3.0
BIOL 20	Natural History	4.0
BIOL 26	Intro to Marine Plankton	2.0
BIOL 27	Biology of Marine Animals	3.0
BIOL 35	Field Studies in Biology	2.0
BIOL 120M	Intro to ID of North Coast Birds	0.5
BIOL 120P	Marine Algae	0.5
BT 50	Database Applications	4.0
CHEM 1A	General Chemistry	5.0
CHEM 1B	General Chemistry	5.0
CHEM 2	Intro to Chemistry	5.0
ENVSC 10	Intro to Environmental Science	4.0
FNR 65	Intro to GIS	3.0
GEOG 1	Intro to Physical Geography	3.0
GEOL 1	Physical Geology	4.0
MATH 15	Elementary Statistics	4.0
MATH 30	College Algebra	4.0
MATH 50A	Differential Calculus	4.0
METEO 1	Intro to Meteorology	3.0
PHYSC 10	Intro to Physical Science	3.0
PHYS 2A	General Physics	4.0
PHYS 2B	General Physics	4.0

■ Program Learning Outcomes

Marine Science, Certificate of Achievement

1. Follow detailed instructions to perform laboratory and the field techniques and procedures safely and effectively.
2. Collect and analyze data, and synthesize that information into clear and organized reports.
3. Appropriately apply methods of scientific inquiry to the critical evaluation of data and concepts.
4. Apply concepts of marine, biological, and physical science to explain observable phenomena.

■ NATURAL HISTORY (NH)

(Mendocino Coast only)

This program provides educational opportunities for students seeking careers related to biological inventories, rare and endangered species, and environmental education.

The specific program is:

- Certificate of Recognition, Natural History.

Certificate of Recognition, Natural History

		Units
Total Units		**17.5**
Program Requirements		**17.5**
Specific Courses		**14.0**
BIOL 17 or FNR 51	Trees, Shrubs & Wildflowers or Dendrology	3.0
BIOL 20	Natural History	4.0
BIOL 21	Mushrooms of North Coast	
or BIOL 23	Lichens of Northern California	2.0
BIOL 40	Independent Study	1.0
ENVSC 10	Intro to Environmental Science	4.0
Additional Courses (1.0 unit from the following}:		**1.0**
GEOL 1	Physical Geology	4.0
GEOL 10	Environmental Geology	3.0
GEOL 40	Independent Study	0.5 - 1.0
GEOL 99	Selected Topics	0.5 - 2.0
Additional Courses (2.5 units from the following):		**2.5**
BIOL 1	General Biology	4.0
BIOL 9	Plants and People	3.0
BIOL 15	Marine Biology	4.0
BIOL 16	Birds of the North Coast	3.0
BIOL 17	Trees, Shrubs and Wildflowers	2.0
BIOL 19	Rare Plants	2.0
BIOL 22	California Plant Identification	3.0
BIOL 23	Lichens of Northern California	2.0
BIOL 24	Intro to Marine and Anadromous Fishes	3.0
BIOL 25	Marine and Coastal Field Biology	3.0
BIOL 35	Field Studies	1.0
BIOL 120H	Wildflowers of the Coniferous Forest	0.5
BIOL 120M	Intro to ID of North Coast Birds	0.5
GEOL 1	Physical Geology	4.0
GEOL 10	Environmental Geology	3.0
GEOL 40	Independent Study	0.5 - 2.0
OCEAN 10	Intro to Oceanography	3.0
OCEAN 11	Lab in Oceanography	1.0
OCEAN 12	Environmental Oceanography	3.0
METEO 1	Intro to Meteorology	3.0

■ Program Learning Outcomes

Natural History, Certificate of Recognition

1. Identify flora and fauna using appropriate resources.
2. Conduct biological inventories using appropriate field methods.
3. Classify biotic communities and explain ecological relations among species in that community.
4. Write accurate reports of field research.

■ NURSING (NURS)

Licensed Vocational Nursing (LVN)

Programs in this field provide education opportunities for students seeking careers as Licensed Vocational Nurses (LVN). Upon completion of the appropriate program, students are eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN).

WILL BE OFFERED FALL 2013

Specific program options include:

- Associate of Science Degree, Licensed Vocational Nursing
- Certificate of Achievement, Licensed Vocational Nursing

Note: *High school completion is required for entry into the LVN program. For Licensed Vocational Nursing (LVN) program progression and completion, a grade of "C" or better is required in al LVN courses. For information on program admission and prerequisites, obtain the Health Occupations Program Information booklet through the Health Occupations Office or the department webpage at: http://www.redwoods.edu/departments/ho/LVN.asp*

Associate of Science Degree, Licensed Vocational Nursing

		Units
Total Units		**64.0**
Program Prerequisite		
HO 110	Basic Patient Care or California CNA Certification	6.0
General Education Requirements (minimum)		**18.0**
Core Courses (Areas B, C, D1, D2, D3)		**15.0**
Specific Courses		**4.0**
BIOL 8	Human Biology (Area A)	4.0
Program Requirements		**42.0**
HO 15	Nutrition	3.0
LVN 110A	Pharmacology - Vocational Nursing I	2.0
LVN 110B	Pharmacology - Vocational Nursing II	2.0
LVN 111	LVN Fundamental Pharmacology Skills	0.5
LVN 118	Psychology for Vocational Nursing	2.0
LVN 121	Nursing of Adults and Children I	6.5
LVN 122	Nursing of Adults and Children II	13.0
LVN 123	Nursing of Adults and Children III	13.0

Associate of Science Degree - Licensed Vocational Nursing	
Suggested Sequence of Program Requirements FALL START	
Semester 1 BIOL 8, HO 15, LVN 110A, LVN 111, LVN 121	Semester 3 LVN 123
Semester 2 LVN 110B, LVN 118, LVN 122	

■ Program Learning Outcomes

Licensed Vocational Nursing, Associate of Science

Incorporate principles from nursing, behavioral and physical sciences in the promotion of competent care to clients of different ages with different bio-psychosocial needs.

Apply knowledge of specific disease conditions in the prevention, treatment, nursing care and rehabilitation of all clients.

Differentiate the role of the Licensed Vocational Nurse in the health care team.

Conform to professional standards incorporating legal and ethical responsibilities of the LVN.

Utilize critical thinking in assessment, planning, intervention and evaluation of client care and in the development and implementation of a teaching plan within the scope of LVN practice.

Organize, prioritize, and delegate care for a group of clients communicating effectively with members of the health care team.

Certificate of Achievement, Licensed Vocational Nursing

		Units
Total Units		**46.0**

Program Prerequisite - California CNA Certification or HO 110 (Basic Patient Care)

Program Requirements		**46.0**
BIOL 8	Human Biology	4.0
HO 15	Nutrition	3.0
LVN 110A	Pharmacology - Vocational Nursing I	2.0
LVN 110B	Pharmacology - Vocational Nursing II	2.0
LVN 111	LVN Fundamental Pharmacology Skills	0.5
LVN 118	Psychology for Vocational Nursing	2.0
LVN 121	Nursing of Adults and Children I	6.5
LVN 122	Nursing of Adults and Children II	13.0
LVN 123	Nursing of Adults and Children III	13.0

Certificate of Achievement -Licensed Vocational Nursing
Suggested Sequence of Program Requirements FALL START
Semester 1 BIOL 8, HO 15, LVN 110A, LVN 111, LVN 121
Semester 2 LVN 110B, LVN 118, LVN 122
Semester 3 LVN 123

■ Program Learning Outcomes

Licensed Vocational Nursing, Certificate of Achievement

1. Incorporate principles from nursing, behavioral and physical sciences in the promotion of competent care to clients of different ages with different bio-psychosocial needs.
2. Apply knowledge of specific disease conditions in the prevention, treatment, nursing care and rehabilitation of all clients.
3. Differentiate the role of the Licensed Vocational Nurse in the health care team.
4. Conform to professional standards incorporating legal and ethical responsibilities of the LVN.
5. Utilize critical thinking in assessment, planning, intervention and evaluation of client care and in the development and implementation of a teaching plan within the scope of LVN practice.
6. Organize, prioritize, and delegate care for a group of clients communicating effectively with members of the health care team.

Registered Nursing (RN)

Programs in this field provide educational opportunities for students seeking careers as Registered Nurses (RN). Upon program completion, students are eligible to take the National Council Licensing Exam for Registered Nursing (NCLEX-RN).

Specific program options include:

- Associate of Science Degree, Registered Nursing
- Associate of Science Degree, LVN to RN
- Certificate of Achievement, LVN to RN

Note: *For Associate of Science, Nursing and Certificates of Achievement, Nursing program progression and completion, a grade of "C" or better is required in all courses. For information on Nursing programs admission procedures and prerequisites, obtain the Health Occupations Program information booklet through the Health Occupations Office or the department web page at: http://www.redwoods.edu/departments/ho/nursingRN.asp*

Associate of Science Degree, Registered Nursing

			Units
Total Units			**77.0**
General Education Requirements			**18.0**
***denotes Program Prerequisites**			
**** denotes Specific Program Requirements**			
Specific Core Courses			**minimum 18.0**
	BIOL 1	General Biology (Area A)	3.0
*	ENGL 1A	Analytical Reading and Writing (Area D1)	4.0
	MATH 120, MATH 194 or higher	Intermediate Algebra (Area D3)	min. 3.0
**	PSYCH 1	General Psychology	
or	PSYCH 11	Life Span Development (Area B)	3.0
**	SPCH 1	Public Speaking	
or	SPCH 6,	Small Group Communication,	
or	SPCH 7	Interpersonal Communication (Area D2)	3.0
	Humanities	Choose any course from Area C	3.0
Major Courses			**59.0**
Specific Courses			**15.0**
*	BIOL 2	Microbiology	4.0
*	BIOL 6	Human Anatomy	4.0
*	BIOL 7	Human Physiology	4.0
	HO 15	Nutrition	3.0
Additional Courses (3.0 units from the following):			**3.0**
	ANTH 3	Cultural Anthropology	3.0
	SOC 1	Intro to Sociology	3.0
	SOC 2	Social Problems	3.0
Program Requirements			**41.0**
	NURS 10A	Pharmacology in Professional Nursing I	2.0
	NURS 10B	Pharmacology in Professional Nursing II	2.0
	NURS 21	Nursing Science and Practice I	9.0
	NURS 22	Nursing Science and Practice II	9.0
	NURS 23	Nursing Science and Practice III	9.0
	NURS 24	Nursing Science and Practice IV	10.0

NOTE: *Upon program completion, students are eligible to take the National Council Licensing Exam for Registered Nursing (NCLEX-RN).*

Associate of Science Degree - Registered Nursing	
Program Prerequisites: BIOL 2, BIOL 6, BIOL 7 and ENGL 1A. It is recommended that students take MATH 120 OR MATH 194 (Area D3) before beginning Nursing courses.	
Suggested Sequence of Program Requirements FALL START	
Semester 1 NURS 10A, NURS 21, PSYCH 1 or PSYCH 11	Semester 3 NURS 23, SPCH 1 or SPCH 7
Semester 2 NURS 10B, NURS 22, HO 15	Semester 4 NURS 24, SOC 1 or SOC 2 or ANTH 3, Humanities (Area C)

■ Program Learning Outcomes

Registered Nursing, Associate of Science

1. Human Flourishing: Advocate for patients and families in ways that promote self-determination, integrity and on-going growth as human beings.
2. Clinical Reasoning and Judgment: Use clinical reasoning and judgments in nursing practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promotes the health of patients within a family and community context.
3. Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve quality of care for patients, families and communities.
4. Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identify as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients within a family and community context.
5. Apply knowledge from general education coursework in biologic sciences, social sciences, communication and mathematics when understanding and providing safe quality care to patients and their families.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

DEGREES AND CERTIFICATES

Associate of Science Degree, LVN to RN - Career Mobility Paramedic to RN - Career Mobility*

		Units
Total Units		**60.0**
Prerequisite Credential - California Recognition of Licensure as a Vocational Nurse or National Registry Certification - Paramedic		
General Education Requirements (minimum)		**18.0**
*** denotes Program Prerequisites**		
Specific Core Courses		**minimum 18.0**
*BIOL 6	Human Anatomy (Area A)	4.0
*ENGL 1A	Analytical Reading and Writing (Area D1)	4.0
MATH 120 or higher	Intermediate Algebra (Area D3)	min. 3.0
PSYCH 1	General Psychology	
or PSYCH 11	Life Span Development (Area B)	3.0
SPCH 1	Public Speaking	
or SPCH 6,	Small Group Communication	
or SPCH 7	Interpersonal Communication (Area D2)	3.0
Humanities	Choose any course from Area C	3.0
Specific Courses		**15.0**
***denotes Program Prerequisites**		
*BIOL 2	Microbiology	4.0
*BIOL 6	Human Anatomy	4.0
*BIOL 7	Human Physiology	4.0
*HO 15	Nutrition	3.0
Additional Courses (3.0 units from the following):		**3.0**
ANTH 3	Cultural Anthropology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
Program Requirements		**23.0**
NURS 60 A	LVN/Paramedic-RN Transition Concepts Part I	1.0
NURS 60 B	LVN/Paramedic-RN Transition Concepts Part II	1.0
NURS 60 L	LVN/Paramedic-RN Transition Clinical Lab	2.0
NURS 23	Nursing Science and Practice III	9.0
NURS 24	Nursing Science and Practice IV	10.0

**Pending California Board of Registered Nursing Approval*

Associate of Science Degree LVN to RN – Career Mobility Paramedic to RN - Career Mobility	
Program Prerequisites: BIOL 2, BIOL 6 or BIOL 8, BIOL 7, ENGL 1A and NURS 60. It is recommended that students take MATH 120 OR MATH 194 (Area D3) before beginning Nursing courses.	
Suggested Sequence of Program Requirements FALL START	
Semester 1 ANTH 3 or SOC 1 or SOC 2, NURS 23, PSYCH 1 or PSYCH 11	Semester 2 NURS 24, SPCH 1 or SPCH 6 or SPCH 7

■ Program Learning Outcomes

LVN to RN – Career Mobility
Paramedic to RN– Career Mobility
Associate of Science

1. Human Flourishing: Advocate for patients and families in ways that promote self-determination, integrity and on-going growth as human beings.
2. Clinical Reasoning and Judgment: Use clinical reasoning and judgments in nursing practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promotes the health of patients within a family and community.
3. Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve quality of care for patients, families and communities.
4. Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identify as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients
5. Apply knowledge from general education coursework in biologic sciences, social sciences, communication and mathematics when understanding and providing safe quality care to patients and their families.

Certificate of Achievement, LVN to RN - 30-Unit Option

		Units
Total Units		**33.0**
Prerequisite: California Vocational Nursing License		
Program Requirements		**33.0**
***denotes Program Prerequisites**		
* BIOL 2	Microbiology	4.0
* BIOL 6 or BIOL 8	Human Anatomy or Human Biology	4.0
* BIOL 7	Human Physiology	4.0
NURS 23	Nursing Science and Practice III	9.0
NURS 24	Nursing Science and Practice IV	10.0
* NURS 60	LVN-RN Transition Concepts	2.0

Certificate of Achievement -LVN to RN - 30-Unit Option	
Program Prerequisites BIOL 2, BIOL 6 or BIOL 8, BIOL 7, ENGL 1A and NURS 60. *It is recommended that students take MATH 120 (Area D3) before beginning Nursing courses.*	
Suggested Sequence of Program Requirements FALL START	
Semester 1 NURS 23	Semester 2 NURS 24

■ Program Learning Outcomes

LVN to RN - 30 Unit Option, Certificate of Achievement

1. Human Flourishing: Advocate for patients and families in ways that promote self-determination, integrity and on-going growth as human beings.
2. Clinical Reasoning and Judgment: Use clinical reasoning and judgments in nursing practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promotes the health of patients within a family and community context.
3. Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve quality of care for patients, families and communities.
4. Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identify as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients within a family and community context.
5. Apply knowledge from general education coursework in biologic sciences, social sciences, communication and mathematics when understanding and providing safe quality care to patients and their families.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

■ NORTH COAST PARAMEDIC (PMED)

Programs in this field provide educational opportunities for students seeking careers as Paramedics.

WILL BE OFFERED FALL 2013

Specific programs include:

- Associate of Science Degree, North Coast Paramedic
- Certificate of Achievement, North Coast Paramedic

Note: *For Paramedic program progression and completion, a grade of "B" or better is required for all courses. For information on program prerequisites and special application procedures, contact the Health Occupations Office or go to the http://www.redwoods.edu/departments/paramedic/.*

Associate of Science Degree, North Coast Paramedic

		Units
Total Units		**60.0**
Program Prerequisite		**5.0**
HO 159	Emergency Medical Technician I or National Certification	18.0
General Education Requirements (minimum)		**18.0**
Core Courses (Areas C, D1, D2, D3)		**18.0**
Specific Courses		**3.0**
BIOL 1 or BIOL 2	General Biology or Microbiology (Area A)	3.0 or 4.0
PSYCH 1	General Psychology	
or PSYCH 33	Personal Growth and Adjustment	
or SOC 1 or SOC 2	Intro to Sociology or Social Problems (Area B)	3.0
Program Requirements		**37.0**
HO 170A	North Coast Paramedic 1	11.0
HO 170B	North Coast Paramedic 2	13.0
HO 170C	North Coast Paramedic 3	9.0
Elective		**4.0**

Associate of Science Degree -North Coast Paramedic	
Suggested Sequence of Program Requirements FALL START	
Semester 1 HO 159	Semester 3 HO 170B
Semester 2 HO 170A	Semester 4 HO 170C

■ Program Learning Outcomes

North Coast Paramedic, Associate of Science

1. Identify the roles and responsibilities of a paramedic and how these support the roles and responsibilities of other healthcare professionals.
2. Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients and communicate the findings to others.
3. Integrate pathophysiological principles and assessment findings to formulate a field impression, and implement a treatment plan for emergency patients.
4. Apply concepts of social interaction and communications with teams and individuals.
5. Manage the scene of an emergency safely and efficiently.
6. Achieve national certification as a paramedic.

Certificate of Achievement, North Coast Paramedic

		Units
Total Units		**38.0**
Prerequisites Requirement		**5.0**
HO 159	Emergency Medical Technician I	5.0
or	National Certification	
Program Requirements		**33.0**
HO 170A	North Coast Paramedic 1	11.0
HO 170B	North Coast Paramedic 2	13.0
HO 170C	North Coast Paramedic 3	9.0

Certificate of Achievement -North Coast Paramedic
Suggested Sequence of Program Requirements FALL START
Semester 1 HO 159
Semester 2 HO 170A
Semester 3 (summer) HO 170B
Semester 4 HO 170C

■ Program Learning Outcomes

North Coast Paramedic, Certificate of Achievement

1. Identify the roles and responsibilities of a paramedic within an EMS system.
2. Apply the basic concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients and communicate the findings to others.
3. Integrate pathophysiological principles and assessment findings to formulate a field impression, and implement a treatment plan for emergency patients.
4. Manage the scene of an emergency safely and efficiently.
5. Achieve national certification as a paramedic.

■ WATER & WASTEWATER TECHNOLOGY (WAT)

Programs in this field provide general and specific educational opportunities for students seeking careers requiring knowledge of water treatment and distribution systems, or wastewater treatment and collection systems.

Specific programs include:

- Associate of Science, Water & Wastewater Technology
- Certificate of Achievement, Water & Wastewater Technology
- Certificate of Recognition, Water Treatment and Distribution System Technology
- Certificate of Recognition, Wastewater Treatment and Collection System Technology

Associate of Science, Water and Wastewater Technology

		Units
Total Units		**60.0**
General Education Requirements (minimum)		**18.0**
Core Courses (Areas C, D1, D2, D3)		**12.0**
Specific Courses		**7.0**
BIOL 1	General Biology (Area A)	4.0
BUS 10	Intro to Business (Area B)	3.0
Program Requirements		**41.0**
Specific Courses (Take 21.0 from the following):		**21.0**
WAT 10	Intro to Water and Wastewater Technology	3.0
WAT 12	Water and Wastewater Science	2.0
WAT 20	Mechanical & Electrical Systems for the Water and Wastewater Industry	3.0
WAT 25	Applied Fluid Mechanics for the Municipal Industry	2.0
WAT 30	Operation of Drinking Water Treatment Systems	2.0
WAT 31	Operation of Drinking Water Distribution Systems	2.0
WAT 50	Operation of Wastewater Treatment Systems	2.0
WAT 51	Operation of Wastewater Collection Systems	2.0
WAT 180	Analytical Methods for Water and Wastewater Systems	3.0
Additional Course (17.0 units from the following):		**17.0**
BIOL 2	Microbiology	4.0
BUS 68	Intro to the Principles of Management	3.0
BT 90	Intro to Microsoft Excel	1.0
CHEM 1A	General Chemistry	5.0
CIS 100	Basic Computer Skills	3.0
CT 25	OSHA Construction Safety	2.0
CT 72	Electrical Codes	2.0
ENGR 1	Intro to Engineering	2.0
ENGR 23	Engineering Graphics	3.0
ENVSC 10	Intro to Environmental Science	3.0
ENVSC 11	Environmental Ethics	3.0
FNR 67	Intro to GIS	1.0
GS 41	Service Learning and Field Experience	2.0 -6.0
HE 7	First Aid/CPR/AED	2.0
IT 25	Occupational Safety and Health Management	3.0
IT 46	Computers in Industrial Management	3.0
Electives		**3.0**

Associate of Science -Water and Wastewater Technology

For information about the program length and suggested sequence of courses for this program, please see an Advisor.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

■ Program Learning Outcomes

Water and Wastewater Technology, Associate of Science

1. Ability to apply knowledge of water and/or wastewater system process control techniques to operational problems.
2. Demonstrate knowledge of maintenance and repair procedures of water and wastewater equipment.
3. Possess the ability to perform the scientific and analytical analysis to support the proper operation of water and wastewater systems.
4. Demonstrate a working knowledge of State and Federal regulations that drive the water and wastewater industry, and the role of the water and wastewater technician in protecting public health and the environment.
5. Communicate effectively in oral and written forms.

Certificate of Achievement, Water and Wastewater Technology

		Units
Total Units		**27.0**
Program Requirements		**27.0**
Specific Courses		**21.0**
WAT 10	Intro to Water and Wastewater Technology	3.0
WAT 12	Water and Wastewater Science	2.0
WAT 20	Mechanical & Electrical Systems for the Water and Wastewater Industry	3.0
WAT 25	Applied Fluid Mechanics for the Municipal Industry	2.0
WAT 30	Operation of Drinking Water Treatment Systems	2.0
WAT 31	Operation of Drinking Water Distribution Systems	2.0
WAT 50	Operation of Wastewater Treatment Systems	2.0
WAT 51	Operation of Wastewater Collection Systems	2.0
WAT 180	Analytical Methods for Water and Wastewater Systems	3.0
Additional Course (6.0 units from the following):		**6.0**
BIOL 1	General Biology (Area A)	4.0
BIOL 2	Microbiology	4.0
BUS 68	Intro to the Principles of Management	3.0
BT 90	Intro to Microsoft Excel	1.0
CHEM 1A	General Chemistry	5.0
CIS 100	Basic Computer Skills	3.0
CT 25	OSHA Construction Safety	2.0
CT 72	Electrical Codes	2.0
ENGR 1	Intro to Engineering	2.0
ENGR 23	Engineering Graphics	3.0
ENVSC 10	Intro to Environmental Science	3.0
ENVSC 11	Environmental Ethics	3.0
FNR 67	Intro to GIS	1.0
GS 41	Service Learning and Field Experience	2.0 -6.0
HE 7	First Aid/CPR/AED	2.0
IT 25	Occupational Safety and Health Management	3.0
IT 46	Computers in Industrial Management	3.0

Certificate of Achievement -Water and Wastewater Technology

For information about the program length and suggested sequence of courses for this certificate, please see an Advisor.

■ Program Learning Outcomes

Water and Wastewater Technology, Certificate of Achievement

1. A basic knowledge of water and/or wastewater system process control techniques.
2. An understanding of maintenance and repair procedures of basic water and wastewater systems
3. The ability to perform basic scientific and analytical duties to support the proper operation of water and wastewater systems.
4. An awareness of State and Federal regulations that drive the water and wastewater industry, and the role of the water or wastewater technician in protecting public health and the environment.
5. The ability to communicate in oral and written forms.

Certificate of Recognition, Wastewater Treatment & Collections System Technology

		Units
Total Units		**12.0**
Program Requirements		**12.0**
WAT 10	Intro to Water and Wastewater Technology	3.0
WAT 12	Water and Wastewater Science	2.0
WAT 50	Operation of Wastewater Treatment Systems	2.0
WAT 51	Operation of Wastewater Collection Systems	2.0
WAT 180	Analytical Methods for Water and Wastewater Systems	3.0

Certificate of Recognition - Wastewater Treatment & Collections System Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 WAT 10, WAT 180	See advisor for sequence
Semester 2 WAT 12, WAT 50 , WAT 51	

■ Program Learning Outcomes

Certificate of Recognition, Water Treatment & Distribution System Technology

1. A basic knowledge of water system process control.
2. A basic understanding of the maintenance and repair procedures of drinking water systems.
3. The ability to perform basic scientific and analytical duties to support the proper operation of water and wastewater systems.
4. An awareness of State and Federal regulations that pertain to the drinking water industry, and the role of the water system professional in protecting public health and the environment.
5. The ability to communicate in oral and written forms.

Certificate of Recognition, Water Treatment & Distribution Systems Technology

		Units
Total Units		**12.0**
Program Requirements		**12.0**
WAT 10	Intro to Water and Wastewater Technology	3.0
WAT 12	Water and Wastewater Science	2.0
WAT 30	Operation of Drinking Water Treatment Systems	2.0
WAT 31	Operation of Drinking Water Distribution Systems	2.0
WAT 180	Analytical Methods for Water and Wastewater Systems	3.0

Certificate of Recognition - Water Treatment & Distribution Systems Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 WAT 10, WAT 180	See advisor for sequence
Semester 2 WAT 12, WAT 30, WAT 31	

■ Program Learning Outcomes

Certificate of Recognition, Wastewater Treatment & Collection System Technology

1. A basic knowledge of wastewater system process control.
2. A basic understanding of maintenance and repair activities of wastewater treatment and collection systems.
3. The ability to perform basic scientific and analytical duties to support the proper operation of wastewater systems.
4. An awareness of State and Federal regulations that pertain to the wastewater industry, and the role of the wastewater professional in protecting public health and the environment.
5. The ability to communicate in oral and written forms.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

■ WELDING TECHNOLOGY (WT)

Programs in this field provide general and specific educational opportunities for students seeking careers requiring knowledge of welding techniques and procedures.

Specific programs include:

- Certificate of Achievement, Welding Technology
- Certificate of Recognition, General Welding
- Certificate of Recognition, Electric Arc & Oxyacetylene Welding
- Certificate of Recognition, MIG & TIG Welding

Certificate of Achievement, Welding Technology

		Units
Total Units		**25.0**
Program Requirements		**25.0**
IT 60A	Basic Manufacturing Blueprint Reading	3.0
MATH 120	Intermediate Algebra	4.0
MT 10	Fundamentals of Manufacturing Technology	3.0
MT 52	Ferrous Metallurgy	3.0
WT 53	Welding Procedures	2.0
WT 54	Welding Procedures	2.0
WT 56	Welding Procedures Lab	1.0
WT 67	Special Welding Lab	2.0
WT 90	MIG-MAG and TIG Welding	2.0
WT 91	MIG-MAG and TIG Welding Lab	1.0
WT 180*	Welding Fabrication	2.0

* *Course has been inactivated, see department for appropriate course substitution.*

Certificate of Achievement - Welding Technology	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 IT 60A, MT 52, WT 54, WT 56, WT 67, WT 80	Semester 1 MT 10, WT 53, WT 90, WT 91
Semester 2 MT 10, WT 53, WT 90, WT 91	Semester 2 IT 60A, MT 52, WT 54,

■ Program Learning Outcomes

Certificate of Achievement, Welding Technology

1. Demonstrate safe welding and shop practice.
2. Setup and operate hand and power tools, manual or semi-automatic welding equipment, such as SMAW, OAW, OAC, OABW, PAC, AAW, CAC, GMAW, FCAW, MIG and MAG.
3. Identify and demonstrate weld procedures, manipulative techniques, processes, layout, concepts, and theory to produce welds common to the weld industry.

Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting additional courses and electives.

The proposed sequences are suggestions only and are not a guarantee that specific courses will be offered as noted in the sequence.

Certificate of Recognition, General Welding

		Units
Total Units		**15.0**
Program Requirements		**15.0**
WT 54	Welding Procedures	2.0
WT 56	Welding Procedures Lab	1.0
WT 60	Welding Technology: Gas and Arc Welding and Cutting	4.0
WT 61	Welding Technology: Gas and Arc Welding, Brazing, and Cutting	4.0
WT 67	Special Welding Lab	2.0
WT 80	Welding Fabrication	2.0

Certificate of Recognition - General Welding	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 WT 56, WT 61, WT 67, WT 80	Semester 1 WT 54, WT 60
Semester 2 WT 54, WT 60	Semester 2 WT 56, WT 61, WT 67, WT 80

■ Program Learning Outcomes

Certificate of Recognition, General Welding

1. Demonstrate safe welding and shop practice.
2. Setup and operate hand and power tools, manual or semi-automatic welding equipment, such as SMAW, OAW, OAC, OABW, PAC, AAW and CAC.
3. Identify and demonstrate weld procedures, manipulative techniques, processes, layout, concepts, and theory to produce welds common to the weld industry.

Certificate of Recognition, Electric Arc & Oxyacetylene Welding

		Units
Total Units		**10.0**
Program Requirements		**10.0**
MT 52	Ferrous Metallurgy	3.0
WT 53	Welding Procedures	2.0
WT 54	Welding Procedures	2.0
WT 56	Welding Procedures Lab	1.0
WT 80	Welding Fabrication	2.0

Certificate of Recognition -Electric Arc & Oxyacetylene Welding	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 MT 52, WT 54, WT 56, WT 80	Semester 1 WT 53
Semester 2 WT 53	Semester 2 MT 52, WT 54, WT 56, WT 80

■ Program Learning Outcomes

Certificate of Recognition, MIG & TIG Welding

1. Demonstrate safe welding and shop practice.
2. Setup and operate hand and power tools, manual or semi-automatic welding equipment, such as SMAW, OAW, OAC, OABW, PAC, AAW, MIG and MAG.
3. Identify and demonstrate weld procedures, manipulative techniques, processes, concepts, and theory to produce welds common to the weld industry.

Certificate of Recognition, MIG & TIG Welding

		Units
Total Units		**10.0**
Program Requirements		**10.0**
MT 52	Ferrous Metallurgy	3.0
WT 53	Welding Procedures	2.0
WT 54	Welding Procedures	2.0
WT 90	MIG-MAG and TIG Welding	2.0
WT 91	MIG-MAG and TIG Welding Lab	1.0

Certificate of Recognition - MIG & TIG Welding	
Suggested Sequence of Program Requirements FALL START	Suggested Sequence of Program Requirements SPRING START
Semester 1 MT 52, WT 54	Semester 1 WT 53, WT 90, WT 91
Semester 2 WT 53, WT 90, WT 91	Semester 2 MT 52, WT 54

■ Program Learning Outcomes

Certificate of Recognition, Electric Arc & Oxyacetylene Welding

1. Demonstrate safe welding and shop practice.
2. Setup and operate hand and power tools, manual or semi-automatic welding equipment, such as SMAW, OAW, OAC, OABW, PAC, AAW and CAC.
3. Identify and demonstrate weld procedures, manipulative techniques, processes, layout, concepts, and theory to produce welds common to the weld industry.

COURSE DESCRIPTIONS

The following section lists the courses available to be offered by the College at the time this Catalog was printed. Not all courses are offered in any given semester, and additional courses may have been added since publication of this document. Please check WebAdvisor for course offerings available any specific semester.

■ Addiction Studies (ADCT)

ADCT-10 Introduction to Addiction Studies

(3 Units LEC) Grade Only
Transfers to: CSU
Examination of use, abuse and addiction with alcohol and other psychoactive drugs. Includes drug classifications, mental and physical effects and effects on society. Course will include physiology, pharmacology, treatment, prevention and enforcement.

ADCT-11 Pharmacology and Physiology of Addiction

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An overview of the pharmacological and physiological actions and effects of alcohol and other drugs on the various systems of the body. Course work examines how the body develops tolerance to drugs and how cycles of drug use and dependence develop. Also explored is the impact of drug use/abuse upon families and society.

ADCT-12 Substance Abuse: Law, Prevention, Treatment & Ethics

(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of historical and legal parameters that support a broad array of evidence-based substance abuse prevention and treatment programs, with an emphasis on the legal, cultural and ethical standards that guide multi-disciplinary teams and cross-agency interactions.

ADCT-13 Addictions and Co-Occurring Disorders in Special Populations

(3 Units LEC) Grade Only
Prerequisite: ADCT-10
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of the special issues involved in the etiology, treatment and prevention of alcoholism, other types of substance abuse and process addictions and co-occurring disorders among specific populations of high-risk groups, with special concerns or problems unique to that population.

ADCT-15 Introduction to Counseling Skills

(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
A presentation of the theoretical concepts of counseling for individuals, families, and groups. Processed role-plays help students to develop effective core counseling skills. Personal values, ethical, legal, and crisis intervention issues are also addressed.

ADCT-16 Addiction and the Family System

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An exploration of family and community systems and their relationship to individual development from childhood to adulthood, emphasizing intervention to interrupt addictive family patterns.

ADCT-17 Field Placement Seminar II

(2 Units LEC) Grade Only
Prerequisite: ADCT-15 and SOC-38 or ADCT-38
Corequisite: ADCT-42
Recommended Prep: ENGL-150 and SOC-34
Transfers to: CSU
A seminar focused on discussing the students' experiences in their supervised occupational work experience in ADCT-42. This course provides advanced ADCT certificate candidates the opportunity to analyze and integrate their practical work experiences in ADCT-42 through study, dialogue, and technique demonstration.

ADCT-38 Field Placement Seminar I

(2 Units LEC) Grade Only
Prerequisite: Completion of SOC-34 or concurrent enrollment
Corequisite: SOC-42
Recommended Prep: ENGL-150
Transfers to: CSU
A focused exploration of case studies utilizing social work theory, emphasizing the development of social work skills, the principles of agency organization, and the nature of community social need and problems.

Note: *Same as SOC-38. Field trips are required and the College does not provide transportation.*

ADCT-42 Supervised Occupational Work Experience II

(2.5 Units FEX) Grade Only
Prerequisite: ADCT-15 and ADCT-38 or SOC-38
Corequisite: ADCT-17
Recommended Prep: ENGL-150 and SOC-34
Transfers to: CSU
Individualized supervised work experience in an approved addictions treatment services agency. Work experience will provide advanced ADCT candidates with the opportunity to apply previous ADCT learning to practical work experience through dialogue, and skill and technique demonstrations.

Note: *This is a capstone course intended for students in their final semester of course work in addiction studies. Field trips are required and the College does not provide transportation. The student, with assistance from the instructor, is responsible for locating and arranging for the contracts with the agency to complete the 135.0 hours.*

■ Administration of Justice (AJ)

AJ-1 Introduction to Administration of Justice

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introductory course about the criminal justice system. Topics include the operation of the criminal justice system, the roles of criminal justice agents in the system and their relationship with the general public; concepts of crime causation, punishment and rehabilitation; ethics; and education for workers in the criminal justice system.

Note: *If offered as TBA, 54 hours are required.*

AJ-2 Introduction to Law Enforcement

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
A survey of the field of law enforcement as a profession, historical development, and both the current and future concepts and trends. Among the topics covered are: the roles and functions of law enforcement agencies as components of the criminal justice system; the roles, duties, and responsibilities of law enforcement personnel; and professional career opportunities.

AJ-3 Introduction to Corrections

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An introductory course of the field of corrections. Topics include: historical development; current concepts and practices; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies.

Note: *If offered as TBA, 54 hours are required.*

AJ-4 Criminal Law

(4 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An overview of the development of the criminal law. Topics include: historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and legal defenses and their applications to the system of administration of justice; legal research, review of case law methodology and concepts of law as a social force.

Note: *If offered as TBA, 54 hours are required.*

AJ-5 Crime and Delinquency

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
A course which surveys the major sociological theories of crime causation. Topics include: an introduction to major types of criminal behavior, characteristics of offenders, factors which contribute to crime and juvenile delinquency; the function of law enforcement; the courts, probation; parole and institutions; crime control and treatment processes.

AJ-6 Introduction to Evidence

(4 Units LEC) Grade Only
Recommended Prep: ENGL-150 and AJ-4
Transfers to: CSU
A course designed to provide students a working knowledge of evidence and case law relating to the admission of evidence in legal proceedings. Topics include the following: Origin, development, philosophy, and constitutional basis of evidence; constitutional, statutory, and procedural considerations which affect the admissibility of evidence; kinds and degrees of evidence; and case studies viewed from the conceptual level.

Note: *If offered as TBA, 72 hours are required.*

AJ-7 Current Issues in Administration of Justice

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A study of current issues facing the criminal justice system. Such issues include police use of force, unlawful discrimination, capital punishment, mandatory sentencing laws, crime prevention strategies, and juvenile delinquency and gang crime.

AJ-8 Introduction to Investigations

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
A survey of the basic principles of criminal investigations. Topics include: the fundamentals of investigation; techniques of crime scene searches; the collection and preservation of physical evidence, sources of information; interview and interrogation; and follow-up investigations.

AJ-10 Juvenile Justice

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
A survey of the history and operation of the juvenile justice system and its component parts. Among the topics to be studied are the classes of juvenile offenders and victims, diversion programs, theories of juvenile behavior; the juvenile justice process, and a comparison of the adult and juvenile justice systems.

AJ-11 Great American Criminal Trials

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A study of the origin, development, philosophy, and legal basis of the American criminal justice process. Emphasis is given to court decisions which have implemented the U.S. Constitution's guarantee of civil rights into the criminal justice system at the state and national levels.

AJ-50 Control and Supervision of Inmates

(3 Units LEC) Grade Only
Recommended Prep: AJ-1 or AJ-3 and ENGL-150
Transfers to: CSU
A course in the dynamics of inmate supervision in a correctional institution, security procedures, contraband control, and prison and jail atmosphere. The course will cover staff responsibilities and their application to inmate culture and institution characteristics.

AJ-51 Correctional Law

(3 Units LEC) Grade Only
Recommended Prep: AJ-1 or AJ-3 and ENGL-150
Transfers to: CSU
A survey of correctional programs at various levels from conviction to release from a legal perspective. Course will cover laws dealing with organization of prisons and jails, execution of sentences, terms of imprisonment and parole, and regulations governing escapes, executive clemency and prison records.

AJ-52 Correctional Interviewing and Counseling

(3 Units LEC) Grade Only
Recommended Prep: AJ-1 or AJ-3 and ENGL-150
Transfers to: CSU
A course teaching basic interviewing and counseling processes used by correctional staff in client interviews with inmates. Appropriate techniques and theories in confidence building are taught. The importance of open, receptive attitudes for learning and the necessity of establishing positive rapport and communication are stressed.

AJ-53 Prison Gangs and the Inmate Subculture

(3 Units LEC) Grade Only
Recommended Prep: AJ-1 or AJ-3 and ENGL-150
Transfers to: CSU
A course introducing the elements of prison gangs and disruptive groups and their impact on prison operations, inmate violence and communities. Students will learn the activities, structures and symbols associated with prison gangs.

AJ-81 Basic Law Enforcement Academy Module III

(7.5 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
Entry level training in law enforcement. This course is designed to meet the state mandated POST training requirements for the Basic Peace Officer Level III modular training course. Students completing this course will have met all the training requirements for Reserve Officer Level III, or the first of the three classes required for full-time Peace Officer. The course also satisfies the arrest and firearms training requirements specified in Penal Code Section 832. The overall environment is highly structured and paramilitary in nature.

Note: *Before enrolling, students must pass: (1) A P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy.) (2) A medical exam by licensed physician. (3) A Criminal history records check (fingerprinting) pursuant to the California Penal Code (4) A DMV printout of the student's driving record.*

AJ-82 Basic Law Enforcement Academy Module II

(8 Units LEC/LAB) Grade Only
Prerequisite: AJ-81
Recommended Prep: ENGL-150
Transfers to: CSU
Level II reserve officer training. This course is designed to meet the state mandated POST training requirements for the Basic Peace Officer Level II modular training course. Students completing this course will have met all the training requirements for Reserve Officer Level II, or the second of the three classes required for full-time Peace Officer. The overall environment is highly structured and paramilitary in nature.

Note: *Before enrolling, students must pass: (1)A P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy.) (2)A medical exam by licensed physician. 3) A Criminal history records check (fingerprinting) pursuant to the California Penal Code (4) A DMV printout of the student's driving record.*

AJ-82X Basic Law Enforcement Academy Module II (Extended)

(7.5 Units LEC/LAB) Grade Only
Prerequisite: AJ-81
Recommended Prep: ENGL-150
Transfers to: CSU
Level II reserve officer training. This course is designed to meet the state mandated POST training requirements for the Basic Peace Officer Level II modular training course. Students completing this course will have met all the training requirements for Reserve Officer Level II, or the second of the three classes required for full-time Peace Officer.

Note: *Before enrolling, students must pass: 1. A P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy.) 2. A medical exam by licensed physician. 3. A Criminal history records check (fingerprinting) pursuant to the California Penal Code.*

AJ-83 Basic Law Enforcement Academy Module I

(15.5 Units LEC/LAB) Grade Only
Prerequisite: AJ-81 and AJ-82
Recommended Prep: ENGL-150
Transfers to: CSU
Final of three parts leading to completion of the POST Basic Law Enforcement Academy. Students completing this module may be appointed as either full-time peace officers or Level I reserve officers. The overall course is highly structured and paramilitary in nature.

Note: *Before enrolling, students must pass: (1)A P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy.) (2) A medical exam by licensed physician. (3) A Criminal history records check (fingerprinting) pursuant to the California Penal Code (4) A DMV printout of the student's driving record.*

AJ-170 Public Safety Dispatcher Basic Course

(5 Units LEC/LAB) Grade Only
A training course certified by the California Commission on Peace Officers Standards and Training (POST) designed to meet the statutory basic training requirements for employment as a dispatcher for a public safety (law enforcement) agency.

AJ-189 Corrections Officer Training: Core Course

(9.5 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
Basic corrections training. This course is certified by the California Board of Corrections, Standards and Training for Corrections Bureau (STC) and is designed to meet the statutory basic training requirements for employment as an adult correctional officer at a local detention facility.

Note: *Field trip to Pelican Bay State Prison in Crescent City.*

AJ-190F PC 832 Firearms

(0.5 Unit LEC/LAB) P/NP Only
A course which fulfills the minimum firearms requirement for the California Commission on Peace Officer Standards & Training (POST) PC 832. This is a standardized course and is certified by POST.

AJ-190S PC 832 Arrest & Control

(1.5 Units LEC/LAB) Grade Only
A course which fulfills the minimum arrest and control training requirements of the California Commission on Peace Officer Standards & Training (POST) for PC 832. This standardized course is certified by POST.

AJ-191 Module III Reserve Peace Officer Course

(6 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
Level III Reserve training. A course certified by the California Commission on Peace Officer Standards and Training (POST). Module III satisfies the entry level training requirements for Level III reserve peace officers and is the mandatory prerequisite for the Level II module. It also satisfies the arrest and firearms training requirements specified in Penal Code Section 832.
Note: *Before enrolling, students must pass: 1. A P.O.S.T. approved pre-entry English skills assessment exam with a score of T-40 or above. (May be waived if hired by CA law enforcement prior to course.) 2. A criminal history records check (fingerprinting) pursuant to the California Penal Code. (May be waived if hired by a CA law enforcement agency prior to course.)*

AJ-199 Advanced Officer Training Course: Individual Topic Titles

(0.5-4 Units LEC/LAB) P/NP Only
Prerequisite: AJ-80; AJ-81 or AJ-191, and AJ-82 or AJ-82X, and AJ-83; or AJ-170; or AJ-189 with grade "C" or better or the equivalent course at another college AND active or reserve status as a peace officer or public safety dispatcher at a law enforcement, probation, or other public safety agency or non-sworn employee of such an agency.
A series of continuing education courses for active duty law enforcement officers, local adult and juvenile corrections officers, and probation officers. Each course partially fulfills or meets the state-mandated continuing education requirements for these positions. All courses are certified by the California Commission on Peace Officer Standards and Training (POST), and/or the California Board of Corrections, Standards and Training for Corrections Bureau (STC).

■ Agriculture (AG)

AG-3 Introduction to Animal Science

(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150 and MATH-380
Transfers to: CSU and UC
A course in basic principles of animal physiology, anatomy, genetics, and disease and the importance of these principles to animal agriculture. Topics include farm animal breeds and breeding, effect of management conditions on animal health, production methods, including slaughter, processing and marketing, the importance of animal agriculture to human food supply and global economics, and ethical issues in farm animal care.
Note: *Field trips are required as part of this course. The College does not provide transportation.*

AG-6 Animal Health

(3 Units LEC/LAB) Grade Only
Transfers to: CSU
A course on vaccines, equipment, and restraint techniques used in the routine treatment of farm animals. The selection of proper treatment techniques, veterinary terminology and handling practices will be included.

AG-7 Animal Feeding and Nutrition

(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-350 and MATH-376
Transfers to: CSU
An applied introductory course in livestock feeding and nutrition, based on the science of animal nutrition. The concepts of digestion and nutrient absorption in ruminants and non-ruminants are studied, with an emphasis in the formulation of animal rations based on the nutritive value of feeds. By-product feeding is also discussed.

AG-12 Livestock Selection and Evaluation

(3 Units LEC/LAB) Grade Only
Transfers to: CSU and UC
A course providing detailed analysis of visual, analytical, and physical methods of appraising beef, sheep, swine and horses concerning functional and economic value; written and oral summaries of evaluation; specific reference made to performance data and factors determining carcass value.
Note: *Field trips required.*
Repeatability: *Maximum of two enrollments.*

AG-17 Introduction to Soils

(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-350, MATH-120 and CHEM-100
Transfers to: CSU and UC
An introduction to soil morphogenesis, classification and properties. Topics will include characteristics and descriptions of local and regional soils, soil mapping, basic soil chemistry, physics and water concepts. Discussion topics will include erosion, mineral nutrition of plants and impacts of soil structure on management potential.
Note: *Field trips are required. The College does not provide transportation.*

AG-19 Weed Identification and Control

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
The study of the identification and control of common, noxious, and poisonous weeds found in California with emphasis on the local area. Weed control in cropland, pastures, landscaping and wild lands will also be covered.

AG-21 Plant Propagation

(3 Units LEC/LAB) Grade Only
Transfers to: CSU
A study of plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control. Structures and site layout, preparation and use of propagating and planting mediums will be emphasized.

AG-22 Sustainable Vegetable Production

(3 Units LEC/LAB) Grade Only
Recommended Prep: AG-17 and AG-63
Transfers to: CSU
A course which studies sustainable vegetable production and which also covers the botany, cultural production, harvesting, processing, growth characteristics, fertility, pests, and marketing of the major warm season and cool season vegetable crops grown in California, especially those of local importance. The commercial scale of vegetable production and sustainable practices are emphasized. Laboratory required.
Note: *A field trip to a commercial vegetable farm required.*

AG-23 Introduction to Plant Science
(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-350
Transfers to: CSU and UC
An introduction to basic plant biology. Students conduct experiments illustrating basic principles of plant growth and development. The relationship to species diversity, population, climates, water utilization, air quality and similar environmental interactions resulting from growing plants of agronomic value will be discussed.

AG-27 Nursery Practices
(3 Units LEC/LAB) Grade Only
Transfers to: CSU
A course which studies the production and cultural care of commercial container grown and field grown nursery operations. Among the topics covered are: crop scheduling, growing media, watering, fertilization, lighting, pests, temperature control, post harvest handling, marketing and sales.

AG-30 Introduction to Agricultural Business And Economics
(3 Units LEC) Grade Only
Transfers to: CSU
The role of agricultural business in the economy. Introductory economic and business principles and their application to the solution of agricultural problems. The role of agricultural resources (land, labor, capital management), major agricultural resource issues and their policy remedies. Examine the effect of market structure and price on agricultural products and inputs.

AG-31 Introduction to Agriculture Business
(3 Units LEC) Grade Only
Transfers to: CSU
A course in the business and economics of the agricultural industry. This class provides an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system and management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process.

AG-35 Agriculture Sales and Communication
(3 Units LEC) Grade Only
Transfers to: CSU
A course in agriculture sales and communication. This course involves the study of principles and practices of the selling process: selling strategies and approaches, why and how people buy, and service after the sale.

AG-36 Agriculture Accounting
(3 Units LEC) Grade Only
Transfers to: CSU
A study of the principles of agricultural accounting systems and types of records, their use and how to compute and use measures of earnings and cost of production to improve agribusiness efficiency. Farm income tax, Social Security, and employee payroll records are also included.

AG-39 Field Experience in Agriculture
(1 Unit LAB) P/NP Only
Recommended Prep: Complete 6 units of AG: such as AG-63L, AG-22, AG-23, AG-27 or AG-17.
Transfers to: CSU
A study of the practical application of the skills in the field of agriculture. This course extends the opportunity to practice skills learned in other classes by applying them in a real setting.
Note: *Transportation to the work site is the student's responsibility.*
Repeatability: *Maximum of four enrollments.*

AG-42 Agriculture Leadership
(1 Unit LEC/LAB) Grade Only
Transfers to: CSU
A course designed to develop leadership qualities in students. "Hands-On" techniques will be used to facilitate problem solving, cooperative work ethics, developing initiative, managing and organizing information, flexible thinking and effective questioning. Participants will gain practical experience in conducting group business.
Note: *Students who enroll in this course are encouraged to join the CR Agriculture Leaders Club.*
If offered as TBA, 36 hours are required.
Repeatability: *Maximum of four enrollments.*

AG-46 Computers in Agriculture Management
(3 Units LEC/LAB) P/NP Option
Recommended Prep: CIS-1
Transfers to: CSU
Application of computer software to the management of agricultural operations and farm businesses involving livestock, crop and financial management. Topics will include computer-integrated management of contracts and accounts, materials, work processes, spreadsheets, and personnel.

AG-51 Agricultural Machine Systems
(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-350, MATH-376
Transfers to: CSU
The operation and evaluation of tractor and agricultural equipment. The course covers the principles of operation, adjustments, calibration, service, and repair of tractors, common farm implements, and equipment; with emphasis on safety and safe practices.
Note: *This course will be held at the Shively Farm. The College does not provide transportation.*

AG-52 Agricultural Mechanics
(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-350, MATH-376
Transfers to: CSU
An applied survey course in universal farm maintenance skills. Identification and use of hand and power tools and materials; shop safety; tool sharpening and care; concrete and masonry; simple electrical wiring; metal working and welding; pipe fitting, plumbing and hydraulics; basic woodworking; agricultural structures; fencing; agricultural applications of ropes and knot-tying; land measurement and surveying principles; estimating quantities and costs. Students are required to meet safety regulations in laboratory work.

AG-63 Introduction to Organic/Sustainable Agriculture
(2 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to the principles of sustained production of vegetables, fruit and flowers with an emphasis on organic techniques. Topics include soil management, cultivar selection, crop nutrition and pest management as well as common problems faced by producers. Emphasis will be on locally important crops with discussions on practical applications of sustainable techniques.

AG-64F Introduction to Organic/Sustainable Agriculture Lab

(1 Unit LAB) Grade Only
Recommended Prep: AG-63
Transfers to: CSU
A course studying the practice of growing fruits, vegetables, and livestock in the field for the fall season. Techniques of organic and sustainable agriculture will be emphasized.

AG-64S Introduction to Organic/Sustainable Agriculture Lab

(1 Unit LAB) Grade Only
Recommended Prep: AG-63
Transfers to: CSU
A course studying the practice of growing fruits, vegetables, and livestock in the field for the spring season. Techniques of organic and sustainable agriculture will be emphasized.

■ Anthropology (ANTH)

ANTH-1 Physical Anthropology

(3 Units LEC) Grade Only
Recommended Prep: ENGL-350
Transfers to: CSU and UC
An introduction to physical anthropology taught within the framework of evolutionary theory. To show how social and biological sciences are related, the course is organized into four major parts: evolutionary theory, nonhuman primates, human evolution, and modern human biological variation. These biological concepts are considered within the context of past and present cultures.

ANTH-2 Introduction to Archaeology

(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to archaeological methods, theories and application of techniques used to learn about and interpret the lifeways of past cultures. Students will learn about the steps involved in the planning, design, management, and conduct of archaeological investigations. Additionally, topics such as the legal and ethical responsibilities of archaeologists and job opportunities for archaeologists will be discussed.

ANTH-3 Cultural Anthropology

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to cultural anthropology that offers students an understanding of modern human cultural variation. Students study the concept of culture and the methods and theories of both applied and academic cultural anthropologists, using professional case studies as examples. Topics include gender, subsistence, economic systems, political systems, marriage and the family, kinship, religion, the arts, ethnicity, and culture change.

ANTH-4 Folklore

(3 Units LEC) Grade Only
Recommended Prep: ENGL-350
Transfers to: CSU and UC
A course in the collecting, presenting, and analyzing of oral, material, and written forms of folklore, such as urban legends, folk art, foodways, folk music, folkspeech, gestures, and superstitions. Emphasis will be on analysis of collections and the use of folklore as a tool for understanding a variety of cultures.

ANTH-5 Great Archaeological Discoveries

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey of data from noted archaeological sites from around the world. Sites to be discussed in the course will include a variety of cultures from around the world, from the beginning of human prehistory through recent historical occupations. Additionally, the course will explore relationships between archaeologists, native peoples, the media, and the public. access reading materials, conduct research, and complete assignments.

Note: *This class will require students to have the use of a computer with internet access in order to access reading materials, conduct research, and complete assignments.*

ANTH-6 Forensic Anthropology

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of the science of solving crimes with anthropological data, especially that from human skeletal remains. Basic human skeletal anatomy will be taught in order to set the stage for examining details of criminal investigations. Students will learn how to initially estimate the sex and age of a given individual based on skeletal features. This course will outline the potential that forensic anthropology holds for the determination of population, cause of death, and individual identification. The social benefits and problems presented by DNA analysis will be presented. Well-known case studies from around the world will be discussed and the cultural consequences of forensic analyses will be examined.

ANTH-99A Science and Pseudoscience in Anthropology

(1 Unit LEC) P/NP Option
Transfers to: CSU
Topic is Forensic Anthropology—Explores the relationship and real-world effects of popular media including television programming on members of the public, potential jurors, and the legal system at large. This media-focused course examines the current state of Forensic Anthropology as portrayed to the public and details the scientific methodology used to solve crimes.

ANTH-100 Essentials of Anthropology

(3 Units LEC) Grade Only
Recommended Prep: ENGL-350
An introduction to the basic concepts and controversies in the four subfields of anthropology (cultural anthropology, physical anthropology, archaeology, and linguistic anthropology). Students will be encouraged to improve their reading, writing, and critical thinking skills through a series of classroom activities and several writing assignments. This course is designed to provide the basic terminology and an introduction to key controversies in anthropology that are covered in greater depth in ANTH-1, 2, 3, 4, and 5.

Note: *This course includes library research, writing assignments, and essay questions on tests that require a student to be at least ENGL-150 ready. Ideally, ANTH-100 will be scheduled with a linked section of ENGL-150, GS-150 or a similar course.*

Art (ART)

ART-1A Art History: Pre-History to Gothic

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey of visual art and architecture from Prehistory to the Gothic age. Cultures explored include those of the Paleolithic era, the Ancient Near East, Egypt, Classical Greece and Rome, as well as those of Asia, the Americas, and Africa. Early Judaism and the rise of Christianity in Europe will also be covered.
Note: *If offered as TBA, 54 hours are required.*

ART-1B Art History: Renaissance to Contemporary

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey of visual art from the Early Renaissance through Postmodernism. Topics explored include an artwork's cultural and historical context, particular periods and styles, and also the subtle psychology of individual artistic temperament. In addition to Western Art, Islamic, Oceanic, Asian, African, and the art of the Americas will also be examined.
Note: *If offered as TBA, 54 hours are required.*

ART-2 Introduction to Art

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU and UC
An introductory course designed to provide students with studio and lecture experience in the visual arts. Concepts covered include line, value, composition, color, and both two- and three-dimensional space. Media used include drawing, painting, printmaking, ceramics, sculpture, and new media.

ART-3A Introduction to Sculpture

(3 Units LEC/LAB) Grade Only
Transfers to: CSU and UC
A course that introduces the student to basic skills in sculpture and three dimensional design. The course supports traditional and non-traditional materials and their expressive possibilities.
Note: *Field trips may be required. The College does not provide transportation.*

ART-3B Intermediate Sculpture

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-3A
Transfers to: CSU and UC
An intermediate course in sculpture that allows the student to experience working intensively with materials and concepts of his or her choice. The student will learn new techniques and materials such as welding, slip casting, wood, found-objects and soft sculpture.
Note: *Field trips may be required. The College does not provide transportation.*

ART-4 Art Appreciation

(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to the elements, materials, and techniques of visual art forms. A variety of different cultures and historical periods will be explored in this lecture-based course.
Note: *If offered as TBA, 54 hours are required.*

ART-6 20th Century and Contemporary Art

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A detailed survey of modern art and architecture from the mid-nineteenth century to the present. Important artistic movements covered will include Impressionism, Art Nouveau, Fauvism, Cubism, Surrealism, Abstract Expressionism, Pop Art, and Post-Modern Art, among others.

ART-10 Color and Design

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU and UC
An introduction to the elements and principles upon which visual art forms are structured, with an emphasis on two-dimensional media. Concepts covered include line, shape, value, composition, space, texture and additive and subtractive color theory. Media used include drawing, painting and collage.
Note: *Field trips may be required. The College does not provide transportation.*

ART-11 Three-Dimensional Design

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU and UC
A course that lays the foundation for all 3-D art forms. Using basic inexpensive materials students will be introduced to the elements and principles of 3-D design and construction.

ART-14 Gallery Exhibition and Portfolio Development

(3 Units LEC/LAB) P/NP Option
Recommended Prep: College-level studio art course
Transfers to: CSU
An exploration of the various professional careers in the visual arts. The course includes portfolio, resume, and art statement preparation, exhibition installation, and also visits to galleries, museums, and working professionals in the fine and commercial art fields.
Note: *Field trips may be required. The College does not provide transportation.*

ART-16 Lettering and Layout

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU
A beginning level course that introduces students to the tools and techniques of western calligraphy. Students will learn the history and fundamentals of letterforms, layout, design, and modern applications of lettering, including digital media.

ART-17 Basic Drawing

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU and UC
A beginning level course that introduces students to a variety of concepts for visual expression and visual literacy in drawing: including line, composition, value, color, space, and perspective. Mediums include graphite, charcoal, ink, pastel, and collage.

ART-18 Intermediate Drawing

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-17
Transfers to: CSU and UC
An intermediate level course that expands upon skills learned in basic drawing and other introductory art courses. Specialized drawing techniques in dry and wet media will be introduced as well as contemporary, experimental, and conceptual approaches and issues.

ART-18L Intermediate Drawing Lab

(1 Unit LAB) P/NP Option
Prerequisite: ART-17 or ART-18
Transfers to: CSU
A course designed to provide individualized instruction within the classroom context of ART-18. Students will be encouraged to pursue independent directions in intermediate drawing.
Note: *Students cannot enroll in the concurrently offered section of ART-18. Nude models may be used.*
Repeatability: *Maximum of four enrollments.*

ART-19 Figure Drawing

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-17
Transfers to: CSU and UC
An introduction to the fundamentals for drawing the living human form. Concepts explored include gesture, contour, proportion, foreshortening, portraiture and anatomy. Students will also explore the expressive characteristics and narrative possibilities of figure drawing in both traditional and contemporary contexts.

ART-22 Techniques in Watercolor

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-10 or ART-17
Transfers to: CSU and UC
A course that introduces students to the concepts, skills and expressive potential of painting in transparent and opaque watercolor. Students will expand their visual literacy in composition, value, color mixing and application. The course includes field trips to various plein-aire painting locales and visits to galleries.

ART-23 Painting

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-10 or ART-17
Transfers to: CSU and UC
An introduction to all the fundamentals for oil and acrylic painting, including color and value mixing, composition, space, and impasto and glazing techniques. Both traditional and contemporary approaches will be presented.
Note: *Field trips may be required. The College does not provide transportation.*

ART-26 Sculpture From the Figure

(3 Units LEC/LAB) Grade Only
Recommended Prep: ART-19
Transfers to: CSU and UC
This is a course in which the figure is used as the starting point for sculpture in a variety of materials including clay, cast stone and plaster. The student will explore the figure as a source of both form and content and will be encouraged to use the figure realistically, expressively and abstractly in the development of works of art.

ART-28 Figure Painting

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-19 or ART-23
Transfers to: CSU and UC
An introduction to the fundamentals for painting the living human form. Concepts explored include proportion, foreshortening, portraiture and anatomy, as well as various painting techniques in oil and acrylic. Students will also explore the expressive characteristics and narrative possibilities of figure painting in both traditional and contemporary contexts.
Note: *Nude and clothed models are used in this course.*

ART-31A Introduction to Ceramics (Hand-Building)

(3 Units LEC/LAB) Grade Only
Transfers to: CSU and UC
An introductory course designed to expose students to the fundamental construction methods and processes of working with clay. In addition, this course is designed to introduce students to ceramic vocabulary as well as glazing and firing techniques.
Note: *Field trips may be required. The College does not provide transportation.*

ART-31B Introduction to Ceramics (Wheel)

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-31A
Transfers to: CSU and UC
An introductory course in ceramics using the potter's wheel to explore both functional and non-functional forms. This course will also provide instruction in basic glaze chemistry and kiln firing procedures.
Note: *Field trips may be required. The College does not provide transportation.*

ART-32 Experimental Ceramics

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-31A or ART-31B
Transfers to: CSU and UC
A course in experimental ceramics that introduces a variety of experimental concepts in clay including: clay body and glaze formulation, clay construction, surface treatments, mold making and various firing techniques.
Note: *Field trips may be required. The College does not provide transportation.*

ART-35 Photography

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU and UC
An introductory course designed to provide students with studio, lecture and field experience in black and white film based photography. Introduces students to a variety of concepts and techniques for visual expression and visual literacy in photography.

ART-42 Introduction to Digital Illustration

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU
An introduction to Adobe InDesign, Illustrator, and Photoshop for use in digitally-based fine art, design, illustration, and photography. Students will complete a series of fine and commercial art-based projects using each of these computer applications.
Note: *Skills in basic drawing and color and design will help a student complete the required projects with greater proficiency.*

ART-43A Introduction to Photoshop

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-35 or ART-10
Transfers to: CSU and UC
An introduction to current photographic computer technology. Focus is on computer manipulation of photography as currently used in graphic design, commercial photography, fine art photography and communication media fields.

ART-43B Intermediate Photoshop

(3 Units LEC/LAB) P/NP Option
Prerequisite: ART-43A
Recommended Prep: ART-35 and ART-10
Transfers to: CSU and UC
Further exploration in the use of electronic imaging. Students will expand their knowledge and skill set in order to express more concept driven content using their own images. This course is designed for students who have a basic knowledge of digital imaging.

ART-46A Techniques in Printmaking

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-17 or ART-10
Transfers to: CSU
A beginning level course that introduces the concepts, skills and expressive potential of printmaking in various media and techniques, including monotype, intaglio, serigraphy, and relief. Students will expand their visual literacy in the use of composition, value, ink mixing and application.

ART-46B Intermediate Printmaking

(3 Units LEC/LAB) P/NP Option
Prerequisite: ART-46A
Recommended Prep: ART-17 or ART-10
Transfers to: CSU
An intermediate level course that expands upon the concepts, skills and expressive potential of printmaking in various media and techniques, including monotype, intaglio, serigraphy, and relief. Students will further develop their visual literacy in the use of composition, value, ink mixing and application.

ART-52 Open Lab for Art

(1 Unit LAB) P/NP Option
Recommended Prep: ART-3A, ART-17, ART-23, ART-31A, ART-35, or ART-46
Transfers to: CSU and UC
A course designed to provide individualized instruction within the classroom context of studio art classes. Students will be encouraged to pursue independent directions in a variety of media.
Repeatability: *Maximum of four enrollments.*

ART-54 Drawing Lab

(1 Unit LAB) P/NP Option
Recommended Prep: ART-17
Transfers to: CSU and UC
A course designed to provide individualized instruction within the classroom context of ART-17. Students will be encouraged to pursue independent directions in drawing. Students cannot enroll in the concurrently offered section of ART-17.
Repeatability: *Maximum of four enrollments.*

ART-56 Figure Drawing Lab

(1 Unit LAB) P/NP Option
Recommended Prep: ART-19
Transfers to: CSU and UC
A course designed to provide individualized instruction within the classroom context of ART-19. Students will be encouraged to pursue independent directions in figure drawing.
Note: *Student cannot enroll in the concurrently offered section of ART-19. Nude models are used in this course.*
Repeatability: *Maximum of four enrollments.*

ART-57 Painting Lab

(1 Unit LAB) P/NP Option
Recommended Prep: ART-22 or ART-23
Transfers to: CSU and UC
A course designed to provide individualized instruction within the classroom context of ART-22 or ART-23. Students will be encouraged to pursue independent directions in painting.
Note: *Student cannot enroll in the concurrently offered section of ART-22 or ART-23.*
Repeatability: *Maximum of four enrollments.*

ART-58 Printmaking Lab

(1 Unit LAB) P/NP Option
Recommended Prep: ART-46
Transfers to: CSU and UC
A course designed to provide individualized instruction within the classroom context of Art 46. Students will be encouraged to pursue independent directions in printmaking.
Repeatability: *Maximum of four enrollments.*

ART-59 Ceramics Lab

(1 Unit LAB) Grade Only
Prerequisite: ART-31A or ART-31B
Transfers to: CSU and UC
A course providing intermediate-level students an opportunity to focus on specific practices and interests in the field of ceramics.
Note: *Fields trips may be required. The College does not provide transportation.*

ART-60 Jewelry

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-10
Transfers to: CSU
An introduction to the design and production of jewelry and small-scale metal works, including studio safety. Processes explored include surface embellishment, fabrication, tool-making and stone setting, and their integration in student-created art work.
Note: *Students cannot concurrently enroll in ART-60L.*

ART-60L Jewelry Lab

(1 Unit LAB) P/NP Option
Prerequisite: ART-60
Transfers to: CSU
A course designed to provide individualized instruction within the classroom context of ART-60. Students will be encouraged to pursue independent directions in jewelry and metalsmithing. Processes students further explore include casting and forming techniques for non-ferrous metals.
Note: *Students cannot enroll in the concurrently offered section of ART-60.*
Repeatability: *Maximum of four enrollments.*

ART-62 Weaving

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU
An introduction to weaving on floor looms, including the topics of basic weaving skills, fibers and yarns, loom mechanics, finishes, and weaving design principles. The course will also cover a variety of weave structures, including plain, twills, overshot, lace, summer and winter, and other structures.

ART-62L Weaving Lab

(2 Units LAB) Grade Only
Prerequisite: ART-62 or ART-72
Transfers to: CSU
A course designed to provide individualized instruction within the classroom context of ART-62. Students will be encouraged to pursue independent directions in weaving.
Repeatability: *Maximum of four enrollments.*

ART-64 Fabric Printing and Dyeing

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-10
Transfers to: CSU
An introductory course in fabric printing and dyeing with a variety of fabric dyes and paints. Course topics and processes include: direct painting, block print/stamping, monoprinting, and stencil, and also resist techniques such as tie-dye, clamp dye, stitch dye, color removing, and simple screen printing. Color and design (especially patterning) are also addressed.

ART-64L Fabric Printing and Dyeing Lab

(1 Unit LAB) Grade Only
Prerequisite: ART-64 or ART-66 or ART-68
Transfers to: CSU
A course designed to provide Individualized instruction within the classroom context of ART-64, ART-66, or ART-68. Students will be encouraged to pursue independent directions in fabric printing and/or dyeing.

Repeatability: *Maximum of four enrollments.*

ART-66 Fabric and Yarn Dyeing

(3 Units LEC/LAB) Grade Only
Recommended Prep: ART-64
Transfers to: CSU
A serious investigation of various aspects of fabric or yarn dyeing: direct application (painting, etc.); resists (batik, gutta, tie-dye, clamp-dye, stitch dye, etc.); mordant or leaf print; dye pot yarn or fabric dyeing; painted warps or combinations of the above. After the initial investigation of a variety of processes, students will focus on one or more processes and work with them to become proficient.

ART-67 Documentary Photography

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ART-35
Transfers to: CSU
A course designed to provide students with studio, lecture, and field experience dealing with the concerns of documentary photography. Students will explore a variety of techniques designed to produce photography imagery that tells a story (i.e., liquid emulsion on object, book making, the photo essay) and shares the subjects lived experience with the viewer. Students will explore the work of multicultural contemporary and classic documentary photographers. Emphasis will be placed on the production of a portfolio that exemplifies the students' individual concerns in the field of documentary photography.

ART-68 Fabric Printing

(3 Units LEC/LAB) Grade Only
Recommended Prep: ART-64
Transfers to: CSU
A course that concentrates on various methods of printing on fabric with dyes and paints using repeats and patterning for multiples as well as one-of-a-kind works. Topics may include photo screen processes, polychromatic and other resist printing, deconstructed screen processes, and the use of multiple screens.

ART-72 Rug and Tapestry Weaving

(3 Units LEC/LAB) Grade Only
Recommended Prep: ART-62
Transfers to: CSU
An introduction to rug and tapestry weaving, including investigation of various loom controlled as well as finger controlled weaves appropriate to both weft and warp face rugs. The course will also explore traditional as well as contemporary tapestry weaving techniques.

ART-99A Museums and Galleries of California

(0.5-3 Units LEC/LAB) P/NP Only
Recommended Prep: Some knowledge of Art history will substantially enrich the experience of viewing and discussing the actual subject matter of the courses
Transfers to: CSU
A guided museum and gallery tour to expose students to master works of art from the extensive public and private collections found in northern and southern California. Through slide lectures, but primarily through visiting and examining the actual works of art in these collections, students will learn to observe, evaluate, discuss and appreciate the accomplishments of artists from diverse cultures and historical time periods.

Note: *Units offered may vary by semester. Students may not repeat an individual topic.*
Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.

ART-99B Monoprints and Substrates

(1 Unit LEC/LAB) P/NP Option
Recommended Prep: ART-22
Transfers to: CSU
A short intensive course for students who wish to expand information presented in ART-22 (Watercolor) and ART-23 (Painting) into an experimental realm. Students will explore unconventional water-based media, including gouache, tempera, watercolor crayons, acrylic ink, and making their own paints. They will experiment with varied techniques and unconventional surfaces (including but not limited to oriental papers, mylar®, and paper mache) informed by contemporary art practices.

Note: *Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.*

ART-99C Firing Techniques

(2 Units LEC/LAB) P/NP Option
Recommended Prep: ART-31A or ART-31B
Transfers to: CSU
A course presenting an opportunity for students of all levels to research a variety of traditional and experimental ceramic firing techniques. Course includes basic thermodynamics/kiln atmospheres, problem-solving specific firing needs, aesthetics of different firing techniques and ceramic process.

Note: *Students may not repeat an individual topic.*
Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.

ART-99D Concepts in Printmaking

(1 Unit LEC/LAB) P/NP Option
Recommended Prep: ART-2, ART-10, or ART-17
Transfers to: CSU
A study of printmaking as an art form. The course explores variety of traditional and contemporary techniques and emphasizes printmaking as a fluid extension of other artistic disciplines. Students will be taught safe studio practice and proper use of materials and equipment.

Note: *Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.*

ART-99E Waterbased Medium: Spilling, Staining Laminating

(1 Unit LEC/LAB) P/NP Option
Recommended Prep: ART-22
Transfers to: CSU
A short intensive for Students who wish to expand information presented in ART-22 (Watercolor) and ART-23 (Painting) into an experimental realm. Students will explore unconventional water-based media, including gouache, tempera, watercolor crayons, acrylic ink, and making their own paints. They will experiment with varied techniques and unconventional surfaces (including but not limited to oriental papers, Mylar®, and paper mache) informed by contemporary art practices.

Note: *Ability and confidence with watercolor painting and an understanding of their own expressive voice provides a foundation enabling students to more easily begin the process of experimentation in more complex media and media combinations.*
Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.

ART-99F Professional Practices in Ceramics

(3 Units LEC/LAB) P/NP Option
Prerequisite: ART-31A and ART-31B
Transfers to: CSU
An exploration of the various professional careers in the field of ceramic art. The course includes portfolio, resume, and artist statement preparation, exhibition installation, and visits to galleries, museums, and working professionals in the fine and commercial art fields. Students will create a body of work in this class and will plan and co-curate an exhibition.

Note: *Field Trips are required. Students must provide their own transportation and must pay for their own lodging.*
Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.

ART-99G Professional Practices in Ceramic: Local Exhibition/Portfolio Development

(3 Units LEC/LAB) P/NP Option
Prerequisite: ART-31A and ART-31B
Transfers to: CSU
An exploration of the various professional careers in the field of ceramic art. The course includes portfolio, resume, and artist statement preparation, exhibition installation, and visits to galleries, museums, and working professionals in the fine and commercial art fields. Students will create a body of work in this class and will plan and co-curate an exhibition.

Note: *Field Trips are required. Students must provide their own transportation and must pay for their own lodging.*
Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.

ART-110 Art for the Person With Disabilities

(2 Units LEC/LAB) P/NP Only
Introductory mixed-media art course designed to provide students with disabilities studio and lecture experience in the visual arts. Concepts covered include value, composition, perspective, color, and both 2-D and 3-D space. Techniques are adapted to the physical and emotional needs of the students. The goal of this class is for students to gain the skills and confidence to further their education in the arts.

Repeatability: *Maximum of four enrollments.*

■ Astronomy (ASTRO)

ASTRO-10 Introduction to Astronomy

(3 Units LEC) Grade Only
Transfers to: CSU and UC
An overview of historical approaches to understanding the science of astronomy and our place in the universe. We will explore light and its role in the transmission of information, telescopes, the formation of the solar system, the planets and moons and their potential for life, the sun, the evolutionary life cycle and death of stars, black holes, and the formation of the universe.

ASTRO-11 The Solar System and Space Exploration

(3 Units LEC) Grade Only
Transfers to: CSU and UC
An examination of the geologic processes that have shaped the planets and moons of our solar system. This class will specifically look at the formation of the solar system, the history of space exploration, missions to the moon and Mars, and the search for life.

ASTRO-15A Observational Astronomy

(1 Unit LEC/LAB) P/NP Only
Prerequisite: Credit for or enrollment in ASTRO-10
Transfers to: CSU and UC
This course is designed to familiarize students with visual, telescopic and some photographic astronomic observing techniques. The evening sky will be studied from our observatory at the college. Students will work in small groups with their own professional-grade telescope.

ASTRO-30 Teaching Science With Science Fiction

(2 Units LEC) Grade Only
Transfers to: CSU
A class examining and exploring science through science fiction films. Students will critically examine science fiction movies, distinguishing fact from fiction. Students will also explore the curious phenomenon of how science fiction can become science fact. The class will also examine the underlying message about science and its application to a variety of social, cultural, and economic issues.

ASTRO-99A Seminar: Current Issues in Astronomy

(1 Unit LEC) Grade Only
Prerequisite: ASTRO-10
Transfers to: CSU
A course examining current issues in Astronomy. Students will build on the basic skills and concepts they have learned in introductory astronomy by exploring issues at the forefront of modern astronomy. Topics may include astrobiology, black holes, is Pluto a planet, rovers on Mars, dark matter and energy, the space elevator, space tourism, and cosmology.

Note: *Students may not repeat an individual topic.*

■ Automotive Technology (AT)

AT-12 Automotive Braking Systems

(4 Units LEC/LAB) Grade Only
Transfers to: CSU
A course covering theory and principles of modern braking systems. Hydraulic principles, coefficients of friction, and thermodynamics will be discussed. Diagnosis, repair, overhaul, and adjustment procedures of drum, disc/drum, and four-wheel disc systems will be emphasized. Anti-lock Braking Systems (ABS) diagnostics, servicing, and repair procedures will also be covered. The course will cover common domestic, import, and light truck vehicles only. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Brakes Certification Examination.

AT-14 Manual Transmission/Transaxle and Drivetrain
(4 Units LEC/LAB) Grade Only
Transfers to: CSU
A course covering theory and principles of manual transmissions / transaxles, clutches, driveshafts, half shafts, variable and constant velocity joints, differentials, rear wheel drive axle assemblies, all wheel drives, and four wheel drives. Gear types, ratios, compound ratios, and current noise, vibration, and harshness diagnostic routines will be discussed. Diagnosis, repair, overhaul, and adjustment procedures for common domestic, import, and light truck drivetrain components will be emphasized. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Manual Transmission / Transaxle & Drivetrain Certification Examination.

AT-16 Automotive Electrical Systems
(4 Units LEC/LAB) Grade Only
Recommended Prep: MATH-120
Transfers to: CSU
A course covering theory and principles of automotive electrical systems. The course includes basic electrical theory, Ohm's Law, series and parallel circuits, electrical symbols and schematics, automotive batteries, charging systems, voltage regulation, starting systems, lighting systems, and various accessories. The laboratory portion of the course will place emphasis on diagnosis and testing techniques required to effectively determine the necessary action in an electrical system failure. The use of schematics, technical specifications, voltmeters, ohmmeters, ammeters, and circuit testers will be required. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will in part prepare the student for the ASE Electrical / Electronic Certification Examination.

AT-18 Automotive Engine Repair
(4 Units LEC/LAB) Grade Only
Transfers to: CSU
A course covering four stroke cycle theory, engine torque, horsepower, materials, and manufacturing processes as they relate to internal combustion powerplants used in production automobiles and light trucks. The theory, principles, and diagnosis of cooling systems, lubrication systems, and common engine mechanical failures will be emphasized. The laboratory portion of the course will focus on comprehensive engine testing, in-vehicle engine servicing, engine disassembly, precision measuring, and inspection of internal engine components. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Engine Repair Certification Examination.

AT-20 Automotive Suspension and Steering
(4 Units LEC/LAB) Grade Only
Transfers to: CSU
A course covering the theories and principles related to automotive steering and suspension systems. Topics will include tire and wheel balancing, alignment angles, steering system geometry and supplemental restraint systems (SRS). The laboratory portion of the course will include diagnosis, adjustment, repair, and replacement techniques for automotive and light truck suspension and steering components. Automotive alignment measuring and adjusting procedures will be emphasized. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Suspension & Steering Certification Examination.

AT-22 Automotive Electronics
(4 Units LEC/LAB) Grade Only
Prerequisite: AT-16
Transfers to: CSU
A course covering the principles of semiconductor theory, transistors, diodes, capacitance, inductance, inductive reactance, the motor principle, integrated circuits, and digital logic circuits. The course will place emphasis on the theory, diagnosis, and repair of modern automotive computer systems. Topics will include control modules, bus interface and related components or circuits. The laboratory portion of the course will require extensive use of electronic test equipment, circuit analysis, and diagnostic procedures common to modern automotive accessories and equipment. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will in part prepare the student for the ASE Electrical/Electronic Certification Examination.

AT-24 Engine Performance
(4 Units LEC/LAB) Grade Only
Recommended Prep: MATH-120
Transfers to: CSU
A course covering theory and principles of engine performance related topics. Topics will include the internal combustion process, compression ratios, combustion efficiency, volumetric efficiency, airflow requirements, air-fuel ratios, fuel delivery systems, manifolding, electronic distributor ignition systems, oscilloscope waveform interpretation, ignition timing and advance strategies. The laboratory portion of the course will focus on diagnosis and repair of the following engine performance related problems; mechanical problems, computerized engine control systems, ignition systems, fuel delivery systems, and emission systems. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will in part prepare the student for the ASE Engine Performance Certification Examination.

AT-26 Automotive Air Conditioning and Heating
(4 Units LEC/LAB) Grade Only
Recommended Prep: AT-16
Transfers to: CSU
A course covering theory and operation of automotive air conditioning and refrigeration systems. Topics will include the refrigeration cycle, evacuation principles, humidity, heat quantity, heat intensity, latent heat, heat transfer, automotive refrigerants, temperature pressure relationship, greenhouse gases, and proper handling and storage of refrigerants. The laboratory portion of the course will focus on the diagnosis and repair of heating and cooling systems, use of refrigerant recycling-reclaiming equipment, use of evacuation equipment, retrofitting, and environmentally sound refrigeration handling techniques. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Air Conditioning and Heating Certification Examination.

AT-28 Advanced Engine Performance

(4 Units LEC/LAB) Grade Only
Prerequisite: AT-24
Transfers to: CSU
A course covering advanced theory and principles of engine performance related topics. Topics will include fuel injection systems, distributorless ignition systems (DIS) coil over plug (COP) systems, evaporative emission systems, exhaust gas recirculation, catalytic converters, computer controlled emission systems including OBD II compliant and CAN/BUS systems. The laboratory portion of the course will focus on diagnosis and repair of common driveability related problems. Five gas analysis, scantools, digital storage oscilloscopes (DSOs) graphing multimeters (GMM), and common electronic test equipment will be used extensively in the course. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will partially prepare the student for the ASE Engine Performance Certification Examination.

AT-30 Automatic Transmissions/Transaxles

(4 Units LEC/LAB) Grade Only
Transfers to: CSU
A course covering theory and principles related to both hydraulic and electronically actuated automatic transmissions/transaxles. Topics will include positive and variable displacement pumps, torque converters, torque converter clutches, hydraulic valves, electronic shift solenoids, governors, and common compound planetary gear arrangements. The laboratory portion of the course will focus on diagnostic and overhaul procedures, in-vehicle testing, and bench testing of various components. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently will prepare the student for the ASE Automatic Transmission Certification Examination.

■ Biology (BIOL)

BIOL-1 General Biology

(4 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introductory course in life science dealing with basic biological concepts including molecular and cell biology, metabolism, heredity, evolution, ecology, natural history, and biodiversity.

Note: *This course is designed for non-science majors and nursing/health occupation students. Not open to students who have completed or who are currently enrolled in BIOL-3.*

BIOL-2 Microbiology

(4 Units LEC/LAB) Grade Only
Prerequisite: BIOL-1
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A study of microorganisms including anatomy, physiology, genetics, and ecological importance. Emphasis will be on the role of microorganisms in disease and the mechanisms of microbe/host interactions. Laboratory work emphasizes the importance of aseptic techniques, methods of microbial control, and procedures for isolating, culturing microbes, and identifying microorganisms.

BIOL-3 Fundamental Cell Biology

(4 Units LEC/LAB) Grade Only
Prerequisite: CHEM-1A
Transfers to: CSU and UC
A study of the fundamental structure and function of cells including consideration of all eucaryotic cell organelles, reproduction, evolutionary theory, and genetics. Considerable incorporation of relevant biochemical and biotechnological topics.

Note: *This course is designed for those majoring in biological sciences or related fields.*

BIOL-4 General Zoology

(4 Units LEC/LAB) Grade Only
Transfers to: CSU and UC
An introduction to the anatomy, physiology, and ecology of the major animal taxa in an explicitly evolutionary and comparative framework.

Note: *This course is designed for those majoring in biological sciences or related fields. UC Admissions requires that students have MATH-120 as a prerequisite or corequisite for this course.*

BIOL-5 General Botany

(4 Units LEC/LAB) Grade Only
Transfers to: CSU and UC
A study of form, function, ecology, natural history, and evolution of members of the plant kingdom.

Note: *This course is designed for those majoring in biological sciences or related fields. UC Admissions requires that students have MATH-120 as a prerequisite or corequisite for this course.*

BIOL-6 Human Anatomy

(4 Units LEC/LAB) Grade Only
Prerequisite: BIOL-1 or concurrent enrollment
Transfers to: CSU and UC
An introduction to human anatomy. The course includes the study of the gross and microscopic structure of all of the organ systems of the human body with special emphasis on the relation between structure and function. Laboratory work includes the study of human cadavers.

BIOL-7 Human Physiology

(4 Units LEC/LAB) Grade Only
Prerequisite: BIOL-1 or BIOL-10
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A study of human physiology including consideration of all the organ systems of the human body. Special emphasis is given to the role of each system in regulating and maintaining bodily homeostasis. Laboratory work emphasizes the nursing relevance of the concepts presented in the lectures.

BIOL-8 Human Biology

(4 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
A survey of human biology focusing on anatomy, physiology, cell development, tissues, organs, and organ systems. The course also covers molecular biology, genetics, evolution, and diversity. Laboratories include microscopic observations, experiments, and animal/cadaver dissections. This course is specifically designed for health occupations students as a prerequisite to Microbiology and Human Physiology, but is also designed for non-majors.

Note: *Laboratories include microscopic observations, experiments, and animal/cadaver dissection. This course is designed for non-science majors, LVN, and Medical Assisting students. Not open to students who have completed BIOL-1 or BIOL-2 and BIOL-7.*

BIOL-9 Plants and People

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey of plants as a resource for food, fiber, medicine, recreation, and environmental enhancement. Emphasis is on how our relationship to plants has changed throughout history and how the growth and development of plants affect their utility. Laboratory topics include an overview of plant biology as well as identification and uses of economically important plants on a local and global scale.
Note: *Field trips may be required. The College does not provide transportation.*

BIOL-15 Marine Biology

(4 Units LEC/LAB) P/NP Option
Transfers to: CSU and UC
An introduction to life in the sea and the unique environmental factors that affect the distribution and natural history of marine organisms. Topics covered include the biology, ecology, and identification of local marine organisms.
Note: *This course includes field trips to various marine and estuarine environments. The College does not provide transportation.*

BIOL-16 Birds of the North Coast

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU
An introduction to the biology, evolution, anatomy, physiology, and behavior of birds. Identification, natural history, and ecology of North Coast birds will be studied. This is a natural history course for the beginning and intermediate bird watcher.
Note: *Field trips are required. The College does not provide transportation.*

BIOL-17 Trees, Shrubs, and Wildflowers

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU and UC
The study of the identification, structure, function and ecological relationships of North Coast plants, trees, shrubs and wildflowers.
Note: *Field trips are required. The College does not provide transportation.*

BIOL-18 Natural History of North Coast Mammals

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to the natural history of North Coast mammals. Topics include taxonomy and evolution, habitat ecology, behavior, and field identification.
Note: *Field trips are required. The College does not provide transportation.*

BIOL-19 Rare Plants: Species of Special Concern

(2 Units LEC) P/NP Option
Recommended Prep: ENGL-150, BIOL-17 or BIOL-22, or FNR-51
Transfers to: CSU
The identification and ecology of North Coast plants of special concern as defined by the Department of Fish and Game. Key features used in identification will be covered as well as plants that are often mistaken for rare species. Protocols for botanical surveys will be covered.

BIOL-20 Natural History

(4 Units LEC/LAB) P/NP Option
Transfers to: CSU and UC
An introduction for non-science majors to the biotic communities of California and the identification, ecology and life history of the organisms living there. Coverage includes principles of ecology and evolution, techniques for studying organisms in the wild, and methods of recording field data.
Note: *Field trips are required. The College does not provide transportation.*

BIOL-21 Mushrooms of the North Coast

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU and UC
The study of the identification and ecology of mushrooms. Emphasis placed on keying species to genus and on field identification of the more common edible and toxic species of the north coast.
Note: *Field trips are required. The College does not provide transportation.*

BIOL-22 California Plant Identification

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to the field of plant taxonomy and systematics. Emphasis is placed on keying species using The Jepson Manual. Lecture material covers introductory concepts in plant taxonomy and characteristics of the common flowering plant families in California. Lab time is spent learning sight identification of families and using dichotomous keys to identify representatives of local flora.

BIOL-23 Lichens of Northern California

(2 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
The study of the identification, structure, function and ecological relationships of Northern California Lichens. The economic roles of lichens will also be covered.
Note: *Field trips are required. The College does not provide transportation.*

BIOL-24 Introduction to Marine and Anadromous Fishes

(3 Units LEC/LAB) Grade Only
Transfers to: CSU
A detailed study of marine and anadromous fishes of the northern Pacific Ocean. Topics covered include identification, biology, fisheries history and management, and sampling and census techniques. This course includes field trips to various marine and estuarine environments. The College does not provide transportation.

BIOL-25 Marine and Coastal Field Biology

(3 Units LEC/LAB) Grade Only
Transfers to: CSU
A field-oriented introduction to the interrelationships between marine and estuarine organisms and their environment. Emphasis in this course is placed on field methods, sampling techniques, and quantitative data collection and analysis. This course includes field trips to various marine and coastal environments. The College does not provide transportation.

BIOL-26 Introduction to Marine Plankton

(2 Units LEC/LAB) P/NP Option
Transfers to: CSU
An introduction to the identification, biology, ecology, and distribution of marine phytoplankton and zooplankton. Laboratory and field exercises will focus on sampling and analytical procedures and identification techniques.

BIOL-27 Biology of Marine Mammals

(3 Units LEC) Grade Only
Transfers to: CSU and UC
An introduction to the biology, natural history, evolution, anatomy, physiology, behavior, and population ecology of marine mammals. Whales, dolphins, porpoises, pinnipeds, sea otters, polar bears, and sirenians will be discussed.

BIOL-35 Field Studies in Biology

(1-2 Units LEC/LAB) P/NP Option
Transfers to: CSU
A field class designed to give the student practical experience in field identification and field study of the ecology and biology of California's native species in their native habitat.

Note: *This course involves an extended field trip away from the campus. The College does not provide transportation. Units offered may vary by semester. Consult Schedule of Classes for section information.*
Repeatability: *Maximum of four enrollments.*

BIOL-99B Identification and Ecology of Grasses

(0.5 Unit LEC/LAB) P/NP Option
Transfers to: CSU
A hands-on study of selected plant, animal or fungal groups of particular interest and salience to the biological sciences.

Note: *Students may not repeat an individual topic.*

BIOL-99C Ecology of the Pygmy Forest

(1 Unit LEC) P/NP Option
Transfers to: CSU
A hands-on study of selected plant, animal or fungal groups of particular interest and salience to the biological sciences.

Note: *Students may not repeat an individual topic.*

BIOL-99D Identification of Northcoast Birds

(1 Unit LEC) P/NP Option
Transfers to: CSU
An exploration of a specific topic of contemporary interest in the field of Biology. Students should consult the Schedule of Classes for topics offered in the current semester.

Note: *Units offered may vary by semester. Students may not repeat an individual topic.*

BIOL-99E Intertidal Ecology

(1 Unit LEC) P/NP Option
Transfers to: CSU
An exploration of a specific topic of contemporary interest in the field of Biology. Students should consult the Schedule of Classes for topics offered in the current semester.

Note: *Units offered may vary by semester. Students may not repeat an individual topic.*

BIOL-99F Ecology of the Redwoods Forest

(1 Unit LEC) P/NP Option
Transfers to: CSU
An exploration of a specific topic of contemporary interest in the field of Biology. Students should consult the Schedule of Classes for topics offered in the current semester.

Note: *Students may not repeat an individual topic.*

BIOL-99G Marine Mammal of the North Coast

(1 Unit LEC) P/NP Option
Transfers to: CSU
An exploration of a specific topic of contemporary interest in the field of Biology. Students should consult the Schedule of Classes for topics offered in the current semester.

Note: *Students may not repeat an individual topic.*

BIOL-120P Marine Algae

(0.5 Unit LEC/LAB) P/NP Option
An introduction to the identification, morphology, reproduction, and ecology of marine intertidal algae of Northern California.

■ Business (BUS)

BUS-1A Principles of Accounting

(4 Units LEC/LAB) P/NP Option
Prerequisite: BUS-194 or MATH-120
Transfers to: CSU and UC
A study of the fundamental concepts, procedures, and principles of financial accounting as applied to both service and merchandising businesses. Additional topics include accounting systems and special journals, cash, internal controls, receivables, inventory methods, depreciation and amortization, current liabilities and payroll. Focus will be on the preparation and analysis of financial statement data.

BUS-1B Principles of Accounting

(4 Units LEC/LAB) P/NP Option
Prerequisite: BUS-1A
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A continuation of BUS-1A with emphasis on managerial accounting. The statement of cash flows and methods to analyze financial statements are emphasized. Control accounting includes cost systems, budgetary control, and standard cost systems. Managerial decision-making considers cost, revenue concepts, and preparation of reports and special analysis.

BUS-4 Advanced Computerized Bookkeeping

(3 Units LEC/LAB) Grade Only
Prerequisite: BUS-180 or BUS-1A
Recommended Prep: BT-80, BT-81, BT-83, or CIS-1
Transfers to: CSU
A study of advanced bookkeeping procedures utilizing common accounting software. The student will learn to analyze and post complex business transactions in order to create financial and tax reports and manage payroll for small businesses.

BUS-10 Introduction to Business

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150 (or equivalent) or appropriate reading and writing scores on placement exam.
Transfers to: CSU and UC
An introduction to the trends and opportunities in today's dynamic global business environment surveying economics, global markets, social responsibility, ownership forms, entrepreneurship, management organization, marketing, accounting and financial management.

Note: *ENGL-150 (or equivalent) will give the student a foundation in critical thinking, reading, writing, and sentence skills that are fundamental to success in BUS courses.*
If offered as TBA, 54 hours are required.

BUS-18 Business Law

(4 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey of law and its enforcement in relationship to business activities as well as the legal relationships between business and society. Subject matter includes social forces, constitutional and statutory law, international legal environment, administrative regulations, environmental law and community planning, consumer protection, crimes, torts, contracts, personal property and bailments, insurance, sales contracts, commercial paper, agency and employment, business organizations and trusts.

BUS-34 Introduction to Personal Finance

(3 Units LEC) P/NP Option
Recommended Prep: CIS-1, BUS-94
Transfers to: CSU
An introduction to the basics of personal financial literacy. Topics will include managing income, expenses, credit and insurance. In the area of investments, topics will include financial markets and assets, basic asset valuation, and retirement planning.

BUS-35 Strategic Marketing

(4 Units LEC) Grade Only
Recommended Prep: BUS-10 and ENGL-150
Transfers to: CSU
An overview of the strategic marketing process including environmental scanning, industry analysis, market analysis, target market definition, marketing strategy creation, financial budgeting and projections. The student will learn the strategic marketing process by creating a professional marketing plan supported by both primary and secondary data sources. Emphasis will be placed on understanding the wants and needs of consumers, differentiating brand identity from competitors, and creating marketing strategies that leverage the competitive advantage of your organization.

BUS-41 Service Learning and Field Experience

(2 Units LAB) P/NP Option
Transfers to: CSU
A course guiding learning through work experience in for-profit, nonprofit, or governmental workplaces. Students will be required to actively engage in weekly reflection activities to evaluate the activities, procedures, norms, organization and management structure of an organization. Students must take primary responsibility in finding a work experience/service learning opportunity and are strongly advised to find such an opportunity before enrolling in the class. Failure to find and complete this opportunity will result in failing the class.

Note: *Students must take primary responsibility in finding a work experience/service learning opportunity and are strongly advised to find such opportunity before enrolling in the class. Students must arrange their own transportation to service learning/field work experience sites.*

BUS-52 Business Communications

(3 Units LEC) Grade Only
Prerequisite: BUS-152 or ENGL-150
Recommended Prep: CIS-100
Transfers to: CSU
A course in written and oral communications for the business environment. Students analyze various business situations, producing reasoned written or oral responses. Written communications focus on the composition of effective business letters, memorandums, e-mail messages, and short reports. Oral communications include small group participation, oral reports, and electronic presentations.

BUS-68 Introduction to Principles of Management

(3 Units LEC) Grade Only
Recommended Prep: BUS-10 and ENGL-150
Transfers to: CSU
An introduction to modern management theory. Key topics include the role and function of a manager, organizational design and structure, strategic and tactical planning, communication strategies, human resource management, diversity in the workplace, ethics and social responsibility, motivational theories, and management of change.

BUS-69 Small Business Entrepreneurship

(4 Units LEC/LAB) Grade Only
Recommended Prep: BUS-10 and ENGL-150
Transfers to: CSU
An overview of the strategic business planning process including analysis of the marketing, operations, management, technology and finance functions of a new business venture. The student will learn the strategic business planning process by creating a professional business plan supported by robust financial projections. Emphasis will be placed on the development of a profitable, differentiated and sustainable business model.

BUS-180 Introduction to Bookkeeping

(3 Units LEC/LAB) P/NP Option
Recommended Prep: MATH-380
Introduces the concepts of the bookkeeping process. Emphasizes the correct posting of business transactions and creation of financial reports and payroll for small businesses.

BUS-194 Business Mathematics

(3 Units LEC/LAB) Grade Only
Prerequisite: MATH-380
A review of basic mathematical processes and their application in a simulated business environment to problems concerning bank records, merchandise inventory and turnover, percentage, cash and trade discounts, markup, depreciation, interest, promissory notes, bank discount, and payroll. It will cover mathematical concepts and procedures that are typically necessary to succeed in an introductory accounting course.

■ Business Technology (BT)

BT-3 Integrated Applications

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-100 and MATH-376
Transfers to: CSU
An intermediate-level course involving planning and implementing computer application based solutions for the office environment that will strengthen students' ability to analyze office tasks and examine alternative solutions using office application software. Students will define office tasks, develop solutions, and implement solutions.

Note: *Formerly CIS-3.*

BT-16 Word Processing I

(4 Units LEC/LAB) P/NP Option
Recommended Prep: CIS-100 and BT-110 or BT-111 or BT-112
Transfers to: CSU
An introduction to word processing with hands-on experience, including character, paragraph, and page formatting; creating, editing, saving, and printing letters, memos, and other short documents with an introduction to proofing using spelling, grammar, and style features.

Note: *If offered as TBA, 108 hours are required.*

BT-17 Word Processing II

(4 Units LEC/LAB) P/NP Option
Recommended Prep: BT-16
Transfers to: CSU
An intermediate to advanced Word processing course with hands-on experience creating business documents, including tables, forms, brochures, and newsletters and utilizing Word features such as newspaper columns, styles, themes, cover pages, headers and footers, pagination, templates, merges, and macros.

Note: *If offered as TBA, 108 hours are required.*

BT-50 Database Applications

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-1, CIS-3, and MATH-376
Transfers to: CSU
An intermediate to advanced level course in database applications using relational database management software. Students will set up, manipulate, and maintain their own databases.
Note: *Formerly CIS-50/50L.*

BT-51 Spreadsheet Applications

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-1, BT-3, MATH-376
Transfers to: CSU
An intermediate to advanced level course to develop and refine students' understanding of electronic spreadsheet concepts, applications, and integration with other applications (word processing and database). Students will use hardware, software, and documentation to complete lab exercises and projects.
Note: *Formerly CIS-53/53L.*

BT-53 Technical and Professional Office Procedures

(4 Units LEC/LAB) Grade Only
Prerequisite: CIS-1
Recommended Prep: BT-11, BT-17, BT-51, BUS-152, or ENGL-150
Transfers to: CSU
Advanced preparation for students' transition from the classroom to the workforce environment. Students integrate technological knowledge and skills from previous courses with new information about communicating in the workplace, teambuilding, problem solving, organization and time management, and career planning.
Note: *If offered as TBA, 108 hours are required.*

BT-63 Desktop Publishing Applications

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
A study and practice in the use of professional desktop publishing software. Students will apply the principles of typography and graphic design to develop documents which combine text, graphics, and photographs on a printed page for personal and business use.
Note: *Same as DM-63.*

BT-81 Introduction to Microsoft Office

(1 Unit LAB) P/NP Option
Recommended Prep: BT-80, CIS-1, or CIS-100
Transfers to: CSU
An introduction to word processing, spreadsheet, database, and electronic presentations software using Microsoft Office. Students learn to produce a variety of word processing documents, construct spreadsheets with embedded formulas, develop a relational database, and create interactive electronic presentations.

BT-83 Internet and E-Mail Skills

(0.5 Unit LAB) P/NP Option
Transfers to: CSU
An introduction to the Internet, Worldwide Web, and E-mail. Students learn to browse Web sites, search the Internet, and send and receive e-mail.

BT-90 Introduction to Microsoft Excel

(1 Unit LAB) P/NP Option
Recommended Prep: BT-80, CIS-1, or CIS-100
Transfers to: CSU
An introduction to electronic spreadsheets using Microsoft Excel. Includes worksheet design and modification, formatting techniques, formulas and calculations, functions, charts and graphs.
Note: *If offered as TBA, 54 hours are required.*

BT-91 Introduction to PowerPoint

(1 Unit LAB) P/NP Option
Recommended Prep: BT-80, CIS-1, or CIS-100
Transfers to: CSU
An introduction to electronic presentations using Microsoft PowerPoint. Students learn to create interactive slides using text, graphics, sound, animation, timing, and transitions.
Note: *If offered as TBA, 54 hours are required.*

BT-110 Introduction to Keyboarding

(1 Unit LAB) P/NP Only
An entry-level course designed to provide the intensive drill necessary to learn the alphabetic and numeric keys of the computer keyboard by touch. This beginning course is intended for students who have had no previous keyboarding experience but need to acquire computer keyboarding skills for personal and academic use.
Note: *If offered as TBA, 54 hours are required.*

BT-111 Keyboarding I

(3 Units LEC/LAB) P/NP Option
A beginning course in keyboarding using the touch method. Emphasis on acquiring basic keyboarding skills and on producing documents (reports, letters, tables, etc.) using word processing software as preparation for learning office production skills.
Note: *Formerly BUS-11 Keyboarding and Typing.*
If offered as TBA, 90 hours are required.

BT-112 Keyboarding Skill Development

(1 Unit LAB) P/NP Only
Recommended Prep: BT-110 or BT-111
A course designed to help students improve their keyboarding skills as well as develop 10-key keypad speed and accuracy. Specific drills will be taught to correct individual keyboarding deficiencies. Students at any level will be able to continue their development of keyboard control through repetitive typing of specific drills designed to improve both speed and accuracy.
Note: *Students should be able to touch type at 25 wpm to enroll in this class.*
Repeatability: Maximum of four enrollments.
If offered as TBA, 54 hours are required.

BT-178 Introduction to QuickBooks

(1 Unit LEC/LAB) P/NP Only
Recommended Prep: BUS-1A or BUS-180
An introductory-level course in the use of QuickBooks accounting software. The goal of the course is to enable the student to use QuickBooks in real-life situations. This course is particularly relevant for bookkeepers and small business owners who want to be able to use QuickBooks to automate bookkeeping and accounting tasks.
Note: *If offered as TBA, 36 hours are required.*

■ Chemistry (CHEM)

CHEM-1A General Chemistry

(5 Units LEC/LAB) Grade Only
Prerequisite: MATH-120 and either CHEM-100 or high school chemistry
Transfers to: CSU and UC
The principles of chemistry for students in science, engineering, medical and related professions. Atomic structure, chemical bonding, stoichiometry, the periodic table, enthalpy, solutions, and carbon chemistry will be studied. Includes a coordinated laboratory experience focused on the study of physical and chemical properties.

CHEM-1B General Chemistry
(5 Units LEC/LAB) P/NP Option
Prerequisite: CHEM-1A
Transfers to: CSU and UC
A continuation of CHEM-1A. Bonding, intermolecular forces, solutions, kinetics, equilibria, acids and bases, reactions, thermodynamics, electrochemistry and the chemistry of the elements and their compounds will be studied.

CHEM-2 Introduction to Chemistry
(5 Units LEC/LAB) P/NP Option
Prerequisite: MATH-380
Transfers to: CSU and UC
An introduction to basic chemical principles. Serves as a beginning course for allied/applied science students including nursing, forestry, and natural resources fields. Students learn to classify matter and to describe physical and chemical phenomena such as atomic structure, compounds, energy, solutions, acids and bases, nuclear chemistry, and organic chemistry, both qualitatively and quantitatively, at an introductory level. Includes a coordinated lab experience.
Note: *A scientific calculator is required.*

CHEM-3 Introduction to Organic Chemistry
(4 Units LEC/LAB) Grade Only
Prerequisite: CHEM-2
Transfers to: CSU and UC
An introductory survey of organic compounds and biological macromolecules for allied/applied science students including nursing, forestry, and natural resources fields. Students learn to identify fundamental organic functional groups and to distinguish between their physical and chemical properties. Students also learn to identify fundamental biological macromolecules such as proteins, DNA, polysaccharides, and lipids and discuss their biological roles.

CHEM-8 Organic Chemistry
(5 Units LEC/LAB) Grade Only
Prerequisite: CHEM-1A
Transfers to: CSU and UC
A survey of important classes of organic compounds with emphasis on materials of interest to students of the biological sciences, pre-professional programs and related areas. The laboratory work introduces the fundamental techniques using both macro and micro scale equipment for the purification, synthesis and identification of organic compounds, while illustrating the basic chemistry of the functional groups. This was designed to contain content equivalent to brief (one semester) organic chemistry courses taught at four-year colleges. This course is accepted at HSU in place CHEM-328. Biological science majors should take CHEM-8 to complete their chemistry requirements.

CHEM-10 Chemistry for the 21st Century
(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A non-mathematical survey of the major chemistry concepts for non-science majors with an emphasis on 21st century issues. Students will learn to connect observations of the natural world to the molecular level, creating a framework for topics such as global warming and renewable energy.

CHEM-100 Preparation for General Chemistry
(4 Units LEC) P/NP Option
Prerequisite: MATH-380
A brief introduction to the principles of chemistry and the application of mathematics to chemistry. CHEM-100 is intended to prepare students for General Chemistry (CHEM-1A) who did not take high school chemistry or whose prior chemistry is outdated.
Note: *A scientific calculator is required.*
Note: *If offered as TBA, 72 hours are required.*

■ Cinema (CINE)

CINE-1 Cinema History: From Its Origins Through the Coming of Sound
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to the study of film history from cinema's origins in the 1890s through the widespread transition to sound-on-film technology. Students will consider the historical, production, distribution, exhibition, cultural, and aesthetic contexts of varying cinematic movements from several different parts of the western world. The bulk of this course centers on silent cinema, with attention paid at the end of the course to the development of sound.

CINE-2 Cinema History: From the Coming of Sound to the Present
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to the study of film history from just after the coming of sound to the present. Students will be required to consider the historical, production, distribution, exhibition, cultural, and aesthetic contexts of varying cinematic movements from the United States and Western Europe.

CINE-3 The Cinemas of Latin America, Asia, and Africa
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey course of film history outside of the western world, specifically, the films of Asia, the Middle East, Africa, South America, Mexico and Cuba. We will examine the historical, social, political and film industry environments in which each film was created, and we will identify recurring themes, motifs, techniques, and aesthetic choices that contribute to a regional or national style.
Note: *If offered as TBA, 54 hours are required.*

CINE-6 Selected Film Authors or Genres
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A focused study on the career and/or body of work of a selected film author or genre. The course will examine the historical, social, and film industry environments in which the director or genre arose and changed, and will identify recurring themes, motifs, techniques, and aesthetic choices that define that particular director's or genre's artistic style. (Featured director or genre may vary from one semester to the next.)

CINE-8 Screenwriting
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An examination of dramatic structure as defined by Aristotle, practiced by Shakespeare, and applied in the modern screenplay. The course will study two films in their screenplay and finished film forms, focusing on the writers' techniques. Students will practice dramatization and visualization techniques via writing assignments, and each will complete the first act of an original screenplay.

■ Computer and Electronics Technology (CET)

CET-10 Survey of Electronics

(3 Units LEC) Grade Only
Recommended Prep: MATH-380
Transfers to: CSU
An overview of the scientific method as it applies to the field of electronics. Topics include the principles and laws of physics, chemistry, and mathematical analysis as they relate to basic electronics. Additional topics will include AC and DC components, sustainable sources of electrical energy, and current trends in the design of efficient electronic components that reduce energy consumption.

CET-10L Survey of Electronics—Lab

(1 Unit LAB) Grade Only
Corequisite: CET-10
Transfers to: CSU
A lab course designed to familiarize the student with electrical and electronic devices, circuits, systems and test equipment. Instruments used in the study of basic electronics are discussed, demonstrated, and used. Emphasis is placed on safety, interpretation of schematic diagrams, breadboarding, and familiarization with electronic components.

■ Computer Information Systems (CIS)

CIS-1 College Computer Literacy

(4 Units LEC/LAB) P/NP Option
Recommended Prep: CIS-100
Transfers to: CSU and UC
A transfer-level course in the use of hardware, software, and online resources. Course management software facilitates discussions, homework submissions, exams, and grading. A project integrating all the fundamental elements of office software and basic digital media elements is required.

Note: *If offered as TBA, 108 hours are required.*

CIS-12 Programming Fundamentals

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-1 and MATH-376
Transfers to: CSU and UC
A study of computer programming fundamentals and problem solving techniques. The course includes using basic logic and data structures, flow charts, algorithms, and innovative media-rich tools to design, develop, test, and document object-oriented computer programs in a hands-on setting. This course prepares the student for a first semester course in any formal programming language.

Note: *If offered as TBA, 108 hours are required.*

CIS-18 Introduction to Applications Programming

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-12
Transfers to: CSU and UC
An introduction to developing Graphical User Interface (GUI) programs for the Windows environment. Students will utilize object-oriented and event-driven concepts to design, implement, and test their application programs. The course includes concepts common to all programming languages and those specific to event-driven languages.

Note: *If offered as TBA, 108 hours are required.*

CIS-30 Networking Essentials

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-1 and CIS-11
Transfers to: CSU
A study of current technologies of local and wide area networks and the Internet. Students will be presented with the OSI model and the TCP/IP protocol in a combined lecture, demonstration, and lab setting.

Note: *If offered as TBA, 108 hours are required.*

CIS-31 Network Operating Systems

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-30
Transfers to: CSU
A survey of network operating systems used in local area networks, wide area networks, and the Internet. A variety of topics will be covered for several different network operating systems, including network installation, management, and security.

CIS-98 Personal Computer Repair and Maintenance

(4 Units LEC/LAB) P/NP Option
Recommended Prep: CIS-1
Transfers to: CSU
A practical study of the repair and maintenance of PCs at the component level.

Note: *If offered as TBA, 108 hours are required.*

CIS-100 Basic Computer Skills

(3 Units LEC/LAB) P/NP Only
An introduction to entry-level college computer application, online, and operations skills in a lecture/lab setting Topics include word processing, spreadsheets, electronic presentations, the Internet, email, online course management environments, basic hardware operations (keyboarding, mouse, monitor, printer, disk storage), GUI operating systems, and electronic file management.

■ Construction Technology (CT)

CT-2 Material Science: Wood

(2 Units LEC/LAB) Grade Only
Transfers to: CSU
A hands-on practice of traditional uses of wood, joiner and hand tools. Sustainable woodworking practices will emphasized by learning tree anatomy, and to consolidate and repair existing wooden elements like wooden gutters, window sash, and wood siding. Students will learn the science of wood, including milling lumber and steam bending.

Note: *$20 lab fee.*

CT-3 Material Sciences: Masonry/Plaster

(2 Units LEC/LAB) Grade Only
Transfers to: CSU
A survey of the traditional applications and physical properties of stone, brick, terra cotta, cement, plaster, mortars and grouts, including three-coat plaster, masonry deterioration, stabilization, with various repair and cleaning methods.

Note: *$25 lab fee.*

CT-4 Materials Science: Interior Surface Materials

(2 Units LEC/LAB) Grade Only
Transfers to: CSU
A survey and analysis of historic interior surface materials application for walls and ceilings; topics include paint, wall coverings, and decorative finishes.

Note: *$25 lab fee.*

CT-7 Material Sciences: Glass

(4 Units LEC/LAB) Grade Only
Transfers to: CSU
A survey of glass and traditional glazing practices used in modern and historic buildings. Studies include glass manufacture, casting, etching, and "staining," glazing techniques using lead came and copper foil. Materials conservation and restoration strategies will be outlined. Students will learn how to identify/repair/replace wooden window glazing defects.
Note: *$55 lab fee.*

CT-8 Material Sciences: Casting and Mold Making

(4 Units LEC/LAB) Grade Only
Transfers to: CSU
A hands-on study and application of traditional and modern materials and techniques used to make molds of clay and plaster architectural ornament. Natural latex rubber, synthetic polyurethane, and silicon mold materials will be studied using a variety of mold making and casting techniques.
Note: *$35 lab fee.*

CT-10 Introduction to Historic Preservation And Restoration

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
Introduction to the history, theory and practice of historic preservation in the United States from the 19th century to present. Settlement patterns, architectural context and terminology, federal, state, local agencies and private associations, preservation philosophy and present challenges in the field will be studied. Construction techniques and a study of architectural styles within Humboldt County will all be components of this course.
Note: *Field trips are required. The College does not provide transportation.*

CT-11 Architectural History

(3 Units LEC) Grade Only
Transfers to: CSU
A survey of American architecture with an emphasis on the Western United States, emphasizing indigenous building types and construction evolution relative to European influences, settlement patterns, vernacular and regional architectural traditions and styles.

CT-12 Historic Research and Documentation

(3 Units LEC) Grade Only
Transfers to: CSU
A study in the field of historic preservation with an emphasis on historic plans and details. National historic building standards for documentation and Secretary of Interior's Standards will be introduced. Students will conduct both primary and secondary historical research, develop a working architectural vocabulary and gain knowledge of restoration procedures. Course will emphasize necessary skills for sketching and designing components of a structure to scale proportions.
Note: *Field trips are required. The College does not provide transportation.*

CT-13 Building Conditions and Analysis

(3 Units LEC) Grade Only
Transfers to: CSU
The assessment of buildings with an emphasis on analyzing existing conditions, qualities and deterioration of building materials, and individual components. Learn techniques to perform a thorough building evaluation, document and write a conditions assessment. Weatherization, stabilization and whole building energy performance plans all require analysis and recommendations based on data.
Note: *Field trips required.*

CT-14 Advanced Field School Techniques

(2 Units LAB) Grade Only
Transfers to: CSU
An advanced, hands-on study of preservation and rehabilitation involving construction field work at off-campus sites. This Field School format course focuses on the practice of current trade techniques for the conservation of historic buildings. The focus and scope of work will vary each semester with different projects.
Repeatability: *Maximum of four enrollments.*

CT-15 Carpentry Techniques for Existing Buildings

(3 Units LEC/LAB) Grade Only
Transfers to: CSU
Hands-on carpentry training using existing buildings as a field school. A comprehensive study of repairing and rehabbing existing and historic buildings. This course highlights sustainable building by teaching trade skills that will prepare the student for repair and preservation specialist jobs to reuse existing buildings.
Note: *Personal safety equipment and appropriate work clothes will be required of student. Personal carpentry tools may be helpful.*

CT-16 Architectural Millwork

(3 Units LEC/LAB) Grade Only
Recommended Prep: CT-21B
Transfers to: CSU
Practice of traditional woodworking skills and modern procedures required to produce new wood molding, and conserve historic millwork. Students will learn the safe use of woodworking equipment, hand and power tools. A course in a sustainable building series that will prepare students for reusing existing materials to accomplish restoration and reproduction of existing building millwork.
Note: *Field trips will be a component of this course. The College does not provide transportation. Basic shop use and machine tool training are recommended.$20 lab fee.*

CT-17 Advanced Material Sciences

(1-2 Units LAB) Grade Only
Prerequisite: CT-2, CT-3, CT-4, CT-7, or CT-8
Transfers to: CSU
A practice of skills in working with various construction materials. This course will allow students who have taken other Material Science courses an advanced learning environment to design and develop projects of their choice
Repeatability: *Maximum of four enrollments.*
Note: *Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.*

CT-21A Survey of Wood Technology

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU
An introductory woodworking course with lectures and labs. Students will receive instruction in project planning, wood technology, wood finishing, woodworking related literature and the safe use and operation of hand and power woodworking tools. Project work includes assigned and free-choice projects. This course is required for all Construction Technology degrees and certificates at College of the Redwoods.

CT-21B Intermediate Wood Technology

(3 Units LEC/LAB) P/NP Option
Prerequisite: CT-21A
Transfers to: CSU
An intermediate level woodworking course. Project-based instruction includes woodworking machine use and set-up, furniture joinery, wood turning, veneering, surface preparation and wood finishing.
Note: *This course requires an instructional materials fee.*

CT-25 OSHA Construction Safety

(2 Units LEC) P/NP Option
Recommended Prep: CT-21A or CT-57A or CT-78A or CT-90
Transfers to: CSU
A course in construction industry safety. Using OSHA standards as a guide, students will receive instruction in construction safety and health principles to help prevent injury. Special emphasis is placed on those areas that are the most hazardous. Topics include but are not limited to: OSH Act, Safety Programs, Fall Protection, Personal Protective Equipment, Stairs and Ladders, Excavations and Confined Space Entry.

Note: *Students that successfully complete this course receive the OSHA 30 Hour Construction Safety and Health card.*

CT-30 Solar Thermal Design and Installation

(1 Unit LEC/LAB) Grade Only
Transfers to: CSU
An introduction to the design and installation of solar hot water systems. Students in this course will become familiar with solar thermal equipment, terminology, installation and the integration of solar thermal components.

CT-31 Introduction to Solar Thermal Systems

(3 Units LEC) Grade Only
Recommended Prep: CT-78A
Transfers to: CSU
A course designed to provide students with essential information to work with solar thermal systems including system design and sizing residential projects, system components, estimating installation costs and return on investment, system maintenance and building codes.

Note: *Field trips are required. The College does not provide transportation.*

CT-32 Photo-Voltaic System Design and Installation

(1 Unit LEC/LAB) Grade Only
Transfers to: CSU
A basic overview of the design and installation of an utility-intertie Photo-voltaic system. Successful completion of this course will provide the student with the entry level skills of a Photo-voltaic system installer.

CT-33 Introduction to Solar Photovoltaic Systems

(3 Units LEC) Grade Only
Recommended Prep: CT-78A
Transfers to: CSU
A course designed to provide students with essential information and training to work with residential solar photovoltaic systems including providing fundamentals of AC/DC, the National Electric Code, and principles of a residential solar photovoltaic systems. The course content is aligned with the North American Board for Certified Energy Practitioners NABCEP) PV Entry Level Exam. Students will be given the opportunity to sit for the NABCEP exam at the conclusion of the course.

Note: *Field trips are required. The College does not provide transportation.*

CT-50 Construction Estimating

(4 Units LEC) Grade Only
Recommended Prep: CT-80
Transfers to: CSU
An introduction to the techniques and methods of building construction estimating. This course includes a study of employer's cost of labor including payroll, taxes, insurance and overhead. Worker hours and material are computed for each component needed to complete the total building. This class will start with manual estimating skills and then progress to computer estimating.

CT-55 Advanced Wood Technology

(2 Units LAB) Grade Only
Prerequisite: CT-21B
Transfers to: CSU
A woodworking lab providing students the opportunity to hone the skills and techniques acquired in CT-21A and CT-21B. Individual project work and instruction will be determined through consultation between student and instructor.

Repeatability: Maximum of four enrollments.

CT-56 Construction Layout

(2.5 Units LEC/LAB) Grade Only
Recommended Prep: IT-62 or MATH-380
Transfers to: CSU
A fundamental course for those who need to know how to start a building project. This course will cover the use and care of leveling instruments in laying out buildings, establishing grade elevations, making excavation computations, and staking out a building using batter boards and string. Study of basic math used in construction and the use of a framing square will be components of this course. Students will learn to layout roof rafters: common, hip, valleys, and jacks. Students will also learn to layout a straight staircase. Hands-on lab will strengthen lecture theory.

CT-57A Cabinetmaking and Millwork I

(3 Units LEC/LAB) Grade Only
Recommended Prep: CT-21A; and either IT-62 or MATH-376
Transfers to: CSU
Beginning cabinetmaking for residential applications. Topics include the safe use of power equipment and hand tools, cabinetmaking methods, cabinet layout, joinery, casework, woodworking industry standards, materials, and machinery specific to cabinet construction. Participants will have hands-on experience with a complete set of residential cabinets for the student-built house.

CT-57B Cabinetmaking and Millwork II

(3 Units LEC/LAB) P/NP Option
Prerequisite: CT-57A
Transfers to: CSU
Intermediate cabinetmaking for residential applications. Topics include: machinery and hand tool safety, European construction, drawer and door construction, shelves and cabinet interiors, counter tops, cabinet installation, wood finishing, and current topics in cabinetmaking. Students participate in the construction of a set of residential cabinets for the student-built house.

CT-57C Cabinetmaking and Millwork III

(3 Units LEC/LAB) P/NP Option
Prerequisite: CT-57B
Transfers to: CSU
A hands-on opportunity for students interested in advanced techniques in cabinetmaking. Participants work on cabinets of their own design and choice. Topics include, cabinet history and design, job safety analysis, advanced machinery set-up and techniques, wood bending, wood turning, laminating, inlay, dyeing, coloring and finishing.

CT-57D Cabinetmaking and Millwork IV

(3 Units LEC/LAB) P/NP Option
Prerequisite: CT-57C
Transfers to: CSU
A second semester course in advanced cabinetmaking. Participants work on cabinets of their own design and choice while expanding upon topics covered in Cabinetmaking III. Topics include, 20th and 21st century cabinet history and design, job safety analysis, advanced machinery set-up and techniques, wood bending, wood turning, laminating, inlay, dyeing, coloring and finishing, and cabinet installation.

CT-70 Building Codes & Standards
(2 Units LEC) Grade Only
Transfers to: CSU
A course covering technical information and pertinent sections of the International Building Code. This course provides Code information necessary for building inspectors and students enrolled in Architecture and Construction Technology programs. Enrollment in Architecture or Construction Technology courses, or construction trade experience is recommended.

CT-72 Electrical Codes and Standards
(2 Units LEC) Grade Only
Recommended Prep: CT-78A or CT-80 or DT-73
Transfers to: CSU
A course covering technical information and pertinent sections of the National Electrical Code. This course provides discussion and practice using the NEC by applying its provisions to technical examples and questions. Special emphasis will be placed upon examples related to residential requirements.
Note: *Concurrent enrollment in Architecture or Construction Technology courses, or concurrent construction trade experience is recommended.*

CT-78A Residential Wiring I
(2 Units LEC/LAB) Grade Only
Transfers to: CSU
A study of the basic electrical wiring as it relates to residential construction. Topics include: electrical theory, residential wiring circuits, blueprint reading, materials selection, installation methods, basic code requirements, and practice in wiring the student project house.

CT-78B Residential Wiring II
(2 Units LEC/LAB) Grade Only
Prerequisite: CT-78A
Transfers to: CSU
A continuation of the electrical theory, principles and skills learned in CT-78A. Topics include service calculations, installation of residential wiring circuits and fixtures, use of conduit in wiring, remodel wiring, estimation and line drop calculations, and completion of the wiring of the student project house.

CT-78C Residential Wiring III
(2 Units LEC/LAB) Grade Only
Prerequisite: CT-78B
Transfers to: CSU
A continuation of the electrical theory, principles and skills learned in CT-78B. Students will act as group leaders and be involved in problem solving. Specific instruction will be in relays, motors, 3-phase power, schematics, heating equipment, and electronic controls required for the completion of the wiring of the student project house.

CT-78D Residential Wiring IV
(2 Units LEC/LAB) Grade Only
Prerequisite: CT-78C
Transfers to: CSU
A continuation of the electrical theory, principles and skills learned in CT-78C. Students will act as group leaders and be involved in problem solving. Specific instruction will be in electric service installation, alarms and security systems, over current protection, stand by power, and low voltage circuits required for the completion of the wiring of the student project house.

CT-80 Carpentry Theory I
(3 Units LEC) Grade Only
Transfers to: CSU
A study of residential construction methods and materials. This class parallels progress on the student built project house. Topics will include: building layout, foundations, floor, wall and roof framing, wall and roof sheathing, windows and doors.

CT-81 Carpentry Theory II
(3 Units LEC) Grade Only
Prerequisite: CT-80
Transfers to: CSU
A study of residential construction methods and materials. This class parallels progress on the student built project house. Topics will include exterior trim and siding, thermal and sound insulation, drywall, interior doors and trim, stairs and ramps, flooring, and alternative construction techniques.

CT-90 Beginning Carpentry I
(3 Units LAB) Grade Only
Corequisite: CT-80
Transfers to: CSU
A practical lab where students physically build a house. Students will lay out the building, form and pour the foundation, frame the floor, walls, and roof, install roof and wall sheathing, install exterior trim and siding, install fascia, roofing and windows.

CT-91 Beginning Carpentry II
(3 Units LAB) Grade Only
Prerequisite: CT-90
Corequisite: CT-81
Transfers to: CSU
A practical lab where students physically build a house. Students will install exterior trim and siding, doors, interior trim and hardware, and miscellaneous finish products. They will layout and build decks and form, pour, and finish concrete flat work.

CT-95 Intermediate Carpentry I
(3 Units LAB) Grade Only
Prerequisite: CT-91
Transfers to: CSU
A lab to practice and reinforce skills through hands-on experience. Students will lay out the building, form, and pour the foundation (or lay a block foundation); frame the floor, walls, and roof; install roof and wall sheathing; fascia and roofing, and windows.
Note: *If offered as TBA, 162 hours are required.*

CT-95L Intermediate Carpentry Lab
(3 Units LAB) Grade Only
Transfers to: CSU
A lab to reinforce skills through hands-on experience. Students will install exterior trim and siding, doors, interior trim and hardware and miscellaneous finish products; and build decks, and form and pour concrete flatwork.
Repeatability: *Maximum of two enrollments.*
Note: *If offered as TBA, 162 hours are required.*

CT-96 Intermediate Carpentry II
(3 Units LAB) Grade Only
Prerequisite: CT-95
Transfers to: CSU
A course to strengthen and reinforce skills through hands-on experience. Includes instruction in hanging interior doors, installing paneling, building wardrobe and clothes closets, installing baseboards, window jambs, casing, stools and aprons, installing masonry work for wood stove, installing wood stove, completing cathedral ceilings and setting finish hardware.
Note: *If offered as TBA, 162 hours are required.*

CT-130A Fine Woodworking: Theory and Practice
(18 Units LEC/LAB) P/NP Option
Prerequisite: CT-57B or equivalent coursework or experience
An introduction to traditional and contemporary cabinetmaking. Students study refinements in the use of joinery, tools, the elements of design, and incorporation of these into individual projects is included.
Note: *If offered as TBA, 864 hours are required.*

CT-130B Fine Woodworking: Theory and Practice

(18 Units LEC/LAB) Grade Only
Prerequisite: CT-130A
The second class in a series in Fine Woodworking. Students will have the opportunity to learn and apply fundamental furniture-making skills and to improve and strengthen their existing skills through different applications. A survey of the aesthetics of project design, construction procedures, and advance techniques will be presented.

Note: *If offered as TBA, 864 hours are required.*

CT-133 Fine Woodworking: Special Studies In Cabinet Making

(16 Units LAB) Grade Only
Prerequisite: CT-130B
Individual study in advanced cabinetmaking. Course hours are divided among in-depth study of technical and aesthetic aspects of cabinetmaking, machine techniques, and hand-tool methods relating to excellence in woodworking, i.e. (the creation of fine furniture that combines personal expression with function and that is pleasing and proper). Students will plan and stage a fine furniture exhibition.

Repeatability: *Maximum of two enrollments.*
Note: *If offered as TBA, 864 hours are required.*

CT-135 Tools and Technique

(3 Units LEC/LAB) P/NP Only
Students will receive instruction in the making, tuning and proper use of wooden hand planes including the jointer, polisher and curved-bottom plane. Traditional woodworking joinery techniques will be studied and performed at the bench including: edge joining and coopering, dowelling, hand-cut dovetails, frame and panel work and mortise work.

Repeatability: *Maximum of two enrollments.*
Note: *If offered as TBA, 120 hours are required.*

CT-152 Open Lab for Woodworking

(1 Unit LAB) Grade Only
Special studies for students currently enrolled in woodworking courses. Special studies include but are not limited to: improving hand tool skills, developing jigs and fixtures, hand cut joinery, wood turning, finishing techniques, and woodworking machinery set-up, operation, and maintenance.

Repeatability: *Maximum of four enrollments.*

■ Cooperative Work Experience Education (CE)

CE-41 General Cooperative Education

(1-3 Units WEX) P/NP Option
Transfers to: CSU
A course designed to assist students in planning and accomplishing meaningful learning objectives at their place of employment or training sites. The course will emphasize: application of desirable work habits, safety on the job, developing healthy work attitudes and acquisition of transferable job skills. To participate in this program, the student's job does NOT need to be related to educational and career goals or college course work. Work study students are encouraged to participate.

Note: *Open to all interested students. Students must enroll in and complete at least 7 units (including Cooperative Education) for each semester of enrollment. Students will obtain required forms and further instructions as indicated in the Schedule of Classes for the semester of enrollment. Units offered may vary by semester. Consult Schedule of Classes for section information.*
Repeatability: *Maximum of four enrollments.*

CE-42 Occupational Cooperative Education

(1-4 Units WEX) P/NP Option
Transfers to: CSU
A course designed to expand the learning and career awareness opportunities for students through employment or training sites in the occupational areas for which their college program or major is designed. This course will provide meaningful on-the-job learning experiences through planned and mutually agreed upon learning objectives. The job the student holds must be directly related to educational and career goals and college course work. Work study students are encouraged to participate.

Note: *Open to all interested students. Students must enroll in and complete at least 7 units (including Cooperative Education) for each semester of enrollment. Students will obtain required forms and further instructions as indicated in the Schedule of Classes for the semester of enrollment. Units offered may vary by semester. Consult Schedule of Classes for section information.*
Repeatability: *Maximum of four enrollments.*

■ Dental Assisting (DA)

DA-153 Dental Science

(2 Units LEC) Grade Only
Recommended Prep: ENGL-350 and MATH-372
An introduction to basic life science with an emphasis on anatomical systems and structures that have dental significance. Topics will include head and neck anatomy, dental terminology, histology, embryology, tooth eruption sequence, formation, function and classification of occlusion. Other topics include microorganisms, blood borne pathogens, disease transmission and prevention.

Note: *Prior admission to the Dental Assisting Program is required.*

DA-154 Dental Materials and Procedures

(3 Units LEC/LAB) Grade Only
Corequisite: DA-153 and DA-155 and DA-156
Recommended Prep: ENGL-350 and MATH-372
A course in the application and use of modern dental products commonly used in all aspects of dental assisting. Skills, techniques, and sequences are emphasized. Topics include: infection control, regulatory agencies and guidelines, preventative and restorative products, impression materials, gypsum and study models, and cements. Laboratory duties and various tray fabrication methods are introduced.

Note: *Prior admission to the Dental Assisting Program is required.*

DA-155 Dental Radiography

(2 Units LEC/LAB) Grade Only
Corequisite: DA-153 and DA-154 and DA-156
Recommended Prep: ENGL-350 and MATH-372
A foundation in radiographic principles. Concepts, skills, and techniques are applied. Topics include: radiation history, safety/protection, equipment, exposure techniques, film development, and storage. Errors in performance are interpreted and critiqued. Laboratory and clinical experience occur under direct supervision and guidance of faculty.

Note: *Prior admission to the Dental Assisting Program is required.*

DA-156 Dental Assisting Fundamentals (Chairside)

(5 Units LEC/LAB) Grade Only
Corequisite: DA-153 and DA-154 and DA-155
Recommended Prep: ENGL-350 and MATH-372
A foundation in clinical dental assisting. Preventative and restorative procedures, skills and techniques are emphasized common to general dentistry practices. Topics include: practice and facility setups; infection control; ergonomics and delivery; moisture control; patient information and assessment; pain management; and emergency care.

Note: *Prior admission to the Dental Assisting Program is required. Clinical Experience in chairside assisting in the on-campus Dental Health Center occurs under direct supervision and guidance of faculty and dentists.*

DA-163 Dental Disease and Oral Health Issues

(2 Units LEC) Grade Only
Prerequisite: DA-153
Recommended Prep: ENGL-350 and MATH-372
A study of themes surrounding patient care. Topics include patient assessment and education in the areas of preventative dentistry, nutrition, oral lesions/conditions, oral cancers, eating disorders, oral habits, substance abuse, developmental anomalies, and special patient populations. Also, the use of prescription drugs and medications commonly used in the dental setting to treat, prevent, and sedate are discussed.

Note: *Prior admission to the Dental Assisting program is required.*

DA-164 Dental Specialties and Expanded Duties

(3 Units LEC/LAB) Grade Only
Prerequisite: DA-153, DA-154, DA-155, and DA-156
Corequisite: DA-163 and DA-165 and DA-167
Recommended Prep: ENGL-350 and MATH-372
A study of the fundamentals in specialized dentistry. Instruments, procedures, and expanded duties of common specialties are emphasized. Topics include pedodontics, orthodontics, oral surgery, periodontics, prosthodontics, and endodontics. Advanced skills and concepts in expanded duties in both general and specialty dentistry as required by the California Dental Practice Act are implemented.

DA-165 Advanced Dental Radiography

(2 Units LEC/LAB) Grade Only
Prerequisite: DA-153, DA-154, DA-155, and DA-156
Corequisite: DA-163 and DA-164 and DA-167
Recommended Prep: ENGL-350 and MATH-372
A course advancing dental radiographic principles and procedures, with special emphasis on technique, evaluation, and interpretation. Topics include recognition of anatomical landmarks, classification of dental anatomy, detection of pathology, extra-oral and digital radiography procedures.

Note: *Laboratory and clinical experience occur under direct and indirect supervision of faculty.*

DA-166 Dental Front Office Skills

(1 Unit LEC) Grade Only
Recommended Prep: ENGL-350 and MATH-372
An introduction to dentistry as a business. Common duties of the administrative assistant, customer service, and communication etiquette are emphasized. Topics include organization of documents/files, business systems, computerized practice management, financial arrangements, collections, insurance claims, financial responsibilities of the business, inventory, budgeting, marketing, and scheduling. Also discussed is the objectives of the dental assistant in the workplace.

DA-167 Dental Clinical Experience

(6 Units LEC/LAB) Grade Only
Prerequisite: DA-153, DA-154, DA-155, and DA-156
A clinical practice course working under the direct supervision of dentists and faculty in the on-campus Dental Health Center and in selected private offices. Development of professional attitude in all phases of dental assisting and advancement of skills in the use of materials, techniques, and equipment are emphasized. Application of expanded duties as defined by the California Dental Practice Act in both general and specialty dentistry are performed.

■ Digital Media (DM)

DM-7 Introduction to Game Development

(4 Units LEC/LAB) Grade Only
Recommended Prep: DM-10 and CIS-1
Transfers to: CSU
A study of game development fundamentals. Includes a survey of game development, game design, creating game art objects, game scripting, and game documentation.

Note: *If offered as TBA, 108 hours are required.*

DM-10 Digital Storytelling

(4 Units LEC/LAB) P/NP Option
Recommended Prep: CIS-100
Transfers to: CSU
An introduction to storytelling with media, featuring digital media tools and techniques. Students conceptualize a short story and follow a development process to story delivery in digital format, using text, graphics, audio, video, animation, and interactivity. Course includes a survey of digital media applications, fundamentals, and issues relating to the use of digital media.

Note: *If offered as TBA, 108 hours are required.*

DM-11 Digital Media Design

(4 Units LEC/LAB) P/NP Option
Recommended Prep: DM-10
Transfers to: CSU
An introductory course in visual design principles and concepts as applied to digital media-based projects with emphasis on the use of raster and vector graphic development tools.

Note: *If offered as TBA, 108 hours are required.*

DM-15 Pre-Production

(3 Units LEC) Grade Only
Transfers to: CSU
A course in concept development through scripts and storyboards that can be used in animation, video, websites, games, and other media productions.

DM-20 Media Development for the Web

(4 Units LEC/LAB) P/NP Option
Recommended Prep: DM-10, DM-11
Transfers to: CSU
A study and practice in developing interactive media for the Web utilizing time lines and basic scripting. Students learn introductory skills using industry standard software to create, edit, and process digital media content for use in specific applications such as interactive Web sites, nonlinear, and linear productions.

Note: *If offered as TBA, 108 hours are required.*

DM-22 Electronic Publishing

(4 Units LEC/LAB) Grade Only
Recommended Prep: DM-10 and DM-20
Transfers to: CSU
A study in the use of professional software for developing electronic media products and publishing on the Internet. Student teams follow a production process: concept, design, content development, product testing, and publishing.

DM-23 Motion Graphics
(4 Units LEC/LAB) Grade Only
Recommended Prep: DM-56
Transfers to: CSU
An intermediate course in motion graphics. Students will create visual effects and animated graphics for television, film, web, and other types of multimedia productions using professional development software.

DM-24A Animation Principles
(3 Units LEC/LAB) Grade Only
Transfers to: CSU
A study in the principles of animation as defined by Disney animators and recognized as the essence of animation magic and the illusion of life as applied to 2-D and 3-D animation. Course includes the history of animation from early black-and-white cartoons to modern 2-D and 3-D productions. Students learn how scripts, storyboards, and short animation sequences are developed using traditional and computer techniques.

DM-24B Cartoon Animation
(4 Units LEC/LAB) Grade Only
Recommended Prep: ART-17 and DM-10 and DM-24A
Transfers to: CSU
An introductory to intermediate level course in cartoon animation. Students conceptualize and develop 2-D characters to be used in frame-based animation software. Students learn industry-standard animation techniques for creating characters that walk, talk, and show expressions.

DM-30 Interactive Media
(4 Units LEC/LAB) Grade Only
Recommended Prep: DM-10, DM-20, and DM-22
Transfers to: CSU
A course using professional-level software to develop interactive media products for entertainment and/or educational use. Students follow a production process to design and develop content to meet defined objectives and delivery requirements.

DM-56 Video Production
(4 Units LEC/LAB) Grade Only
Recommended Prep: DM-10 and DM-15
Transfers to: CSU
An introduction to digital video production providing design theory and hands-on with camera technique and non-linear editing. Students will practice the production process from live shoot to final edit.

DM-63 Desktop Publishing Applications
(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
A study and practice in the use of professional desktop publishing software. Students will apply the principles of typography and graphic design to develop documents which combine text, graphics, and photographs on a printed page for personal and business use.
Note: *Same as BT-63.*

DM-70A Photoshop I
(0.5 Unit LAB) P/NP Option
Transfers to: CSU
An introduction to the concepts of Adobe Photoshop. In this hands-on course, students learn basic Photoshop techniques for image development and optimization for various delivery formats.
Repeatability: *Maximum of two enrollments.*

DM-70B Photoshop II
(0.5 Unit LAB) P/NP Option
Prerequisite: DM-70A
Transfers to: CSU
Intermediate studies and hands-on skill development with masks, blending modes, alpha channels, and other common Photoshop techniques.
Repeatability: *Maximum of two enrollments.*

DM-71 Digital Illustration
(0.5 Unit LAB) P/NP Option
Transfers to: CSU
An introduction to the concepts and use of digital illustration software. In this hands-on course, students work in a computer lab to develop vector graphics using industry standard graphics software and hardware.
Repeatability: *Maximum of two enrollments.*

DM-73 Introduction to Digital Audio
(0.5 Unit LAB) P/NP Option
Transfers to: CSU
A hands-on course in which students are introduced to digital audio. Students will capture, create, and edit sound files for media productions and various delivery formats.
Repeatability: *Maximum of two enrollments.*

DM-74 Introduction to Digital Video
(0.5 Unit LAB) P/NP Option
Transfers to: CSU
A hands-on course in which students are introduced to digital video. Students will capture, create, and edit video files for media productions and various delivery formats.
Repeatability: *Maximum of two enrollments.*

■ Drafting Technology (DT)

DT-23 Engineering Design Graphics
(3 Units LEC/LAB) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
A study of technical graphics techniques for engineers and drafters with an emphasis on computer-aided design applications, visualization, the design process, design documentation, and technical sketching.
Note: *Same as ENGR-23.*

DT-25 Computer Aided Design and Drafting
(4 Units LEC/LAB) Grade Only
Prerequisite: ENGR-23 or DT-23
Transfers to: CSU and UC
An intermediate level study of Computer-Aided Design and Drafting. Students will expand their ability to use CAD software to create, modify, and plot 2-D architectural, mechanical, and civil design drawings with consideration for productivity and industry standard practices.

DT-30 Civil Design Drafting
(4 Units LEC/LAB) Grade Only
Prerequisite: DT-23 or ENGR-23
Transfers to: CSU
A study of civil design drafting with a focus on the preparation of drawings used in the civil engineering industry. Students will develop proficiency in the application of civil design CAD software to draft designs per industry standards.
Note: *This course is not available to students who have completed both DT-31 and DT-32.*

DT-50 3D CAD Applications
(4 Units LEC/LAB) Grade Only
Prerequisite: ENGR-23 or DT-23
Transfers to: CSU
An intermediate level study of 3D modeling and presentation methods used in the design and drafting industry. Students will study the creation and application of wireframe, surface, solid, and parametric CAD models as well as design visualization techniques and rapid prototyping processes.

DT-60 Mechanical Design Drafting

(4 Units LEC/LAB) Grade Only
Prerequisite: DT-23 or ENGR-23
Transfers to: CSU
A study of mechanical drafting with a focus on the development of 3-D feature-based parametric part and assembly models. Students will develop proficiency in the application of mechanical CAD software to draft designs per industry standards. Additional topics include threads and fasteners, weldments, sheet metal, and tolerancing.

DT-71 Architectural Drafting Fundamentals

(3 Units LEC/LAB) Grade Only
Prerequisite: ENGR-23 or DT-23
Transfers to: CSU
A study of architectural drafting with an emphasis on the creation of a building information model. Students will develop proficiency in the application of architectural CAD software to develop common architectural plans.

DT-73 Architectural Drafting—Residential Design

(3 Units LEC/LAB) Grade Only
Prerequisite: DT-71
Transfers to: CSU
A study of architectural drafting with an emphasis on the creation of a building information model and the resulting residential architectural plans. Students will develop complete plan sets with consideration for aesthetics, methods of construction, building codes, and common industry practices.

DT-80 Modeling and Animation

(4 Units LEC/LAB) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
A study of 3-D computer modeling, animation, and visualization. Students will use commercial grade software to create 3-D content with consideration for design, color, texture, light, and output requirements.

■ Drama (DRAMA)

DRAMA-24 Introduction to Theatre

(3 Units LEC) Grade Only
Transfers to: CSU and UC
Surveys the evolution of Western drama from classical Greece to the present. Class addresses significant genres and dramatic forms in their historical and cultural contexts, as well as the nature of the collaborative process between playwright, director, actor, technical designer, and audience.

DRAMA-26 Theatre Production

(1-2 Units LAB) Grade Only
Transfers to: CSU and UC
An introduction to all aspects of theatrical production, culminating in the presentation of a play before a live audience.
Note: *Audition required for acting roles.*
Repeatability: *Maximum of four enrollments.*

DRAMA-30A Acting I

(3 Units LEC/LAB) Grade Only
Transfers to: CSU and UC
A course that addresses the fundamental aspects of the art of acting with a focus on physical movement and gesture. Emphasis is placed on improvisation and practical exercises leading to formal scene work. The ultimate goal is to develop a firm foundation in basic acting technique.

DRAMA-30B Acting II

(3 Units LEC/LAB) Grade Only
Recommended Prep: DRAMA-30A
Transfers to: CSU and UC
Study of acting styles with emphasis on character development and script analysis, with continuing work on voice and movement.

DRAMA-34 Musical Theatre Production

(1-2 Units LAB) Grade Only
Transfers to: CSU and UC
An introduction to all aspects of musical theatre production, from audition through performance.
Note: *Audition required for performance roles.*
Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.
Repeatability: *Maximum of four enrollments.*

DRAMA-38 Introduction—Field Experience in Drama

(2 Units FEX) Grade Only
Transfers to: CSU
Practical application of dramatic arts through supervised placement at approved local community theatre. Students will contract with community theatres for a semester of experiential service learning in their area of interest.
Repeatability: *Maximum of four enrollments.*
Note: *If offered as TBA, 108 hours are required.*

■ Early Childhood Education (ECE)

ECE-1 Principles and Practices of Teaching Young Children

(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all 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.

ECE-2 Child Growth and Development

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of the major physical, psychosocial, and cognitive/language developmental 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 at various stages.
Note: *This is a Title 22 core course.*

ECE-5 The Child in the Family and in the Community

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of the developing child in a societal context focusing on the interrelationship of family, school and community with an emphasis on historical and cultural factors which influence the family and processes of socialization with an emphasis on the importance of respectful, reciprocal relationships that support and empower families.
Note: *This is a Title 22 core course.*

ECE-6 Child Health, Safety and Nutrition

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
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. Students will focus on integrating the concepts into everyday planning and program development for all children.
Note: *If offered as TBA, 54 hours are required.*

ECE-7 Introduction to Early Childhood Curriculum

(3 Units LEC/LAB) Grade Only
Recommended Prep: ECE-1, ECE-2 and ENGL-150
Transfers to: CSU
Presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth through age 6. This course examinations a teacher's role in supporting learning and development in young children with an emphasis on the essential role of play. Students will study the overview of content areas including but not limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.
Note: *This is a Title 22 core course. This course includes three hours of field experience per week at a site approved by the faculty member. Specific criteria will be required for site approval to meet Title 5 Education Code requirements.*

ECE-9 Observation and Assessment in Early Childhood Education

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
A focus on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.
Note: *If offered as TBA, 54 hours are required.*

ECE-10 Field Experience in Early Childhood Education

(3 Units LEC/LAB) Grade Only
Prerequisite: ECE-7
Recommended Prep: ENGL-150
Transfers to: CSU
A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children.
Note: *This course includes six hours of field experience per week at a site approved by the faculty member. Specific criteria will be required for site approval to meet Title 5 Education Code requirements.*

ECE-11 Infant-Toddler Care and Education

(3 Units LEC) Grade Only
Recommended Prep: ECE-2 and ENGL-150
Transfers to: CSU
An introduction to the principles and practices of quality infant-toddler caregiving. Emphasis is on the relationship between infant-toddler development and the typical and atypical conditions that foster development of security, confidence, and identity in infants and toddlers. Cultural issues, children with special needs in group care, and parent provider communication will also be explored.
Note: *This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization. If offered as TBA, 54 hours are required.*

ECE-12 Administration of Programs for Children I

(3 Units LEC) Grade Only
Recommended Prep: ECE-2 and ECE-5 and ECE-7 and ENGL-150
Transfers to: CSU
A study of administrative aspects of childcare and development programs including program philosophy, licensing regulations, basic employment practices, personnel policies, staff supervision and development, time management, management styles, community resources, budgets, and basic business plans.
Note: *This course may be used to partially fulfill the 6-unit Administration requirement for the Site Supervisor and Program Director Child Development Permit.*
If offered as TBA, 54 hours are required.

ECE-13 Administration of Programs for Children II

(3 Units LEC) Grade Only
Recommended Prep: ECE-2, 5, 7; ENGL-150
Transfers to: CSU
A study of the administrative aspects of early child care and development programs including mission statements, Boards of Directors, Labor Laws, ADA, IDEA, leadership development, self evaluation, collaboration with community and educational organizations, advocacy, grants, reporting, taxes, program evaluation, marketing and program operations.
Note: *This course may be used to partially fulfill the 6-unit Administration requirement for the Site Supervisor and Program Director Child Development Permit.*
If offered as TBA, 54 hours are required.

ECE-14 Care and Early Intervention for Young Children With Special Needs

(3 Units LEC) Grade Only
Recommended Prep: ECE-2 and ENGL-150
Transfers to: CSU
An introduction to the field of special education and early intervention for young children. This course will cover the legal mandates for education of young children with special needs, the history of services, and methods to identify and refer children to services. The course will also explore current best practices in the special education/early intervention field for a variety of special needs and methods to work effectively with families.
Note: *This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization.*

ECE-15 School-Age Children in Child Care

(3 Units LEC) Grade Only
Recommended Prep: ECE-2 and ENGL-150
Transfers to: CSU
A study of the significance and the role of school-age child care as an institution in our society. The course deals with how to meet the needs of typical and atypical children in the creation of school-age programs including curriculum, organization and staffing. Diversity issues, children with special needs in group care, and family provider communication will also be explored. This course includes observation assignments in a school-age child care program.

Note: *This course may be used to partially fulfill ECE unit requirements at all levels of the California Child Development Permit, or School-Age Permit. These ECE School-Age child care units also may be used for the 6-unit specialization requirement for the Child Development Permit, Master Teacher level with a Specialization in School-Age Child Care.*

ECE-18 Teaching in a Diverse Society

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

Note: *This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization.*

ECE-20 Mentoring and Adult Supervision in Children's Programs

(2 Units LEC) Grade Only
Recommended Prep: ECE-2, ECE-5, ECE-7, and ENGL-150
Transfers to: CSU
An advanced study designed to teach those working in child-care and development the methods and principles of supervising student teachers, volunteers, parents, and other staff in their classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers with diverse backgrounds and learning styles while simultaneously addressing the needs of children, parents, and other staff. Students also learn to effectively evaluate infants' and children's typical and atypical development and program environments, to model best practices in the child care and development field, and to advocate for quality child care and development programs.

Note: *This course may be used to fulfill the 2-unit Adult Supervision requirement for the Master Teacher and Site Supervisor and Program Director Child Development Permit.*
If offered as TBA, 36 hours are required.

ECE-23 Literacy & Language Development of Young Children

(3 Units LEC) Grade Only
Recommended Prep: ECE-2 and ENGL-150
Transfers to: CSU
An exploration of strategies for fostering language and literacy development during the early childhood years. Students will learn about resources available to support language and literacy competence in young children.

Note: *This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization.*
Note: *If offered as TBA, 54 hours are required.*

■ Economics (ECON)

ECON-1 Macroeconomics

(3 Units LEC) Grade Only
Recommended Prep: MATH-380
Transfers to: CSU and UC
An introduction to economics principles, supply and demand, economic growth, unemployment, inflation, financial markets and business cycles.

Note: *If offered as TBA, 54 hours are required.*

ECON-10 Microeconomics

(3 Units LEC) Grade Only
Recommended Prep: MATH-380
Transfers to: CSU and UC
A study of microeconomics that includes the theory of the firm, types of competition, marginal utility, uncertainty, environmental economics and market failures. These topics deal with applications for both the internal economic decisions of firms and public policy issues.

Note: *If offered as TBA, 54 hours are required.*

ECON-14 Economics for Non-Majors

(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
Survey of economics for non-majors. This course provides a non-quantitative introduction to principles of microeconomics and macroeconomics. Principles of economics will be applied to the analysis of income distribution, discrimination, public choice, environmental issues, and other contemporary problems.

ECON-20 Economic History of the United States

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150 and ECON-1 or ECON-10 or ECON-14 or ECON-21
Transfers to: CSU and UC
A course examining the evolution of the American economy, its in fluences on the sociopolitical environment and how the sociopolitical environment has influenced it. This course covers from pre-Columbian times to the present. Topics include the economics of slavery, the Great Depression and financial crises, and long-run economic growth.

■ Engineering (ENGR)

ENGR-1 Introduction to Engineering

(2 Units LEC) P/NP Option
Transfers to: CSU
An introduction to the field of engineering. Students discover the role of engineering and technology in society, and the experiences and expectations of engineers in academic and industry settings. Group projects, group assignments, guest speakers and job hunting skills such as resume writing and networking are emphasized. Course encourages information gathering toward making informed decisions about career paths, schools, and majors.

ENGR-18 Electrical Circuits

(4 Units LEC/LAB) Grade Only
Prerequisite: PHYS-4B
Transfers to: CSU
An introduction to circuit analysis techniques. Topics covered include circuit laws; resistors, capacitors, and inductors within circuits; natural, forced, and complete response of circuits; steady-state AC circuits and operational amplifiers. Laboratory assignments include physical construction of electrical circuits, use of meters, and use of oscilloscope.

ENGR-23 Engineering Graphics

(3 Units LEC/LAB) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU and UC
A study of technical graphics techniques for engineers and drafters with an emphasis on computer aided design applications, visualization, the design process, design documentation, and technical sketching.

Note: *Same as DT-23.*

ENGR-35 Statics

(3 Units LEC) Grade Only
Prerequisite: PHYS-4A
Transfers to: CSU and UC
A first course in engineering mechanics. Topics covered include vectors and vector algebra, particle equilibrium, rigid body equilibrium, friction, moments of inertia and the principles of virtual work.

■ English (ENGL)

ENGL-1A Analytical Reading and Writing

(4 Units LEC) Grade Only
Prerequisite: ENGL-150
Transfers to: CSU and UC
A transfer-level course in critical reading and reasoned writing. Students analyze issues and claims presented in visual, oral, or written arguments and write analytical and argumentative essays based on those issues. Research and source-based writing, employing correct MLA documentation, is required.

ENGL-1B Critical Inquiry and Literature

(3 Units LEC) Grade Only
Prerequisite: ENGL-1A
Transfers to: CSU and UC
A course using literature as a basis for critical thinking and composition. Students analyze issues, problems, and situations represented in literature and develop effective short and long written arguments (6000 minimum word total) in support of an analysis. This course is designed for those students who seek to satisfy both the full year composition and the critical thinking transfer requirements.

ENGL-9 World Literature: Early Modern to 20th Century

(3 Units LEC) Grade Only
Recommended Prep: ENGL-1A
Transfers to: CSU and UC
A comparative study of world literature from the 16th through the 20th century. Students will read and discuss a variety of translated and English works in a wide range of genres to develop the critical and analytical skills necessary for the appreciation of diverse literatures and cultures.

ENGL-10 World Literature: Antiquity to the Early Modern Era

(3 Units LEC) Grade Only
Recommended Prep: ENGL-1A
Transfers to: CSU and UC
A comparative study of world literature to the 16th century. Students will read critically and analytically in and respond to translated works covering a broad range of time and places, including literatures of Classical Mediterranean cultures, Asia, Africa, Latin and Native America, and the Middle East.

ENGL-17 American Literature: Beginnings to the Civil War

(3 Units LEC) Grade Only
Recommended Prep: ENGL-1A
Transfers to: CSU and UC
A survey of early American literature from pre-conquest and early contact, up to the Civil War. Students will read critically and analytically in genres ranging from transcribed oral legends through exploration and captivity narratives, religious tracts, letters, philosophical essays, diaries, novels, short stories, and poems.

ENGL-18 American Literature: Civil War—World War II

(3 Units LEC) Grade Only
Recommended Prep: ENGL-1A
Transfers to: CSU and UC
Selected readings from the major writers of the United States from post-Civil War through World War II. Students will read critically and analytically in these works to understand their ideas and historical and cultural implications.

ENGL-32 Creative Writing: Poetry

(3 Units LEC) P/NP Option
Recommended Prep: Eligibility for ENGL-150
Transfers to: CSU
A study in developing the art of writing poetry, emphasizing communication, clarity, and economy. Students read and analyze many types of poetry while they generate, develop, critique, and revise their own and others' poems.

ENGL-33 Creative Writing: Prose

(3 Units LEC) P/NP Option
Transfers to: CSU
A study in the art of writing fiction, emphasizing communication, clarity, and development. Students read and analyze many types of stories while they generate, expand, critique, and revise their own and others' stories.

Note: *If offered as TBA, 54 hours are required.*

ENGL-41 English Skills Tutoring

(3 Units LEC/LAB) Grade Only
Prerequisite: ENGL-1A
Transfers to: CSU
A collegiate tutor training course emphasizing instruction in specific skills and techniques of tutoring while simultaneously requiring supervised tutoring of developmental level students in English in the Writing Center. Students will learn how to question and to listen more effectively, how to evaluate, diagnose, and remediate writing problems, and how to assess which tutoring strategy is most appropriate for the individual learning situation.

ENGL-47 Introduction to Shakespeare

(3 Units LEC) Grade Only
Recommended Prep: ENGL-1A
Transfers to: CSU and UC
An introduction to the literature of Shakespeare through the study of major works in their literary, intellectual, and social contexts. Readings will include poetry as well as representative comedies, tragedies, histories, and romances.

ENGL-52 English Lab Practicum

(0.5-2 Units LAB) P/NP Only
Transfers to: CSU
Individualized instruction to help students identify and address needed English skills, such as critical reading, standard written English conventions, and all stages of the writing process. Tutorial support and other resources for reading and writing are provided. To earn credit for ENGL-52, students should be co-enrolled in at least one course which requires writing and/or critical reading, so the assignments may provide a focus for tutorial instruction.
Repeatability: *Maximum of four enrollments.*
Note: *Every 1.0 unit of lab requires 54 hours.*

ENGL-60 Introduction to British Literature: Beginnings Through the 18th Century

(3 Units LEC) Grade Only
Recommended Prep: ENGL-1A
Transfers to: CSU and UC
An introduction to British literature from the middle ages through the eighteenth century. Students will explore the ideas and literary features of major works within their historical and cultural contexts.

ENGL-61 Introduction to British Literature: Romanticism to the Present

(3 Units LEC) Grade Only
Recommended Prep: ENGL-1A
Transfers to: CSU and UC
An introduction to British literature from the Romantic period to the present. Students will explore the ideas and literary features of major works within their historical and cultural contexts.

ENGL-150 Precollegiate Reading and Writing

(3.5 Units LEC/LAB) Grade Only
Prerequisite: ENGL-350
A course in the development of college-level reading, writing, and critical thinking skills, emphasizing basic argumentation. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. The lab component of the course is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process.
Note: *If offered as TBA, 81 hours are required.*

ENGL-350 Reading and Writing Skills

(6 Units LEC/LAB) Grade Only
Prerequisite: READ-360 or Assessment for ENGL-350
A pre-collegiate, competency-based course emphasizing the acquisition and integration of basic academic reading and writing skills. Students develop reading strategies necessary for simple academic reading and write extended formal paragraphs and basic expository essays. The lab component of the course is scheduled in the Writing Center, where students practice basic reading and writing skills and receive essential tutorial support in reading strategies, in writing, and in sentence skills.
Note: *If offered as TBA, 144 hours are required.*

■ English as a Second Language (ESL)

ESL-202B ESL Beginning Level, Part 2

(0 units LEC) P/NP Option
A course in basic integrated skills focusing on the development of beginning grammar and vocabulary through reading, writing, listening, and speaking. This is the second in a sequence of courses that will enable learners to improve communication with other English speakers outside the classroom in both spoken and written English. Designed for non-native speakers of English.

ESL-302A ESL Beginning Level, Part I

(5 Units LEC) P/NP Option
A course in basic integrated skills focusing on the development of beginning grammar and vocabulary through reading, writing, listening, and speaking. This is the first in a sequence of courses that will enable learners to improve communication with other English speakers outside of the classroom in both spoken and written English. Designed for non-native speakers of English.

■ Environmental Science (ENVSC)

ENVSC-10 Introduction to Environmental Science

(4 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A study of the principles of ecology. Ecosystem structure and function, biodiversity, evolution, extinction, and population dynamics will be studied. These concepts will be applied to the analysis of environmental problems. Laboratories augment lecture topics and stress field and laboratory work involving observation, data collection, and analysis.

ENVSC-11 Environmental Ethics

(3 Units LEC) Grade Only
Transfers to: CSU and UC
An examination of issues arising out of ethical considerations related to the general environment and specific ecosystems, life forms, and places. Students will engage scientific, philosophical, and cultural concepts of nature and explore the social and personal ramifications for current ethical choices regarding local, regional, national, and global issues.

ENVSC-12 Earth's Changing Climate

(3 Units LEC) Grade Only
Transfers to: CSU and UC
A planet-scale examination of the Earth's atmosphere and climate. This course will include an in-depth look at the factors controlling climate, its changes over time, and the timeline of global climatic changes. This course is an interdisciplinary introduction to the Earth's climatic systems and interactions.

ENVSC-15 Introduction to Energy

(3 Units LEC) P/NP Option
Transfers to: CSU and UC
An introductory study of humanity's past and present use of available energy resources and an examination of potential future directions in energy use. Students will learn about the physical principles of energy resources and consider issues of environmental impact, economics, and sustainability.

ENVSC-22 Solar Heating Design

(2 Units LEC) Grade Only
Recommended Prep: MATH-380
Transfers to: CSU
A course in passive solar design for space heating, cooling and domestic water heating. Remodeling existing structures, discussion of new construction and collector sizing will be covered.

Fire Technology (FT)

FT-1 Fire Protection Organization

(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to fire protection, career opportunities in fire protection and related fields. Topics to be covered include the philosophy and history of fire protection, fire loss analysis, organization and function of fire protection services, laws and regulations, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, introduction to fire strategy and tactics.
Note: *If offered as TBA, 54 hours are required.*

FT-2 Fire Behavior and Combustion

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of theories and fundamentals of how and why fires start, spread, and how they are controlled.

FT-3 Principles of Fire and Emergency Services Safety and Survival

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FT-4 Fire Prevention

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FT-5 Fire Protection Systems

(3 Units LEC) Grade Only
Prerequisite: FT-4
Recommended Prep: ENGL-150 and FT-1
Transfers to: CSU
An introduction to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

FT-6 Building Construction for Fire Protection

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150 and FT-3
Transfers to: CSU
An introduction to the components of building construction and how they relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FT-7 Fire Protection Hydraulics and Water Supply

(3 Units LEC) Grade Only
Recommended Prep: MATH-380
Transfers to: CSU
An introduction to the components of building construction and how they relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FT-101 Introduction to Fire Behavior (NWCG S-190)

(0.5 Unit LEC) P/NP Option
A study of the primary factors affecting the start and spread of wildfire and of the skills necessary for recognizing hazardous firefighting situations. This course is designed to meet the fire behavior training needs of a Firefighter Type 2.
Note: *This course is typically taken in conjunction with FT-102.*

FT-102 Basic Firefighting Training (NWCG S-130)

(2 Units LEC) P/NP Option
A course designed to train Firefighters on the basic skills needed to become a Wildland Firefighter. This course includes a basic orientation of wildland firefighting, human factors affecting leadership and decision making, safety and an introduction into the Incident Command System. Fire line construction, water use, firing devices and burnout procedures will also be covered. This course meets the National Wildfire Coordinating Group (NWCG) requirements.
Note: *Student will be required to pass a written test meeting the minimum NWCG standards. Upon completion the student will be issued a certificate documenting the completion of: 1. NWCG—S-110 Basic Wildland Fire Orientation; 2. NWCG—I-100 Basic ICS; 3. NWCG—S-130 Wildland Firefighting Training; 4. NWCG—L-180 Human Factors on the Fireline.*

FT-103 Expanded Dispatch Recorder (NWCG D-110)

(1 Unit LEC) P/NP Option
A study of the skills required of Expanded Dispatch Recorders. This course covers the structure of the expanded dispatch organization, the ordering system, documentation procedures, effective communication, and working relationship skills. This course is designed to train potential dispatch recorders on the procedure of an expanded dispatch. National Wildland Coordinating Group (NWCG) Certified. (NDA)
Note: *Upon successful completion the student will receive a National Wildfire Coordinating Group (NWCG) certificate for D-110 Dispatch Recorder and will provide the student with the required training to meet National Wildfire Coordinating Group (NWCG) requirements to become a Dispatch Recorder Trainee (EDRC).*

FT-104 Annual Fire Safety Refresher(RT-130A)

(0.5 Unit LEC) P/NP Option
A fire safety overview and update of current trends and policy and practice changes in the wildland firefighting.
Note: *Students enrolling in this course must hold qualifications for Incident Command System positions assigned to incident support positions (incident base, spike camps, or other support facilities) and emergency hire contractors and operators.*

FT-105 Annual Fire Safety Refresher (RT-130B)

(0.5 Unit LEC) P/NP Option
This course is designed to provide annual fire safety refresher updates for individuals holding Incident Command System qualifications assigned to incident support positions and primary firefighting positions on or within the fire perimeter.
Note: *Students enrolling in this course must hold qualifications for Incident Command System positions assigned to incident support positions and emergency hire contractors and operators. Prior to performing suppression duties on or within the fire perimeter students are required to successfully complete FT-104 (FT-130A) and FT-105 (RT-130B).*

FT-106 Firefighter Type 1 (NWCG S-131)

(0.5 Unit LEC) P/NP Option
An interactive course in basic leadership skills and tactical decision making to meet the qualifications for Firefighter 1.
Topics include: use of fireline reference materials, communications, use of maps, tactical decision making and leadership.
Note: *The student must be a qualified Firefighter 2 to the standards of the National Wildfire Coordinating Group.*

FT-107 Lookouts, Communications, Escape Routes & Safety

(1 Unit LEC) P/NP Option

A course designed to enable students to evaluate wildfire situations, identify and establish lookouts, communications, escape routes and safety zones (LCES), and provide safety for personnel. The student will study past fires and problems that led to fatalities, and how to recognize and mitigate issue(s) that have the potential to cause fatalities.

Note: *Students enrolling in this course must hold qualifications for Incident Command System positions assigned to incident support positions and emergency hire contractors and operators. Prior to performing suppression duties on or within the fire perimeter students are required to successfully complete FT-104 (FT-130A) and FT-105 (RT-130B).*

FT-108 S-211 Portable Pumps and Water Use

(1.5 Units LEC) P/NP Option

A skill-building course focused on supply, delivery and application of water in wildland firefighting. The course explores pumps, correct water use, basic hydraulics, and equipment care and includes a field exercise that requires the student to participate in the set up, operation, and maintenance of pump equipment.

Note: *Students enrolling in this course must hold qualifications for Incident Command System positions assigned to incident support positions and emergency hire contractors and operators. Prior to performing suppression duties on or within the fire perimeter students are required to successfully complete FT-104 (FT-130A) and FT-105 (RT-130B).*

FT-109 Wildland Fire Chain Saws (NWCG S-212)

(1 Unit LEC) P/NP Option

A skill-building course focused on supply, delivery and application of water in wildland firefighting. The course explores pumps, correct water use, basic hydraulics, and equipment care and includes a field exercise that requires the student to participate in the set up, operation, and maintenance of pump equipment.

Note: *To enroll, students must be qualified as a Firefighter Type 2 (FFT2) and possess current certification in Basic First Aid and CPR. Upon successful completion and prior to using a chainsaw for wildland fire operations, students will be issued the appropriate agency card reflecting student's skill level to use a chainsaw.*

FT-110 ICS for Single Resources & IA Incidents (I-200)

(1 Unit LEC) P/NP Only

A course designed to train firefighters to assume supervisory positions within the Incident Command System (ICS). This course explores critical human performance factors involved in effective operation during an incident or event and application of management techniques and leadership requirements within the firefighting environment. Delegation of authority, organizational structure and flexibility, and communication in chain of command will also be covered.

Note: *This course was developed in conjunction with the US Fire Administration (Q-463) and the Emergency Management Institute (IS-200). This course is identical in content and objectives to NWCG I-200 and is National Incident Management System (NIMS) compliant.*

FT-111 LCES & Look up, Down, Around (S-133 & S-134)

(1 Unit LEC) P/NP Only

Prerequisite: FT-101 and FT-102

A course designed to enable students to evaluate wildfire situations, identify and establish lookouts, communications, escape routes and safety zones (LCES), and provide safety for personnel. The student will study past fires and problems that led to fatalities, and how to recognize and mitigate issue(s) that have the potential to cause fatalities. This course also provides the student with information regarding the wildland fire environment, the conditions, influences and modifying forces that control fire behavior. The course teaches the indicators firefighters should observe on the fire line in order to anticipate fire behavior.

Note: *Non-US Forest Service students should contact the instructor prior to enrolling in the course.*

FT-112 Interagency Business Management Practices (S-260)

(1 Unit LEC) P/NP Only

A course designed to train firefighters in all positions of the Incident Command System.

Note: *Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.*

FT-113 Applied Interagency Incident Business Management (S-261)

(1 Unit LEC) P/NP Only

A course designed to train students in the skills necessary for entry-level Incident Management System finance positions: commissary manager, equipment time recorder, compensation for injury specialist, claims specialist, or personnel time recorder.

Note: *Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.*

FT-114 Basic Air Operations (S-270)

(1 Unit LEC) P/NP Only

A course designed to give firefighters an understanding of the use of aircraft in wildland firefighting. This course includes emphasis on policies and procedures of aircraft use, aircraft types and capabilities, aviation management and safety, tactical and logistical uses of aircraft, and requirements for take-off and landing areas.

Note: *This course is designed to meet the training requirements in the command, operations, and planning sections of the Incident Command System and meets the requirements under the Wildland Fire Qualifications system for Single Resource Boss and higher. Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.*

FT-115 Initial Attack Incident Commander (S-200)

(1 Unit LEC) P/NP Only

A course designed to train firefighters to transfer from Single Resource Boss to Incident Commander. This course includes tools and techniques to manage local forces in the initial attack of small, low complexity fires. Position duties, responsibilities and leadership skills at the ICT 4 training level will also be covered.

Note: *Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.*

FT-116 Prescribed Burn Boss Refresher (RT-300FS)

(0.5 Unit LEC) P/NP Only

A course designed to train to assume positions of Prescribed Fire Burn Bosses Type 1 and 2. The course includes review and clarification of current US Forest Service policies and procedures. Roles and responsibilities for Burn Bosses and other prescribed fire positions will be covered.

Note: *This semi-annual course is designed for qualified Prescribed Burn Boss Type I (RXB1) and Type 2 (RXB2) to maintain currency. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation. Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate.*

FT-117 Crew Boss, Single Resource (S-230) (RT-300FS)

(1.5 Units LEC) P/NP Only
Recommended Prep: FT-110 and FT-112 and FT-114
A study of duties associated with the single resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities.

Note: *Students are required to have a current NWCG qualification of Firefighter Type 1. This course is NWCG certified and upon successful completion students will receive a NWCG certificate of completion. Non-U.S. Forest Service students should contact the instructor for recommended preparation prior to enrolling in the course.*

FT-118 Engine Boss, Single Resource (S-231) (RT-300FS)

(1 Unit LEC) P/NP Only
Recommended Prep: FT-110 and FT-112 and FT-114
A skills course designed to produce student proficiency in the performance of the duties associated with being a single resource engine boss. Topics include: engine and crew capabilities and limitations, information sources, fire size-up considerations, tactics, and wildland/urban interface. NWCG certified.

Note: *Students should have a current NWCG qualification of Firefighter Type 1. Upon successful completion students will receive a NWCG certificate of completion. Non-US Forest Service students should contact the instructor prior to enrolling in the course.*

FT-119 Dozer Boss, Single Resource (S-232) (RT-300FS)

(1 Unit LEC) P/NP Only
Recommended Prep: FT-110 and FT-112 and FT-114
A course designed to meet the skills needs of a Dozer Boss on an incident. Primary considerations are tactical use and safety precautions required to establish and maintain an effective dozer operation. A field exercise is required as part of this course.

Note: *Non-US Forest Service students should contact the instructor prior to enrolling in the course.*

FT-180 Firefighter I Academy

(25.5 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
A basic Firefighter I Academy that conforms to standards for certification by the California State Board of Fire Services. Students successfully completing the class will be eligible for California State Fire Training Certification as a Firefighter I and will be qualified for entry-level firefighter positions in a fire department.

Note: *Students enrolled in the Firefighter I Academy will need to provide their own uniforms and fire protective gear as well as other items of equipment.*
If offered as TBA, 450 hours are required.

FT-199 Fire Technology Advanced Training: Individual Topic Titles

(0.5-2 Units LEC/LAB) P/NP Only
Recommended Prep: ENGL-150
A series of continuing education courses for career and volunteer firefighters. All courses are certified by the California Office of the State Fire Marshal (OSFM).

Repeatability: *Maximum of four enrollments.*
Note: *Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.*

■ Forestry and Natural Resources Technology (FNR)

FNR-1 Introduction to Forestry and Natural Resources

(3 Units LEC/LAB) Grade Only
Transfers to: CSU and UC
An introduction to forest and natural resource issues and management. The lectures and discussion cover three general areas: goods and services derived from forests; basic management strategies for natural resources; and the development and application of relevant policies and regulations, including historical perspectives. Weekly field exercises introduce students to basic techniques for field work and how different management approaches are applied in the woods.

FNR-5 Forest Ecology and Management

(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to the basic theories of forest ecology and better management strategies. While generally broad based, the course will focus on topics such as disturbance, competition, and regeneration ecology more closely because of their direct relationship to management activities. Laboratory exercises will provide collaborative and experiential learning opportunities as linkages between the field and theory are examined.

FNR-10 Timber Harvesting in California

(4.5 Units LEC/LAB) Grade Only
Prerequisite: FNR-1, FNR-5, FNR-51, and FNR-54
Recommended Prep: FNR-52, FNR-58, and MATH-15
Transfers to: CSU
A lecture, discussion and intensive field laboratory course covering the laws and regulations that govern the practice of forestry and timber harvesting in California. Students will learn how to find and interpret the various agency rules and policies as they apply to preparing documents associated with timber harvest plans. The lab component will demonstrate the practical application of these rules on the ground in preparation of mock harvest documents.

Note: *Lab has a significant field component in rough terrain and adverse weather with off-campus travel required.*

FNR-51 Dendrology: the Identification and Study of Woody Plants

(3 Units LEC/LAB) Grade Only
Transfers to: CSU
The identification, naming and classification of woody plants that occur in regional forest communities. Class discussions will cover the technical language and processes of plant taxonomy and nomenclature as well as botanical and ecological characteristics of various forest species. Discussions will also include forest species found outside the region that are important economically or ecologically.

Note: *Field trips may be required. The College does not provide transportation.*

FNR-52 Introduction to Surveying

(4 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-350 and MATH-380
Transfers to: CSU
An introduction to the various techniques for planning and conducting land surveys. Lab exercises progress from compass and pacing through the use of Total Stations. Basic mapping exercises are conducted using field data. Discussions cover the theory of surveying, associated math principles, and the various methods of legal property description.

Note: *Field trips are required. The College does not provide transportation.*

FNR-54 Introduction to Natural Resources Inventory Techniques

(3 Units LEC/LAB) Grade Only
Recommended Prep: FNR-1, MATH-15
Transfers to: CSU
An introduction to various techniques used in the measurement and inventory of natural resources. Topics include map reading and drawing, land navigation, tree measurement, sampling methods and data analysis. Students will work with a variety of biometric devices in field settings to gain practical experience in their application and use.

Note: *Field trips are required. The College does not provide transportation.*

FNR-58 Introduction to Photogrammetry and Remote Sensing

(2 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-350 and MATH-380
Transfers to: CSU
An introduction to the interpretation and use of aerial photographs, electronically generated imagery, and remote-sensing data. Students will learn the theory and practice of gathering and examining remote-sensing data, the classification of land areas, and the measurement of ground-based objects from aerial photographs.

Note: *Field trips are required. The College does not provide transportation.*

FNR-60 Forest Health and Protection

(3 Units LEC/LAB) P/NP Option
Prerequisite: FNR-1 and FNR-51
Recommended Prep: ENGL 150
Transfers to: CSU
A survey of forest health and application in local and regional ecosystems. Discussion topics include pest identification and pest complexes, disease symptoms and recognition, identification of abiotic disorders, and prevention strategies to protect forest values. Field Trips will showcase local forest health problems and protection techniques.

FNR-65 Introduction to Geographic Information Systems

(3 Units LEC/LAB) Grade Only
Recommended Prep: CIS-1 and ENGL-350
Transfers to: CSU
An introduction to the concepts and technology of Geographic Information systems (GIS). Students will learn the basic theory and application of spatial data and develop skills with computer software to analyze and display locational data.

FNR-66 Spatial Data Analysis in GIS

(3 Units LEC/LAB) Grade Only
Prerequisite: FNR-65
Transfers to: CSU
A continuation of the introductory course to GIS and covers more advanced concepts of analyzing spatial data in Geographic Information Systems (GIS). Students will learn techniques for rectifying data sources, acquiring, structuring and importing data sets and developing more advanced queries and maps.

FNR-67 Introduction to Global Positioning Systems

(1 Unit LEC/LAB) P/NP Option
Transfers to: CSU
An introduction to the concepts and utility of Global Positioning System (GPS) technology. Students will explore how the system functions, how to gather, label and transfer positional data and how to plan missions for gathering data. Topics will also include limitations of GPS, differential correction techniques and transferring data to Geographic Information System (GIS) databases.

Note: *Field trips are required. The College does not provide transportation.*

FNR-77 Introduction to Wildland Fire

(3 Units LEC) P/NP Option
Transfers to: CSU
An introduction to basic techniques and theories of wildland fire suppression including control techniques, fire behavior, weather and prevention. Students will learn the organizational structure of fire fighting organizations and will learn the use of basic wildland fire tools.

Note: *Field trips may be required. The College does not provide transportation.*

FNR-80 Introduction to Watershed Management

(3 Units LEC/LAB) Grade Only
Recommended Prep: ENGL-350 and MATH-380
Transfers to: CSU
An introduction to hydrology and the science of managing watersheds. Topics include atmospheric inputs, run-off and erosion, storm-flow components, evapo-transpiration impacts and groundwater use. Students participate in field exercises on the evaluation and measurement of water resources.

Note: *Field trips are required. The College does not provide transportation.*

FNR-87 Wildlife Biology and Conservation Management

(3 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to the theories and applications of wildlife ecology and conservation. Lectures and discussions will include population dynamics, habitat requirements, animal behavior, and human interactions with wildlife. Field exercises include identifying wildlife species and habitat, as well as other common wildlife techniques.

Note: *Field trips are required in adverse conditions; and the College does not provide transportation.*

FNR-99A Selected Topics in Geographic Information Systems (GIS)

(3 Units LEC/LAB) P/NP Option
Prerequisite: FNR-65
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of special topics relating to Geographic Information Systems (GIS). Students will improve their analytical and map-production skills (using ESRI ArcGIS 9.3 software or current version) with an independent project, culminating in a poster or lecture presentation. Students will explore advanced GIS topics of interest, such as the integration of GPS and remotely-sensed data, the use of interpolation and spatial statistics, the successful application of cartographic techniques and geovisualization, and GIS project planning and management.

■ French (FRNC)

FRNC-1A Elementary French I

(4 Units LEC) Grade Only
Recommended Prep: ENGL-350
Transfers to: CSU and UC
A beginning course that presents the fundamentals of French and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the French-speaking world.

Note: *This course is not appropriate for students who have taken and passed two or more years of French within the past three years.*

FRNC-1B Elementary French II

(4 Units LEC) Grade Only
Prerequisite: FRNC-1A
Recommended Prep: ENGL-350
Transfers to: CSU and UC
Continuation of French 1A. This course presents the fundamentals of French and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the French-speaking world.

Note: *This course is not appropriate for students who have taken and passed two or more years of French within the past three years.*

■ General Studies (GS)

GS-1 College Success

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
Academic success preparation for the university-bound student. Students will learn how to navigate the challenges of higher education by practicing advanced reading, note and test-taking skills, higher-order thinking, and academic research, while establishing college and career paths and accessing the resources to support their goals.

GS-6 First Year Experience

(3 Units LEC) Grade Only
Recommended Prep: READ-360
A first year experience course focusing on the development of academic and personal skills necessary to succeed in college and beyond. Primarily assisting students in the transition between high school to college level expectations. Topics covered will be self-efficacy, time management, classroom dynamics, introductory academic skills enhancement, institutional campus services and technology used in higher education.

Note: *If offered as TBA, 54 hours are required.*

GS-41 Service Learning and Field Experience

(2 Units LAB) P/NP Option
Transfers to: CSU
A course guiding learning through work experience in for-profit, nonprofit, or governmental workplaces. Students will be required to actively engage in weekly reflection activities to evaluate the activities, procedures, norms, organization and management structure of an organization. Students must take primary responsibility in finding a work experience/service learning opportunity and are strongly advised to find such an opportunity before enrolling in the class. Failure to find and complete this opportunity will result in failing the class.

Note: *Students must take primary responsibility in finding a work experience/service learning opportunity and are strongly advised to find such opportunity before enrolling in the class. Students must arrange their own transportation to service learning/field work experience sites*
If offered as TBA, 108 hours are required.

■ Geography (GEOG)

GEOG-1 Introduction to Physical Geography

(3 Units LEC) P/NP Option
Transfers to: CSU and UC
An introductory study of the Earth's physical systems, including the atmosphere, hydrosphere, and lithosphere. Students will study earth's energy balance, climate, and landforms, and examine relationships between physical features and natural processes. Interactions between human endeavors and natural systems are explored to understand the influence of the environment and society on each other.

GEOG-2 Cultural Geography

(3 Units LEC) P/NP Option
Prerequisite:
Recommended Prep: ENGL-350
Transfers to: CSU and UC
An introduction to the spatial distribution and organization of human activity. This includes an investigation of the relationship between cultural development and environmental influences. Students will explore the relationships of physical geography to the customs, arts, social institutions, and achievements of cultures. Topics include migration, population growth, economic development, urbanization, and energy demands.

■ Geology (GEOL)

GEOL-1 Physical Geology

(4 Units LEC/LAB) P/NP Option
Recommended Prep: ENGL-350
Transfers to: CSU and UC
An introductory study of physical geology including earth processes, materials, and changes in these materials through geologic time. Students will study minerals and rocks in the lab and the field, and will explore principles of mineral and rock formation, landform development, plate tectonics, volcanism, folding and faulting, and related topics.

Note: *Field trips are required. The College does not provide transportation. If offered as TBA, 108 hours are required.*

GEOL-10 Environmental Geology

(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introductory study of how earth materials and processes impact human activities and how human activities influence the geological environment. Students will investigate geologic hazards, including landsliding, earthquakes, and volcanic activity, and make decisions concerning mitigating action. Students will also learn about water, mineral, and energy resources and consider issues of sustainability.

Note: *If offered as TBA, 54 hours are required.*

GEOL-15 Earthquakes and Plate Tectonics

(3 Units LEC) Grade Only
Transfers to: CSU and UC
An investigation of plate-tectonic processes and their relationships to faults, earthquake activity, mountain building, volcanism, and related geological phenomena. The course explores plate interactions, historical earthquakes, earthquake predictions, preparedness, and design of earthquake-resistant structures. Investigations of Earth's dynamic systems will be related to energy transfer and landscape evolution.

GEOL-99B Geology of Centerville Beach and Scotia Bluffs—Field Trip Course

(0.5 Unit LEC/LAB) P/NP Option
Transfers to: CSU
An exploration of a specific topic of contemporary interest in the field of Geology. Students should consult the Schedule of Classes for topics offered in the current semester.

Note: *Field trips are required. The College does not provide transportation.*

GEOL-99C Geology of Patrick's Point and Smith River—Field Trip Course

(1 Unit LEC/LAB) P/NP Option
Transfers to: CSU
An exploration of a specific topic of contemporary interest in the field of Geology. Students should consult the Schedule of Classes for topics offered in the current semester.

Note: *Field trips are required. The College does not provide transportation. If offered as TBA, 30 hours are required.*

GEOL-99D Earthquake History of Northern California

(1 Unit LEC/LAB) P/NP Option
Transfers to: CSU
This class will look at the significant historic earthquakes that have caused damage on the north coast. Emphasis will be placed on our most recent earthquake, January 9, 2010, and the detail of why it happened and the damage it caused. You will learn how earthquakes happen, how energy is radiated from the source, how to read seismograms, what to do in earthquakes, and how to access important websites that will help in future study of earthquakes.
Note: *Two Saturday field trips will be taken to look at known faults here on the north coast, and the damage caused by the recent event. Students must provide their on transportation for the two field trips.*

■ German (GERM)

GERM-1A Elementary German I

(4 Units LEC) Grade Only
Recommended Prep: ENGL-350
Transfers to: CSU and UC
A beginning course that presents the fundamentals of German and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the German-speaking world.
Note: *This course is not appropriate for students who have taken and passed two or more years of German within the past three years.*

GERM-1B Elementary German II

(4 Units LEC) Grade Only
Prerequisite: GERM-1A
Recommended Prep: ENGL-350
Transfers to: CSU and UC
Continuation of GERM-1A. This course presents the fundamentals of German and provides the tools for students to improve linguistic proficiency. The course emphasizes the communicative use of all four language skills: listening, speaking, reading, and writing. Special emphasis is place on providing insights into the cultural diversity of the German-speaking world.
Note: *This course is not appropriate for students who have taken and passed three or more years of German within the past three years.*

■ Guidance (GUID)

GUID-8 Career Planning

(2 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to career/life planning and decision making including education, work and leisure alternatives, lifestyles, and personal satisfaction.
Note: *If offered as TBA, 36 hours are required.*

GUID-143 Individualized Assessment and Academic Planning

(0.5 Unit LEC/LAB) P/NP Only
An in-depth evaluation of learning disability as it is defined by Title V of the California Education Code for community colleges. Students will be assessed using psychometric tools to determine eligibility for accommodations and services. The course involves analysis and understanding of learning differences, the importance of the selection and application of effective learning strategies and the critical role of self advocacy in persons with a learning disability.
Note: *Students must be referred from Disabled Students Programs and Services and be enrolled in at least one additional class at the College. Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.*

GUID-145 Applied Study Skills and Strategies

(1-4 Units LEC/LAB) P/NP Only
Development and application of adaptive study strategies. Students receive one-on-one and small group instruction in study strategies designed to enhance success in mainstream coursework. Strategy-based learning is stressed in an effort to address a student's learning disability and/or learning difference. Independence and self advocacy are stressed throughout this lecture/lab course.
Note: *Students must be enrolled in at least one mainstream class in order to enrolling GUID-145.*
Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.
Repeatability: *Maximum of sixteen enrollments.*

GUID-180 Assistive Technology and Computers

(0.5-4 Units LEC/LAB) P/NP Only
Specific training in individualized assistive computer instruction. Individual assessments assist in determining appropriate assistive hardware and software designed to meet each students' needs. Training in the application of the assistive equipment is provided to allow for competency when used for mainstream coursework completion.
Note: *Students must be referred from Disabled Students Programs and Services.*
Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.
Repeatability: *Maximum of sixteen enrollments.*

GUID-205 Supervised Tutoring

(0 Units TUT) Grade Only
A course that provides individual supervised tutoring to supplement course-based learning activities in a variety of academic disciplines.
Note: *Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.*

GUID-379 Introduction to Assistive Technology And Computers

(0.5-4 Units LEC/LAB) P/NP Only
Training in assistive computer hardware, software and related applications. Individualized assessments are completed to select appropriate goals and objectives. Training in keyboarding for assistive computer use is also provided.
Note: *Students must be referred from Disabled Students Programs and Services.*
Repeatability: Maximum of sixteen enrollments.

■ Health Education (HE)

HE-1 Health Education

(3 Units LEC) Grade Only
Transfers to: CSU and UC
An introduction to a broad range of lifestyle components and personal choices which have a direct relationship to the students overall lifetime wellness. Some of the concepts discussed include principles of health and wellness, stress modifications, weight management, exercise principles, personal health responsibility, major diseases, and relationships.
Note: *If offered as TBA, 54 hours are required.*

HE-2 Critical Issues in Women's Health

(3 Units LEC) P/NP Option
Transfers to: CSU and UC
A course focusing on the factors that affect women's health and well-being. Issues of women's diseases and disorders, hormonal influences on overall health, as well as heart and bone health will be discussed. Emphasis is placed on students making informed choices and decisions related to their overall wellness.

HE-7 First Aid/CPR/AED for Schools and the Community

(2 Units LEC/LAB) P/NP Option
Transfers to: CSU and UC
Provides students with the knowledge and skills necessary to help sustain life and minimize the consequences of injury or sudden illness until advanced medical help arrives. The course meets the requirements for certification through the American Red Cross.

Note: *In order to receive American Red Cross Certification, students need to be physically able to perform lab skills.*

■ Health Occupations (HO)

HO-15 Nutrition

(3 Units LEC) Grade Only
Recommended Prep: ENGL-350 and MATH-376
Transfers to: CSU and UC
A study of nutritional needs across the life span. Focus is on basic nutrients (including fats, carbohydrates, protein, minerals, vitamins and water, and electrolytes) food sources, and nutrient utilization in the human body. This course emphasizes nutritional needs from infancy to old age and during common life cycle occurrences (pregnancy, lactation, menopause). Also included are applied and controversial aspects of human nutrition.

HO-101 Health Occupations Study Skills For Health Occupations Students

(1-2 Units LEC/LAB) P/NP Only
One-on-one and small-group instruction in study strategies designed to enhance success in health occupation course work.

Note: *Must be enrolled in at least one CR course required for the Nursing (RN/LVN) programs. A minimum of 4 hours of participation is required before the "Last day to drop" on schedule of classes. Every 1.0 unit of lecture requires 18 hours and every 1.0 unit of lab requires 54 hours.*
Repeatability: *Maximum of four enrollments.*

HO-110 Basic Patient Care

(6 Units LEC/LAB) Grade Only
A basic course in personal care service and maintenance of safe and healthful environment. Emphasis is on the nursing assistant's role and responsibilities as a health care team member. Other key components in this course are principles of asepsis, infection control, resident care skills, and emotional, social, and spiritual needs. Students will be eligible to take the nurse assistant certification exam upon successful completion of the course.

Note: *If offered as TBA, 216 hours are required.*

HO-159 Emergency Medical Technician I

(5 Units LEC/LAB) Grade Only
A study of basic prehospital emergency medicine to meet State of California requirements for EMT-I training. Students will learn to properly assess, stabilize, treat, and transport patients experiencing medical and trauma emergencies. This course includes clinical observation experience with an ambulance service and in a hospital emergency department. Course completion will allow students to take the National Registry of EMTs written examination for EMT certification.

Note: *Requirements include: proof of communicable disease immunity and background check clearance. American Heart Association BLS for Healthcare Providers, American Red Cross CPR for the Professional Rescuer, Medic First Aid Basic Life Support for Professionals, or equivalent CPR certification. Off-campus meetings are required. Must be 18 years old to be eligible for state certification. May take state certification exam within two years of course completion. Fees for National Registry of EMTs testing and state certification are additional.*
If offered as TBA, 126 hours are required.

HO-170A North Coast Paramedic 1

(11 Units LEC/LAB) P/NP Option
Prerequisite: HO-159
Recommended Prep: ENGL-150 and MATH-372
The first course in a comprehensive study of pre-hospital emergency medicine to meet State of California requirements for an Emergency Medical Technician-Paramedic license. The course meets accreditation requirements of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The course will teach pre-hospital emergency medical care at the advanced life support (ALS) level in accordance with the National Highway Traffic Safety Administration's National EMS Education Standards.

Note: *Admission to Paramedic Program required for enrollment.*
If offered as TBA, 306 hours are required.

HO-170B North Coast Paramedic 2

(13 Units LEC/LAB) P/NP Option
Prerequisite: HO-170A
The second course in a comprehensive study of pre hospital emergency medicine to meet State of California requirements for an Emergency Medical Technician-Paramedic license. The course meets accreditation requirements of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The course will teach pre-hospital emergency medical care at the advanced life support (ALS) level in accordance with the National Highway Traffic Safety Administration's National EMS Education Standards.

Note: *If offered as TBA, 414 hours are required.*

HO-170C North Coast Paramedic 3

(9 Units LAB) P/NP Only
Prerequisite: HO-170B
The third and final course in a comprehensive study of pre hospital emergency medicine to meet State of California requirements for an Emergency Medical Technician-Paramedic license. Under the direct supervision of a licensed paramedic, students will complete a field internship experience on a designated advanced life support unit. This course allows the student patient care experience in the pre-hospital environment.

Note: *If offered as TBA, 486 hours are required.*

■ History (HIST)

HIST-4 Western Civilization to 1600

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An exploration of the evolution of civilization in the greater Mediterranean region from the development of agriculture in ancient Mesopotamia through the Protestant Reformation in Europe and the height of the Ottoman Empire. Students will examine the multicultural roots of basic institutions, practices, and ideas of Western civilization, such as monotheism, the scientific method, capitalism, and colonialism. Special attention will be paid to changing configurations of political, social, economic, and ideological power, and the region's developing ties to the Atlantic world.

Note: *If offered as TBA, 54 hours are required.*

HIST-5 Western Civilization: 1600—Present

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to the development of the "West" from the crises of the 17th century to the present. A central theme will be how a weak and fragmented western Europe became a major influence in the world, strongly identified with modernity, technology, and expanding economic, political, cultural, and social systems. Students will investigate the increasing power of the nation-state and systems of empire, and the ways in which ideas of race, class, and gender played a part in this evolution. Special attention will be paid to the evolution of ideologies, such as capitalism, imperialism, communism, and globalization.
Note: *If offered as TBA, 54 hours are required.*

HIST-6 The Vietnam War Era

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An examination of the history of U.S. involvement in Vietnam and the fractured U.S. homefront during the period of U.S. involvement overseas. The class will provide an in-depth analysis of the years of deepest U.S. involvement in the War, 1954-1975, and also emphasize the social, cultural, and political movements that emerged in the United States at that time.

HIST-7 History of Modern Asia

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey of the cultural, social, and political evolution of Asia from the 18th century to the present. This course explores how China, India, and Japan came into contact with and were subordinated to the interests of powerful Western nation-states. It examines the transformation of these societies as they overcame or adapted to Western hegemony, colonialism, and the rise of nationalism.

HIST-8 US History Through Reconstruction

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An exploration in the history of the United States from the original inhabitants of the North American continent to the end of the Reconstruction period after the American Civil War. Of special importance is how the social, political, diplomatic, cultural, ethnic, and economic relations and institutions changed over time. The course will also introduce students to the nature of historical interpretation and how to interpret sources written during the historical time periods investigated in the class.
Note: *If offered as TBA, 54 hours are required.*

HIST-9 US History Reconstruction to the Present

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An exploration in the history of the United States from the Reconstruction period after the Civil War to the present. Of special importance is how the social, cultural, political, diplomatic, ethnic, and economic relations and institutions changed over time. The course will also introduce students to the nature of historical interpretation and how to interpret sources written during the historical time periods investigated in the class.
Note: *If offered as TBA, 54 hours are required.*

HIST-11 History of Women in America: Pre-Contact to 1877

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An in-depth historical study of the social, cultural, political, and economic developments in North America from the perspective of women, from the period just prior to European contact through the end of Reconstruction. Special emphasis is placed upon the varying ways in which women of diverse classes, races, and ethnicities have both contributed to and been affected by the larger historical patterns in U.S. history. The course will introduce students to the nature of historical interpretation, enable students to interpret sources written during the historical time periods investigated in the class, and familiarize students with gender-related issues in the American past.

HIST-12 History of Women in America: 1877- Present

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An in-depth historical study of the social, cultural, political, and economic developments in the United States from the perspective of women, from Reconstruction to the present. Special emphasis is placed upon the varying ways in which women of diverse classes, races, and ethnicities have both contributed to and been affected by the larger historical patterns in U.S. history.
Note: *If offered as TBA, 54 hours are required.*

HIST-18 History of California

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey of economic, social, political, and cultural developments in California from the precolonial period to the present which emphasizes California as a cultural crossroads. The course examines the contributions of and interactions among Native American, European, Latino, and Asian peoples. There is a focus on the ways in which social relations and political power are shaped by race, class, gender and ethnicity.

HIST-20 World History: Prehistory to 1500 CE

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An overview of the world from prehistory to 1500 CE. This course examines the cultures, social structures, politics, religions, and economic development of human societies throughout the world. Particular attention is paid to human migrations, to the effects of cultural adaptation and diffusion, and to the evolution of civilizations around the globe.

HIST-21 World History: 1500 AD- Present

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An overview of world history from 1500 to the present. The culture, politics, society, religions, and economic development of civilizations throughout the world are examined. Particular attention is paid to the effects of colonialism and nationalism on the world stage and the periodic crises that reshaped the links between cultures and within civilizations.

■ Hospitality, Restaurant & Culinary Arts (HRC)

HRC-1 Introduction to the Hospitality Industry

(3 Units LEC) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
Offers an historical perspective of the hospitality industry including industry globalization, technology, and ecotourism/green hospitality. The course covers all lodging and food operating areas to provide students with an understanding of each department and how it operates.

Note: *If offered as TBA, 54 hours are required.*

HRC-2 Hospitality Front Office Management

(2 Units LEC) Grade Only
Transfers to: CSU
A systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management.

HRC-3 Food and Beverage Service

(3 Units LEC) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
Examines how to create and deliver guest-driven service; enhance value and build guest loyalty; and continuously improve the process of providing excellent service. Students learn how every aspect of a food service operation contributes to the guest experience, and explore unique features of a variety of food and beverage operations. The course includes updated menu trends, responsible alcohol service, and material on leadership, service skills, and service styles.

Note: *If offered as TBA, 54 hours are required.*

HRC-5 Hospitality Law

(2 Units LEC) Grade Only
Transfers to: CSU
Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hospitality manager, and illustrates the possible consequences of failure to satisfy legal obligations. The course discusses the legal issues raised by the Internet and the hospitality industry. Intriguing court cases and real-world examples bring student up-to-date on important issues.

HRC-6 Hospitality Marketing

(3 Units LEC) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
A course exploring the practical applications of marketing and themes unique to hospitality and tourism. The course provides students with the tools they need to successfully execute marketing campaigns for a hospitality business and includes information on Internet and tourism marketing, marketing technology, and international business.

HRC-8 Food and Beverage Cost Control

(3 Units LEC) Grade Only
Recommended Prep: CIS-100 and MATH-372
Transfers to: CSU
A course providing comprehensive resources and specific tools needed to maintain cost controls in a food and beverage operation. The course provides students with the skills necessary to apply standard cost control procedures in all aspects of operations.

Note: *If offered as TBA, 54 hours are required.*

HRC-9 Nutrition for Culinary Professionals

(2 Units LEC) Grade Only
Transfers to: CSU
Applies nutrition concepts to recipe selection, cooking, and menuing healthy foods in restaurants and food services. The course provides a basic overview of nutritional principles geared toward culinary professionals with computerized nutritional analysis.

HRC-10 Culinary Fundamentals

(4 Units LEC/LAB) Grade Only
Prerequisite: Credit for or concurrent enrollment in HRC-17
Transfers to: CSU
Introduction to the professional kitchen. The emphasis of the course is on classical cooking techniques and the study of and training on commercial equipment, tools, ingredients, and basic cooking methods of the modern professional kitchen.

HRC-11 Professional Baking I

(4 Units LEC/LAB) Grade Only
Prerequisite: HRC-10 and HRC-17
Transfers to: CSU
Introduction to the basic skills needed for a professional bake shop. The properties of different flours, grains, yeasts, sponges, and leavens are demonstrated. Emphasis is placed on production of high-quality products and professional presentation. Products include breads, sweet and savory doughs, cakes, pies, tarts, cookies, and restaurant style desserts.

HRC-12 Professional Cooking I

(4 Units LEC/LAB) Grade Only
Prerequisite: HRC-10 and HRC-17
Transfers to: CSU
Intermediate theory in food science, culinary techniques, and modern cooking styles. Sauce-making, meat, poultry, fish and shellfish preparation, and cooking techniques are emphasized. Menu course preparation and plating of food are stressed.

HRC-13 Professional Cooking II

(4 Units LAB) Grade Only
Prerequisite: HRC-11 and HRC-12
Transfers to: CSU
Advanced principles of food preparation and service are applied in the preparation of typical foods served in hotels and restaurants. Key components include garde manger, advanced foods and preparation of convenience foods; personnel organization and supervision; menu planning; and quantity food preparation.

HRC-14 Restaurant Management

(3 Units LEC) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
Examines the selection of a solid restaurant concept, finding a market, developing business and marketing plans, and securing financial backing. Topics covered in the course include use of technology in restaurants, legal issues, menu development, interior and kitchen design, food production, and employee hiring and training.

Note: *If offered as TBA, 54 hours are required.*

HRC-16 Hospitality Supervision

(3 Units LEC) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
Reviews the principles, theories, human relations techniques, and decision-making skills that are required to manage a workforce to profitable results. The course assists students to satisfy obligations to owners, customers, and employees while maintaining a positive work climate, developing job expectations, disciplining marginal employees, and addressing workplace diversity.

Note: *If offered as TBA, 54 hours are required.*

HRC-17 Sanitation—ServeSafe Certification

(3 Units LEC) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
A course utilizing the National Restaurant Association ServeSafe program, the industry standard in food-safety training. Course provides up-to-date information for all levels of employees and students on all aspects of handling food, from receiving and storage to preparation and service. Completion of certified exam meets the nation-wide food handler permit requirement.
Note: *If offered as TBA, 54 hours are required.*

HRC-18 Internship—Hospitality

(3 Units FEX) P/NP Option
Transfers to: CSU
Introduces the student to a hospitality work place in the student's major area of interest. This course provides work practicum which emphasizes hospitality industry employability skill objectives.
Note: *Student, instructor, and employment supervisor jointly develop individualized learning objectives. Instructor and employment supervisor jointly evaluate student. Students can repeat HRC-18 for a maximum of 6 credits.*
If offered as TBA, 168 hours are required.
Repeatability: *Maximum of two enrollments.*

HRC-19 Hospitality Leadership and Management

(2 Units LEC) Grade Only
Transfers to: CSU
An introduction to leadership, management, and quality issues facing today's hospitality industry. Course will provide students with an understanding of diversity and cultural change. Practical information will prepare students to put management tools into action to enhance service and boost business.

HRC-20 Hospitality Career Guidance

(2 Units LEC) Grade Only
Transfers to: CSU
A resource course on finding employment in the hospitality industry that will assist students in job-market assessment; resume preparation, interviewing techniques, and personal presentation strategies.

HRC-21 Professional Baking II

(4 Units LEC/LAB) Grade Only
Prerequisite: HRC-11 (formerly TH-11)
Transfers to: CSU
Emphasis on intermediate baking principles and skills necessary to produce a wide array of baked goods and confections. Course focuses on restaurant individual desserts, confections, specialty items, chocolate artistry, and marzipan.

HRC-22 International Cooking

(2 Units LAB) Grade Only
Prerequisite: HRC-10 and HRC-12 (formerly TH-10 and TH-12)
Transfers to: CSU
Covers cuisines from around the world—preparation of international foods with emphasis on identification of ingredients, comparison of cuisines, application of flavor principles to creative cooking, and artistic presentation of food.

HRC-23 Hospitality Training and Development

(2 Units LEC) Grade Only
Transfers to: CSU
Explores the concept of training in a hospitality organization by emphasizing the impact training and development has on employees. Students will learn why training is vitally important to a hospitality business through a variety of assessment methods and instructional design techniques and processes.

HRC-24 Hospitality Human Resource Management

(2 Units LEC) Grade Only
Transfers to: CSU
Details the rapid changes in human resource management in the hospitality industry. The course examines employment laws, employee development, compensation/labor issues, and ethical concerns in hospitality employment.

HRC-26 Hospitality Housekeeping Management

(2 Units LEC) Grade Only
Transfers to: CSU
Presents a systematic approach to managing housekeeping operations in the hospitality industry. Housekeeping is critical to the success of today's hospitality operations and this course shows students what it takes to direct the day-to-day operations of this vital department, from "big picture" management down to technical details.
Note: *If offered as TBA, 36 hours are required.*

HRC-27 Hospitality Basic Accounting

(2 Units LEC) Grade Only
Prerequisite: HRC-26
Recommended Prep: MATH-376
Transfers to: CSU
Provides a basis for understanding basic hospitality accounting concepts and procedures. The course explains the fundamental function and purpose of accounting, differentiates between night audit and accounting in the hospitality industry, and how to effectively manage the department.

HRC-28 Hospitality Facilities Management

(2 Units LEC) Grade Only
Transfers to: CSU
Provides hospitality students with an overview of the physical plant of a hotel or restaurant. The course emphasizes how to work effectively with an engineering and/or maintenance department within a hospitality operation.

■ Industrial Technology (IT)

IT-25 Occupational Safety and Health Management

(3 Units LEC) Grade Only
Recommended Prep: IT-62 or MATH-380
Transfers to: CSU
A study of the principles and practices of safety in the work place. Coverage includes the components of safety programs plus federal and state laws/standards enacted to improve the safety of workers, the work place, and the environment.

IT-46 Computers in Industrial Management

(3 Units LEC/LAB) Grade Only
Recommended Prep: CIS-1
Transfers to: CSU
Application of the microcomputer to the management of industrial and commercial operations and businesses. Topics will include computer integrated management of contracts and accounts, materials, work processes, spreadsheets, and personnel.

IT-60A Basic Manufacturing Blueprint Reading

(3 Units LEC) P/NP Option
Transfers to: CSU
This course will cover blueprint reading for the metals field which will include the symbols and interpretation necessary to construct, machine, and inspect machined parts and assemblies. Also covered will be the necessary mathematical calculations for decimals, fractions, and right triangle measurements. In-depth coverage of the geometric dimensioning system with emphasis on calculations of maximum (MMC) and minimum material condition (LMC) as they relate to manufacturing processes is also included.

IT-60B Machine Parts Blueprint Reading

(3 Units LEC) Grade Only
Prerequisite: IT-60A
Transfers to: CSU
Continuation of blueprint reading for the manufacturing field, especially machined parts. This course expands the terminology and basic techniques acquired in IT-60A to interpretation of advanced blueprints using authentic blueprints from industry.

IT-125 OSHA Ten Hour General Industry Safety

(0.5 Unit LEC) P/NP Only
A ten hour awareness course in general industry safety. Using OSHA standards as a guide, students will receive instruction in general industry safety and health principles. Special emphasis is placed on those areas that are the most hazardous. Topics include but are not limited to: OSH Act, Focus Four, Fall Protection, Personal Protective Equipment, Stairs and Ladders, Bloodborne Pathogens, Medical and First Aid, Walking and Working Surfaces, Hazard Communications and Occupational Health.
Note: *Students that successfully complete this course will receive an OSHA 10 Hour card from the U.S. Department of Labor.*

IT-152 Technical Computer Applications Lab

(0.5-2 Units LAB) P/NP Option
A course enabling students to become proficient in using computer application packages specific to their area of study. Technical computer applications subject areas include: agriculture, aquaculture, automotive, cooperative education, construction, diesel, drafting, electronics, family life, food service, forestry, graphic communications, industrial, machine tool and welding.
Note: *Units offered may vary by semester. Consult Schedule of Classes for section information.*
Repeatability: *Maximum of four enrollments.*

■ Japanese (JPN)

JPN-1A Elementary Japanese I

(4 Units LEC) Grade Only
Recommended Prep: ENGL- 350
Transfers to: CSU and UC
An introductory course that presents the fundamentals of Japanese and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, writing and reading the two Japanese syllabic systems (Kana) and the introduction of the Chinese characters (Kanji). Emphasis is placed on providing insights into the Japanese culture.
Note: *This course is not appropriate for students who have taken and passed two or more years of Japanese within the past three years.*

JPN-1B Elementary Japanese II

(4 Units LEC) Grade Only
Prerequisite: JPN-1A
Recommended Prep: ENGL-350
Transfers to: CSU and UC
A continuation of JPN-1A, this course presents the fundamentals of Japanese and provides the tools for students to improve linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading and writing. Emphasis is placed on providing insights into Japanese culture.
Note: *This course is not appropriate for students who have taken and passed three or more years of Japanese within the past three years.*

■ Journalism (JOURN)

JOURN-1 Beginning Reporting

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to the basic principles of newsgathering and newswriting with an emphasis on journalistic style. Students will explore and analyze basic news story structure and development, newsgathering methods and presentation modes, interviewing, ethics, news analysis, and media law.

JOURN-5 Introduction to Mass Communications

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to the history of mass media, particularly the press and electronic media. The political, social, and economic impact of the media on government and public opinion. Emphasis on the characteristics of media including rights, responsibilities, and functions.

■ Library (LIBR)

LIBR-5 Research Skills

(1 Unit LEC) P/NP Option
Recommended Prep: ENGL-150 and CIS-100 or CIS-1; or BT-81 and BT-83
Transfers to: CSU
Introduction to academic research skills and practice. Students will learn how to find, evaluate, use, analyze, and correctly cite information in a variety of print and online formats. This class is designed to teach and strengthen life-long research and information literacy skills. Students will learn research skills required for term papers or presentations for transfer-level classes or for personal research projects.
Note: *If offered as TBA, 18 hours are required.*

LIBR-99A Book of the Year Discussion Group

(1 Unit LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
A discussion-driven study and exploration of selected topics related to the current Book of the Year selection. Students will analyze and discuss different aspects of the diverse viewpoints represented in and the issues raised by the book.
Note: *If offered as TBA, 18 hours are required.*

■ Licensed Vocational Nursing (LVN)

LVN-110A Pharmacology—Vocational Nursing I

(2 Units LEC) Grade Only
Recommended Prep: ENGL-350 and MATH-376
An introductory course in the principles of pharmacology for vocational nursing. This course focuses on the responsibilities of the Licensed Vocational Nurse and the nursing implications for major drug classifications across the lifespan. The role of the vocational nurse within RN established nursing process guidelines and client education will be delineated and integrated throughout the course.
Note: *Admission to the LVN program is required. May be taken for LVN continuing education with permission of the instructor. If offered as TBA, 36 hours are required.*

LVN-110B Pharmacology—Vocational Nursing II

(2 Units LEC) Grade Only
Prerequisite: LVN-110A and LVN-121 and LVN-111
Recommended Prep: ENGL-150 and MATH-380
Continued study of pharmacological principles and the responsibilities of the Licensed Vocational Nurse in medication administration to clients across the life span. Nursing considerations for major drug classifications are covered. Legal and cultural implications and patient teaching are integrated throughout the course.

Note: *Admission to the LVN program is required. May be taken for LVN continuing education with permission of the instructor.*
If offered as TBA, 36 hours are required.

LVN-111 LVN Fundamental Pharmacology Skills

(0.5 Unit LAB) Grade Only
Recommended Prep: ENGL-150 and MATH-380
A Pharmacology Skills course stressing accuracy in measurements, basic math and dosage calculations. Preparation and administration of medications to clients of all ages via various routes except intravenous are covered. Performance evaluations are a large portion of this course.

Note: *Admission to the LVN program is required.*

LVN-118 Psychology for Vocational Nursing

(2 Units LEC) Grade Only
Prerequisite: LVN-121
An exploration of the meaning of mental health. Students will learn how to gather and assess information relevant to the mental health status of clients. In addition, they will apply concepts of mental health and communication to patient care.

Note: *Admission to the LVN program is required.*

LVN-121 Nursing of Adults and Children I

(6.5 Units LEC/LAB) Grade Only
Prerequisite: HO-110
Corequisite: LVN-110A and LVN-111 and BIOL-8
Recommended Prep: ENGL-150 and MATH-380
The first of three courses for Vocational Nursing students in the care of adults and children. The role and legal/ethical responsibilities of the vocational nurse and principles of health, illness and disease are covered. Nursing care of the elderly and the terminally ill are presented. Common body system disorders are discussed. Application of skills and concepts takes place in the clinical setting and in Simulation Lab.

Note: *Admission to the LVN program is required.*
If offered as TBA, 243 hours are required.

LVN-122 Nursing of Adults and Children II

(13 Units LEC/LAB) Grade Only
Prerequisite: LVN-121 and LVN-110A and LVN-111 and BIOL-8 and HO-15
Corequisite: LVN-110B and LVN-118
This is the second of three courses for Vocational Nursing students in the care of adults and children. A continuation of the body systems is covered. Students participate in at least 18 hours of clinical a week.

Note: *Admission to the LVN program is required.*
If offered as TBA, 450 hours are required.

LVN-123 Nursing of Adults and Children III

(13 Units LEC/LAB) Grade Only
Prerequisite: LVN-110B and LVN-118 and LVN-122
The final course in the care of adults and children for vocational nursing students. Maternal-child health and pediatrics are the major focus. Concepts in leadership and management for the LVN are discussed.

Note: *Admission to the LVN program is required.*
If offered as TBA, 612 hours are required.

■ Manufacturing Technology (MT)

MT-10 Fundamentals of Manufacturing Technology

(3 Units LEC/LAB) Grade Only
Transfers to: CSU
An introduction to the basic concepts of manufacturing and operation of machine tools. Topics covered include proper use of layout and measuring tools, setup and operation of machine tools to industry standards, and calculating the proper feeds and speeds to accurately and efficiently produce a manufactured part.

MT-11 Advanced Manufacturing—Turning

(4 Units LEC/LAB) Grade Only
Prerequisite: MT-10
Transfers to: CSU
A course combining theories of lathe and grinding machine operations along with technical information to manufacture parts to Industry standards. Coursework includes a review of basic lathe and grinding machine operations progressing into intermediate level techniques and setups used in modern manufacturing.

Note: *MT-10 can be taken as a prerequisite or concurrently with MT-11.*

MT-12 Advanced Manufacturing—Milling

(4 Units LEC/LAB) Grade Only
Prerequisite: MT-10
Transfers to: CSU
An in-depth study of milling machine operations and practices. Course content includes concepts and practices required and used by contemporary industry and the application of theory and machine operation to complete projects. Projects include general and rotary milling, precise boring, indexing, and gear manufacturing. In addition the proper application of modern cutting tool materials is discussed.

Note: *MT-10 can be taken as a prerequisite or concurrently with MT-12.*

MT-13 Advanced Manufacturing Processes

(4 Units LEC/LAB) Grade Only
Prerequisite: MT-10
Recommended Prep: MT-12, MT-54A and MT-59A
Transfers to: CSU
A course covering the processes and the latest technology at the high-end of manufacturing. Course work includes four and five-axis manufacturing, plunge and wire electrical discharge machining (EDM), rapid prototyping systems, and laser cutting/engraving.

MT-52 Ferrous Metallurgy

(3 Units LEC/LAB) P/NP Option
Transfers to: CSU
A study of ferrous metals as they are used in industry. Students will study metals from the ore state to manufacturing a product and phase-isothermal transformation diagrams in relation to heat treating experiments. The course includes coordinated lab experience in specimen heat-treating, tensile testing, etching, polishing, and microscopic examination.

MT-54A Introduction to Computer Numerical Control

(4 Units LEC/LAB) Grade Only
Recommended Prep: MT-10
Transfers to: CSU
An introduction to Computer Numerical Control (CNC) including its history, application, control units, types of machine tools, programming, and transfer mediums. The course will focus on manual and automatic operation of Bridgeport and Fanuc style CNC machine tools. Students will learn to control machine tools by writing computer programs using industry standard programming protocols.

MT-54B Computer Numerical Control Machining
(4 Units LEC/LAB) Grade Only
Prerequisite: MT-54A
Transfers to: CSU
An advanced course in programming, setup, and operation of CNC milling machines and lathes. Students in this class will learn programming of Fanuc style controllers (standard G & M codes) and their applications in the manufacturing industry. This course prepares students for occupations in the CNC machining industry.

MT-54L Numerical Control Lab
(2 Units LAB) Grade Only
Prerequisite: MT-54A
Transfers to: CSU
A laboratory in programming, setup, and operation of CNC milling machines and lathes. Students in this class will program and operate CNC machines. This lab prepares students for occupations in the CNC machining industry.
Repeatability: *Maximum of four enrollments.*
If offered as TBA, 108 hours are required.

MT-59A Mastercam 2-D Programming
(4 Units LEC/LAB) Grade Only
Recommended Prep: MT-54A or DT-25
Transfers to: CSU
A beginning course in computer assisted manufacturing using Mastercam X3. Students in this class will learn two-dimensional CAD drafting techniques, solid modeling, tool path programming for three-axis machine tools, and applications for CAM systems in manufacturing. This course prepares students for occupations in the CNC machining industry.

MT-59B Mastercam 3-D Programming
(4 Units LEC/LAB) Grade Only
Prerequisite: MT-59A
Transfers to: CSU
A continuation of MT-59A Mastercam 2-Dimensional Programming. This course will provide instruction in 3-dimensional programming using Mastercam to create derived and composite surfaces and toolpaths for wireframe and surface models.

■ Mathematics (MATH)

MATH-4 MATLAB Programming
(3 Units LEC) Grade Only
Prerequisite: MATH-25 and MATH-30
Recommended Prep: Previous or concurrent enrollment in MATH-50A.
Transfers to: CSU and UC
An introduction to programming in MATLAB, with emphasis on programming applications in science, mathematics, and engineering.
Note: *Students may work in campus computer labs to complete their assignments. Students wishing to work on assignments on their home computers must purchase the Student Edition of MATLAB.*

MATH-5 Contemporary Mathematics
(3 Units LEC) Grade Only
Prerequisite: MATH-120 or MATH-194 or appropriate score on assessment exam.
Transfers to: CSU
An approved CR and CSU General Education course designed primarily for non-science majors. This course is a study of selected topics from contemporary mathematics. Typical topics, which are chosen by the instructor, will be from areas including: inductive and deductive reasoning, mathematical modeling and analysis of linear and exponential functions, geometric symmetries, geometry of fractals, sequences and series, dynamics of population growth, statistics, mathematics of finance and management science, mathematics of methods of voting, fair division, and problem-solving techniques.
Note: *Graphing calculators are required, TI-83 or TI-84 recommended. If offered as TBA, 54 hours are required.*

MATH-15 Elementary Statistics
(4 Units LEC) Grade Only
Prerequisite: MATH-120
Recommended Prep: ENGL-150
Transfers to: CSU and UC
The study of statistical methods as applied to descriptive statistics and inferential statistics. An emphasis on the meaning and use of statistical significance will be central to the course. Students will use frequency distributions, graphs, measures of relative standing, measures of central tendency, measures of variability, correlation, and linear regression to explore descriptive statistics. Students will use the laws of probability and statistical tests (t-tests, chi-square, ANOVA, and regression analysis) to make decisions via hypothesis testing and estimate parameters using confidence intervals.
Note: *A TI-83 or TI-84 graphing calculator is required.*
If offered as TBA, 72 hours are required.

MATH-25 College Trigonometry
(4 Units LEC) Grade Only
Prerequisite: MATH-120 (or equivalent) or appropriate score on the math placement exam
Transfers to: CSU
A study of trigonometric functions, radian measure, solution of right triangles, graphs of the trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, laws of sines and cosines, solution of oblique triangles, polar coordinates, complex numbers in trigonometric form, De Moivre's theorem, and conic sections.
Note: *A graphing calculator is required. If offered as TBA, 72 hours are required.*

MATH-30 College Algebra
(4 Units LEC) Grade Only
Prerequisite: MATH-120 (or equivalent) or appropriate score on the math placement exam
Transfers to: CSU and UC
A course covering first-degree and absolute value equations and inequalities; composite and inverse functions; polynomial, rational, exponential, and logarithmic functions; systems of equations; matrices; sequences and series; mathematical induction; binomial expansion theorem; and complex numbers.
Note: *Graphing calculator required, TI-83 or TI-84 recommended. If offered as TBA, 72 hours are required.*

MATH-45 Linear Algebra
(4 Units LEC) Grade Only
Prerequisite: MATH-30 (or equivalent) and MATH-25 (or equivalent), or appropriate score on assessment exam
Transfers to: CSU and UC
The use and application of matrices in the solution of systems of linear equations, determinants, vector spaces, linear transformations, eigenvalues, eigenvectors, diagonalization, and orthogonality. Linear algebra is a core course in many engineering, physics, mathematics, and computer science programs.
Note: *Computer exploration is an integral component of this course. Students will also create and present oral and written analyses of a topic that requires use of the concepts and techniques learned in this course.*

MATH-50A Differential Calculus
(4 Units LEC) Grade Only
Prerequisite: MATH-30 and MATH-25 (or the equivalent), or appropriate score on assessment exam
Transfers to: CSU and UC
A study of limits, continuity, and derivatives of algebraic, transcendental, and trigonometric functions. Applications of the derivative include optimization, related rates, examples from the natural and social sciences, and graphing of functions. The course introduces the integral and the connection between the integral and derivative.
Note: *A graphing calculator is required. If offered as TBA, 72 hours are required.*

MATH-50B Integral Calculus

(4 Units LEC) Grade Only
Prerequisite: MATH-50A
Transfers to: CSU and UC
The second in the series of three calculus courses. Integral Calculus develops a set of advanced symbolic and numerical integration techniques, building on skills developed in the first course in the series, Differential Calculus. The course includes applications of integration, sequences and series, and the use of the Taylor polynomial to approximate functions. Students are introduced to parametric and polar equations and to the solution of differential equations.
Note: *A graphing calculator is required. If offered as TBA, 72 hours are required.*

MATH-50C Multivariable Calculus

(4 Units LEC) Grade Only
Prerequisite: MATH-50B
Transfers to: CSU and UC
The third in the series of three calculus courses. Multivariable Calculus applies the techniques and theory of differentiation and integration to vector-valued functions and functions of more than one variable. The course presents a thorough study of vectors in two and three dimensions, vector-valued functions, curves and surfaces, motion in two and three dimensions, and an introduction to vector fields.
Note: *Extensive computer visualization is an integral component of this course. If offered as TBA, 72 hours are required.*

MATH-52 Math Lab for Transfer Level Mathematics

(0.5-1 Unit LAB) P/NP Only
Transfers to: CSU
A review of mathematical topics for students enrolled in any transfer level mathematics course. This lab will provide individualized instruction in a self-paced lab environment. Course specific work will be assigned. This course is designed to support MATH-15/25/30/50A/50B.
Note: *Students should be enrolled in at least one transfer-level mathematics course (MATH-15, 25, 30, 50A, 50B). Every 1.0 unit of lab requires 54 hours.*
Repeatability: *Maximum of four enrollments.*

MATH-55 Differential Equations

(4 Units LEC) Grade Only
Prerequisite: MATH-50B (or concurrent enrollment in MATH-50B)
Transfers to: CSU and UC
A study of ordinary differential equations and solutions, equations of first and second order, linear differential equations, systems of equations, phase plane analysis, existence and uniqueness theorems, applications and modeling.
Note: *Computer exploration is an integral component of this course. Students will also create and present oral and written analyses of a topic that requires use of the concepts and techniques learned in this course. If offered as TBA, 72 hours are required.*

MATH-101 Elementary & Intermediate Algebra Review

(0.5 Unit LEC) P/NP Only
A course for students who have successfully completed course work in elementary or intermediate algebra. This course reviews topics from elementary and intermediate algebra and can be used as a refresher prior to enrolling in the next math course. This course can help students raise their level of math readiness. The level and depth of review will be adjusted to suit the individual student's needs.

MATH-115 Math Confidence

(1 Unit LEC) P/NP Only
A course for students who want an improved attitude toward learning math. Students explore feelings about math and develop strategies to overcome math phobia. Emphasis will be placed on study strategies and problem-solving skills designed to enhance success in courses in mathematics and in related areas.
Note: *This course is recommended for those students taking MATH-372, MATH-376, and MATH-380.*

MATH-120 Intermediate Algebra

(4 Units LEC) Grade Only
Prerequisite: MATH-105 or 106 (or equivalent) or appropriate score on the math placement exam
A course in which functions are investigated graphically, numerically, symbolically and verbally in real-world settings. Linear, quadratic, absolute value, polynomial, rational, radical, exponential, and logarithmic equations and functions are explored. Technology is integrated into all aspects of the course.
Note: *A graphing calculator is required.*
If offered as TBA, 72 hours are required.

MATH-120L Math Lab for Intermediate Algebra

(0.5-1 Unit LAB) P/NP Only
Instructional support for students in Intermediate Algebra (MATH-120), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-120 (or similar course). Course-specific work will be assigned.
Note: *Students should be enrolled in MATH-120 or similar course. Every 1.0 unit of lab requires 54 hours.*

MATH-194 Intermediate Algebra for Business Fields

(4 Units LEC) Grade Only
Prerequisite: MATH-380 (or equivalent) or appropriate score on the math placement exam
Recommended Prep: CIS-100
A course in which functions are investigated graphically, numerically, symbolically and verbally in real-world settings with an emphasis on applications to business. Linear, quadratic, polynomial, rational, exponential, and logarithmic equations and functions are explored as models of real life applications. Data analysis and technology are integrated into all aspects of the course.
Note: *Computer use with spreadsheet software (Excel) is a necessary part of the course. A graphing calculator is required; TI-83 or TI-84 recommended. This course does not meet the prerequisite for MATH-25 or MATH-30.*

MATH-301 Prealgebra Review

(1 Unit LEC) P/NP Only
Recommended Prep: High School Algebra I
A review course covering material from MATH-376 (Prealgebra). This review course is designed for students preparing to place into MATH-380 (Elementary Algebra). Content will include: review of arithmetic operations involving fractions, decimals, and signed numbers; review of problem-solving strategies for problems involving ratios, percents, and geometry; review of basic algebra concepts; review of techniques for simplifying algebraic expressions and solving linear equations.
Note: *This is a review course. Extensive work on a computer homework system will be required.*

MATH-302 Elementary Algebra Review

(1 Unit LEC) P/NP Only
Recommended Prep: High School Algebra I and Geometry or MATH-380
A review course covering material from MATH-380 (Elementary Algebra). This review course is designed for students preparing to place into MATH-120 (Intermediate Algebra). Content will include: review of linear equations and linear inequalities in one variable; review of linear equations in two variables; review of systems of linear equations; review of integer exponents and polynomials; review of factoring; and review of radical expressions and equations.
Note: *This is a review course. Extensive work on a computer homework system will be required.*

MATH-303 Intermediate Algebra Review
(1 Unit LEC) P/NP Only
Recommended Prep: High School Algebra II and Geometry or MATH-120
A review course covering material from MATH-120 (Elementary Algebra). This review course is designed for students preparing to place into a transfer level mathematics course. Content will include: review of linear equations and inequalities in one variable; review of logic; review of linear functions; review of quadratic and polynomial functions; review of rational functions; review of exponential and logarithmic functions; review of radical functions.
Note: *This is a review course. Extensive work on a computer homework system will be required.*

MATH-372 Arithmetic for the College Student
(4 Units LEC) Grade Only
Prerequisite: Completion of the assessment process.
A study of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, with an emphasis on applications. Includes applications of proportion and percents, unit conversion, and averages. Problem solving, estimation, small group work, exploratory activities, and the communication of mathematical ideas are an integral part of the course. The use of scientific calculators will also be introduced.

MATH-372L Math Lab for College Arithmetic
(0.5-1 Unit LAB) P/NP Only
Instructional support for students in College Arithmetic (MATH-372), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-372. Course-specific work will be assigned.
Note: *Students should be enrolled in MATH-372.*
Every 1.0 unit of lab requires 54 hours.

MATH-376 Pre-Algebra
(4 Units LEC) Grade Only
Prerequisite: MATH-372 or appropriate score on the math placement test
A comprehensive review of arithmetic, involving whole numbers, fractions, decimals, and signed numbers. Students will solve problems involving ratios, proportions, percents, and geometry. Basic algebra concepts and techniques, such as variables, simplifying expressions, solving equations, and graphing linear equations will also be introduced. Problem solving, estimation, and the communication of mathematical ideas are an integral part of the course.
Note: *Scientific calculator is required.*

MATH-376L Math Lab for Pre-Algebra
(0.5-1 Unit LAB) P/NP Only
Instructional support for students in Pre-algebra (MATH-376), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-376. Course-specific work will be assigned.
Note: *Students should be enrolled in MATH-376.*
Every 1.0 unit of lab requires 54 hours.

MATH-380 Elementary Algebra
(5 Units LEC) Grade Only
Prerequisite: MATH-376 (or equivalent) or appropriate score on the math placement exam.
A study of the real number system, first-degree linear equations and inequalities, polynomial expressions and equations, factoring, radicals, quadratic equations and the quadratic formula, interpretation of graphs, and problem-solving techniques. Small group work and exploratory activities (including the use of the graphing calculator) are involved in this course.
Note: *Graphing calculator required, TI-83 or TI-84 recommended.*

MATH-380L Math Lab for Elementary Algebra
(0.5-1 Unit LAB) P/NP Only
Instructional support for students in Elementary Algebra (MATH-380), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-380. Course-specific work will be assigned.
Note: *Students should be enrolled in MATH-380.*
Every 1.0 unit of lab requires 54 hours.

■ Medical Assisting (MA)

MA-152 Medical Terminology
(3 Units LEC) Grade Only
Recommended Prep: ENGL-350 and MATH-376
An introduction to medical terminology and the structure of medical words including prefixes, suffixes, roots and combining forms. Course includes the study of pronunciation, spelling, and definitions of medical terms, as well as anatomical, pathological and surgical terminology as related to the body's system.
Note: *Course is open to non-majors.*
If offered as TBA, 54 hours are required.

■ Meteorology (METEO)

METEO-1 Introduction to Meteorology
(3 Units LEC) P/NP Option
Transfers to: CSU and UC
An introduction to the Earth's weather and the forces that drive it. The class will explore the atmosphere, pressure, temperature, humidity, precipitation, solar radiation, air mass movements, fronts, large-scale storm systems, thunderstorms, the general circulation, and climatic influences on our civilization.

■ Music (MUSIC)

MUS-1 Introduction to Music
(3 Units LEC) Grade Only
Recommended Prep: MATH-372
Transfers to: CSU and UC
An introduction to the fundamentals of music theory, notation and performance. The course addresses rhythm notation; note reading on the treble, bass, alto and tenor staffs; the keyboard; scales; the circle of fifths; and key signatures. The course also includes clapping exercises, recorder playing, and review writing.

MUS-2A Beginning Harmony and Musicianship
(3 Units LEC) Grade Only
Recommended Prep: MUS-1
Transfers to: CSU and UC
An introduction to harmony and musical form. Topics addressed include intervals and their inversions, triads and their inversions, part-writing, roman numeral analysis, and chord progressions involving the primary triads. The course also includes sight-singing and training in aural recognition of intervals.

MUS-2B Intermediate Harmony and Musicianship
(3 Units LEC) Grade Only
Recommended Prep: MUS-2A
Transfers to: CSU and UC
An intermediate study in harmony and musical form. Topics addressed include secondary triads, non-harmonic tones, seventh chords, and the composition and harmonization of short diatonic melodies. The course also includes part-writing exercises, roman numeral analysis of short compositions, sight-singing, and training in the aural recognition of intervals.

MUS-3 Advanced Harmony and Musicianship
(3 Units LEC) Grade Only
Recommended Prep: MUS-2B
Transfers to: CSU and UC
An advanced study in harmony and musical form. Topics addressed include secondary dominants, augmented sixth, neapolitan, and borrowed chords, pedal points, and modulation. The course also includes the composition and harmonization of melodies, part-writing exercises, roman numeral analysis of short compositions, sight-singing, and training in the aural recognition of intervals.

MUS-10 Music History
(3 Units LEC) Grade Only
Recommended Prep: ENGL-1A
Transfers to: CSU and UC
A survey of Western art music from the Middle Ages through the twentieth century. The course addresses basic musical terminology and concepts, traces changes in styles, genres, and forms through successive historical periods, introduces major composers and representative instruments, and explores the changing social contexts of music in Western culture.

MUS-12 American Popular Music
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey of American popular music from the mid 1800s to the late 1900s. Includes basic musical concepts and terminology; the evolution of the music industry and music-related media and technology; American popular song and musical theater; African-American traditions (blues, ragtime, jazz); Anglo-American traditions (country and western, urban folk); and rock music.

MUS-22B Beginning Band Instruments: Brass
(1 Unit LAB) Grade Only
Transfers to: CSU
Class instruction in the fundamentals of performance on brass instruments commonly used in a concert band setting.
Note: *Student must own or rent an instrument.*

MUS-22P Beginning Band Instruments: Percussion
(1 Unit LAB) Grade Only
Transfers to: CSU
A course of class instruction in the fundamentals of performance on percussion instruments commonly used in a concert band setting.

MUS-22W Beginning Band Instruments: Woodwinds
(1 Unit LAB) Grade Only
Transfers to: CSU
A course of class instruction in the fundamentals of performance on woodwind instruments commonly used in a concert band setting.
Note: *Student must own or rent an instrument.*

MUS-24A Beginning Class Piano I
(1 Unit LEC/LAB) Grade Only
Transfers to: CSU
A course of instruction in piano in both group and individual formats. The course introduces students to the keyboard, rhythm notation and counting, note reading in the treble and bass staffs, fingering techniques, simple chord patterns, basic elements of interpretation (tempo, dynamics, phrasing), and development of two-hand independence.
Note: *Course includes recitals.*

MUS-24B Beginning Class Piano II
(1 Unit LAB) Grade Only
Recommended Prep: MUS-24A
Transfers to: CSU
A course in the continued development of piano skills in both group and individual formats. Use of the damper pedal, simple two-part polyphony, extended hand positions, and beat divisions in simple time are introduced. Course fosters further development of finger technique, hand-to-hand independence, and subtlety of articulation.
Note: *Course includes recitals.*

MUS-25A Intermediate Class Piano I
(1 Unit LAB) Grade Only
Recommended Prep: MUS-24B
Transfers to: CSU
Continued development of piano skills in both group and individual formats. Major scales, secondary triads, shifting and extended hand positions, additional articulation symbols, rolled chords, and swing eighths are introduced. Further development of finger technique, hand-to-hand independence, and subtlety of articulation through a repertoire encompassing all periods.
Note: *Course includes recitals.*

MUS-25B Intermediate Class Piano II
(1 Unit LAB) Grade Only
Recommended Prep: MUS-25A
Transfers to: CSU
Continued development of piano skills in both group and individual formats. Minor scales, shifting and extended hand positions in a variety of keys, and performance practices appropriate to specific periods and styles are introduced. Further development of finger technique, hand-to-hand independence, and subtlety of articulation through a repertoire encompassing all periods.
Note: *Course includes recitals.*

MUS-26A Beginning Class Voice I
(1 Unit LEC/LAB) Grade Only
Transfers to: CSU
A course of group instruction at the beginning level in the development of solo vocal techniques. Breathing techniques, tone quality, and stage presence are covered in a variety of musical styles.

MUS-26B Beginning Class Voice II
(1 Unit LAB) Grade Only
Recommended Prep: MUS-26A
Transfers to: CSU
A continued development of vocal skills in a group format. Emphasis is placed on further development of solo voice techniques, practice skills, and performance approaches in various musical styles.
Note: *Students enrolling should be able to read music and be aware of basic techniques of breathing, tone quality, and stage presence.*

MUS-27A Intermediate Class Voice I
(1 Unit LAB) Grade Only
Recommended Prep: MUS-26B
Transfers to: CSU
A course in the continued development of vocal skills in a group format. Emphasis is placed on further development of solo voice techniques, practice skills, and performance approaches in various musical styles. The international phonetic alphabet is introduced.
Note: *Student enrolling should be able to read music and be aware of basic breathing techniques, tone quality, and stage presence as taught in MUS-26B.*

MUS-27B Intermediate Class Voice II
(1 Unit LAB) Grade Only
Recommended Prep: MUS-27A
Transfers to: CSU
A course in the continued development of vocal skills in a group format. Emphasis is placed on further development of solo voice techniques, practice skills, and performance approaches in various musical styles. Further work with the international phonetic alphabet.
Note: *Students enrolling should be able to read music and be aware of techniques of breathing, tone quality, and stage presence as taught in MUS-27A.*

MUS-29A Beginning Class Guitar I
(1 Unit LEC/LAB) Grade Only
Transfers to: CSU
A course of group instruction in guitar at the beginning level. Course includes familiarization with the fretboard, fundamental music notation, common chord progressions, and the development of finger independence.

MUS-29B Beginning Class Guitar II
(1 Unit LAB) Grade Only
Recommended Prep: MUS-29A
Transfers to: CSU
Continued development of guitar skills in both group and individual formats. Students continue to develop finger independence and chord construction abilities, and are introduced to reading notes from the treble clef, improvising over common chord changes, and performance practices appropriate to specific musical styles.

MUS-44 Opera Production
(1-2 Units LAB) Grade Only
Transfers to: CSU and UC
The study and performance of a particular light opera with appropriate accompaniment, costumes, makeup, lighting, and scenery.
Note: *Audition required for performance roles.*
Repeatability: *Maximum of four enrollments.*

MUS-59 Chorale
(1 Unit LAB) Grade Only
Recommended Prep: MUS-26, MUS-26A
Transfers to: CSU and UC
The study and performance of choral selections from the eighteenth, nineteenth, and twentieth centuries. Course addresses vocal techniques, performance practice issues, and historical background.
Repeatability: *Maximum of four enrollments.*

MUS-61 Concert Band
(1 Unit LAB) Grade Only
Recommended Prep: MUS-22, MUS-22B, MUS-22P, MUS-22W
Transfers to: CSU and UC
The study and performance of nineteenth and twentieth-century concert band literature. Course addresses rehearsal techniques, development of sight-reading and public performance skills, and historical background of the concert band repertoire.
Repeatability: *Maximum of four enrollments.*

MUS-62 Jazz Orchestra
(1 Unit LAB) Grade Only
Recommended Prep: MUS-22, MUS-22B, MUS-22P, MUS-22W
Transfers to: CSU and UC
An advanced-level performing ensemble which focuses on the repertoire of the Big Band era. Course addresses development of sight reading, public performance, and improvisation skills.
Repeatability: *Maximum of four enrollments.*

MUS-63 Wind Ensemble
(1 Unit LAB) Grade Only
Recommended Prep: MUS-22, MUS-22B, MUS-22P, MUS-22W
Transfers to: CSU and UC
The study and performance of traditional and contemporary wind band literature. Course addresses rehearsal techniques, development of sight reading and public performance skills, and historical background.
Repeatability: *Maximum of four enrollments.*

MUS-64 Studio Band
(1 Unit LAB) Grade Only
Recommended Prep: MUS-22, MUS-22B, MUS-22P, MUS-22W
Transfers to: CSU and UC
An advanced-level performing ensemble that focuses on modern progressive jazz and jazz-rock fusion. Course addresses development of sight reading, public performance, and improvisation skills.
Repeatability: *Maximum of four enrollments.*

MUS-70 Oratorio Choir
(1 Unit LAB) Grade Only
Recommended Prep: MUS-26, MUS-26A
Transfers to: CSU and UC
The study and performance of oratorio literature and other literature for large chorus. Course addresses vocal techniques, development of sight reading skills, and historical background.
Repeatability: *Maximum of four enrollments.*

■ Native American Studies (NAS)

NAS-1 Introduction to Native American Studies
(3 Units LEC) Grade Only
Transfers to: CSU and UC
An introduction to the interdisciplinary field of Native American Studies, exploring the complexity and diversity of Native American experience. It is centered on the Native American perspective, gaining further insight from traditional academic fields such as history, anthropology, and literature. It also explores contemporary cultures and the vital contributions of First Peoples to a multicultural society.

NAS-13 Native Cultures of Northwestern California
(3 Units LEC) P/NP Option
Transfers to: CSU and UC
An exploration of the history, cultural developments, economies, art, and beliefs of the indigenous peoples from approximately Point Reyes to the Oregon border. The course surveys the region, focusing on several of the eight nations of coastal northern California, and examines the two-way relations between them and the indigenous coastal peoples of Oregon and Washington. It covers the period from the earliest times to the present day.

NAS-21 Native American History
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A survey from pre-Columbian origins to the present. This course examines the trajectories of indigenous societies, their interactions with European invaders, and their vital role in the development of a multiethnic nation-state in North America. It examines the historical context of contemporary Native American political, cultural, legal, and economic conditions, and the role of Native Americans in contemporary society.

■ Nursing (NURS)

NURS-10A Pharmacology in Professional Nursing—I

(2 Units LEC) Grade Only
Transfers to: CSU
An introduction to pharmacology in the practice of nursing that incorporates the legal, cultural, psychological, professional, and ethical aspects of medication administration to adult and geriatric clients. Nursing process guidelines and client education programs will be delineated and integrated throughout the course.

Note: *Admission to the ADN program required for enrollment. Appropriate for licensed professional for update or review with permission of the instructor.*

NURS-10B Pharmacology in Professional Nursing-II

(2 Units LEC) Grade Only
Prerequisite: NURS-10A and NURS-21
Corequisite: NURS-22
Transfers to: CSU
Further study of legal, ethical, and cultural aspects in the administration of medications, and the nurse's responsibility for developing a comprehensive approach in the administration of drugs to adult, obstetric, and pediatric clients.

Note: *Admission to the ADN program required for enrollment. Appropriate for licensed professional for update or review with permission of the instructor. If offered as TBA, 36 hours are required.*

NURS-21 Nursing Science and Practice I

(9 Units LEC/LAB) Grade Only
Transfers to: CSU
Introduction to major concepts of client, environment, health, and the art/science of nursing basic to developing a caring collaborative relationship in nursing practice with emphasis on nursing process, communication, teaching-learning, safety, infection control, medication administration, and individualized, holistic nursing care of clients with commonly occurring medical/ surgical conditions having predictable outcomes. Prior admission to the RN Program is required.

Note: *If offered as TBA, 306 hours are required.*

NURS-22 Nursing Science and Practice II

(9 Units LEC/LAB) Grade Only
Prerequisite: NURS-10A and NURS-21
Transfers to: CSU
Application of the nursing process in collaborative, holistic care of individual and family clients across the life-span, experiencing commonly occurring physiological and pathophysiological conditions with predictable and unpredictable outcomes. Concurrent clinical experiences occur within medical, surgical, pediatric, maternal-child, and community settings. Application of nursing roles and responsibilities in intermediate physical interventions to assess and support individual clients/family-clients to meet their immediate and continuing needs.

Note: *If offered as TBA, 306 hours are required.*

NURS-23 Nursing Science and Practice III

(9 Units LEC/LAB) Grade Only
Prerequisite: NURS-10B and NURS-22 or admission to the LVN-RN career mobility program—NURS 60
Transfers to: CSU
Focus on the nursing process in the collaborative, holistic care of groups of individual and family clients with complex pathophysiological and psychological conditions. Concurrent clinical experiences occur in acute care facilities, psychiatric settings and community health placements. Emphasizes the roles and responsibilities of the nurse meeting immediate and long term client care needs.

Note: *If offered as TBA, 306 hours are required.*

NURS-24 Nursing Science and Practice IV

(10 Units LEC/LAB) Grade Only
Prerequisite: NURS-23; Enrollment in the RN Program
Transfers to: CSU
Synthesis of the major concepts of the client, environment, health, holism, and the art and science of nursing. Course focuses on critical thinking and professional behaviors essential to enhancing a caring-collaborative relationship in nursing practice. Nursing management and leadership of other health care workers are incorporated with the provision and management of care of clients with complicated and critical pathophysiological conditions. Special Advisory: Concurrent clinical experiences occur in SIM laboratory, acute-care, long-term care and community settings.

NURS-41 Supplemental Work in Nursing

(0.5-4 Units LEC) Grade Only
Transfers to: CSU
Directed classroom study in nursing with frequent student-instructor interaction. The focus of study will vary with each student's identified needs. Limited to students who need portions of a nursing course.

Note: *Eligibility for Nursing course as determined by portfolio assessment required. Units offered may vary by semester. Consult Schedule of Classes for section information.*
Every 1.0 unit of lecture requires 18 hours.
Repeatability: *Maximum of three enrollments.*

NURS-60 LVN to RN Transition Concepts

(2 Units LEC) Grade Only
Transfers to: CSU
An exploration of practice concepts related to role transition for the Licensed Vocational Nurse seeking to upgrade to Registered Nurse licensure. Topics include but are not limited to: role theory, nursing process, nursing care plan development, critical thinking, client teaching, pharmacology, IV therapy, leadership, legal ethical issues, family centered and holistic nursing. Students will be introduced to the ASN curriculum model, student's role and responsibilities, and program policies.

Note: *Must have a completed application to LVN-RN Career Mobility Program on file in order to enroll.*

NURS-199 Current Topics in Professional Nursing

(1 Unit LEC/LAB) P/NP Option
A series of seminars on selected current professional topics and projects for nursing students aimed at development of the role of nursing professionalism, net-working, and community involvement.

Note: *Student must be actively involved in development of the RN or LVN role. If offered as TBA, 36 hours are required.*
Repeatability: *Maximum of four enrollments.*

■ Oceanography (OCEAN)

OCEAN-10 Introduction to Oceanography

(3 Units LEC) P/NP Option
Transfers to: CSU and UC
An introduction to the world ocean including marine geology, plate tectonics, oceanic circulation, fundamental physical and chemical properties of seawater, atmospheric-oceanic relationships, marine environments, and productivity.

OCEAN-11 Lab in Oceanography

(1 Unit LAB) P/NP Option
Prerequisite: Credit for or enrollment in OCEAN-10
Transfers to: CSU and UC
An exploration of the conceptual material presented in OCEAN-10. Students will acquire practical laboratory and field experience in many oceanographic skills, tests, and procedures. Laboratory exercises will focus on chart reading and navigational skills, basic measurements of seawater chemistry, and other processes. Field experience will include examinations of coastal geology, wave and beach processes, and marine organisms and habitats.
Note: *Field trips included. The College does not provide transportation.*

OCEAN-12 Environmental Oceanography

(3 Units LEC) P/NP Option
Transfers to: CSU and UC
A study of the fundamental principles of oceanography and the resources available from the sea. The basic concepts of physical, chemical, geologic, and biological oceanography will be explored in discussions on marine mineral resources, ocean energy, living resources of the sea, marine pollution, and ocean management.

■ Philosophy (PHIL)

PHIL-1 Critical Thinking

(3 Units LEC) Grade Only
Prerequisite: ENGL-1A
Transfers to: CSU and UC
A course in making good decisions by gathering and analyzing information, then reasoning carefully to justify a conclusion. Critical Thinking provides specific language, logic and argumentation skills, including a survey of the formal and informal fallacies of language and thought.

PHIL-10 Introduction to Philosophy

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An exploration of the common philosophical questions and some of the answers provided by ancient and modern philosophers. Included will be deliberations about: the meanings of life, self, the existence of God, truth, morality and justice. Emphasis will be on the necessity for each individual to have, and capably defend, his/her own responses to traditional questions.

PHIL-12 Logic

(3 Units LEC) Grade Only
Prerequisite: ENGL-1A
Recommended Prep: MATH-380
Transfers to: CSU and UC
A course in formal symbolic logic which includes the study and evaluation of arguments, an introduction to modern logic, symbolic notation and translations, decision procedures for validity and invalidity of arguments in sentential logic and predicate logic.

PHIL-15 Religions of the World

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
In order to better understand the people of the world, it is necessary to know about their religions. This survey course explores the origins of religion and its major expressions including Buddhism, Christianity, Islam, Judaism, Hinduism and others.

PHIL-20 Ethics

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to ethical theories and how those theories are utilized in reaching justified moral determinations. This course will investigate the application of these approaches to current ethical issues such as abortion, euthanasia, distributive justice, capital punishment, pornography, and stem cell research.

■ Physical Education (PE)

PE-8A Beginning Golf

(0.5-1 Unit LAB) P/NP Option
Transfers to: CSU and UC
A course designed to introduce beginning golfers to the basic fundamentals of the grip, stance and swing in golf. The basic scoring rules and etiquette will be emphasized for beginning course play.
Note: *Students will be expected to provide for their own transportation to the local golf course for minimum of four class sessions. In addition, students with their own set of golf clubs will be expected to use them.*
Repeatability: *Maximum of four enrollments.*

PE-10 Running and Walking

(0.5-1 Unit LAB) P/NP Option
Transfers to: CSU and UC
A course designed to improve cardio-vascular endurance, strengthen specific muscle groups and improve flexibility through aerobics and exercise.
Repeatability: *Maximum of four enrollments.*
Note: *Every 1.0 unit of lab requires 54 hours.*

PE-12A Beginning Weight Training

(0.5 - 1 Units LAB) P/NP option
Transfers to: CSU
The application of resistance in the form of weight machines, free-weights, and body resistance exercises to condition the muscular system of the body. Intended for beginning weight trainers who need more individual instruction.
Repeatability: *Maximum of three enrollments.*

PE-13 Boot Camp

(0.5-1 Unit LAB) P/NP Option
Transfers to: CSU and UC
Boot Camp Fitness is designed as a very high intensity, high energy cardiovascular workout with minimal rest periods between drills. Plyometric jumping drills, sprints, core body movements, lunges, and many other movements to raise the heart rate intensity will be incorporated into the workout. Energy systems and exercise nutrition will be discussed and students will be required to create a personalized workout and nutrition plan.
Repeatability: *Maximum of four enrollments.*

PE-20 Baseball

(2 Units LAB) P/NP Option
Transfers to: CSU and UC
A study of the basic fundamentals of hitting, throwing and fielding a baseball. Introductions to team defensive and offensive strategies, base running, pick off, run down and game situations. Demonstrations and drills will be given of proper pitching and catching mechanics.
Repeatability: *Maximum of two enrollments.*

PE-22 Soccer
(0.5-1 Unit LAB) P/NP Option
Transfers to: CSU and UC
A course designed to teach the basic physical skills and technical knowledge of the sport of soccer and to create an interest in the participation in this activity as a way to lifelong physical fitness.
Repeatability: *Maximum of four enrollments.*

PE-23 Fastpitch Softball
(2 Units LAB) P/NP Option
Transfers to: CSU and UC
A course designed to teach the skills of competitive fastpitch softball. Students will learn individual skills, training athletically as well as the fundamentals for team play.
Repeatability: *Maximum of three enrollments.*

PE-24 Touch Football
(1 Unit LAB) P/NP Option
Transfers to: CSU and UC
A course to teach the fundamental skills and principles of touch football including running, passing, receiving, blocking, and defending, as well as, discussing offensive and defensive strategies in attacking principles of football theory.
Repeatability: *Maximum of three enrollments.*

PE-25 Volleyball
(0.5-1 Unit LAB) P/NP Option
Transfers to: CSU and UC
A volleyball course emphasizes movement, rules of the game, basic skill fundamentals, strategies, and team play.
Repeatability: *Maximum of four enrollments.*

PE-32 Power Circuit
(1-2 Units LAB) P/NP Option
Recommended Prep: PE-12A
Transfers to: CSU
A course designed to develop and train students to achieve an advanced level of cardiovascular fitness and muscular strength conditioning. Exercise sessions will include timed intervals of moderate to high intensity training on specific muscle groups and aerobic conditioning. Core abdominal work and flexibility training will also be emphasized.
Repeatability: *Maximum of four enrollments.*

PE-37 Road Cycling for Fitness
(1 Unit LAB) P/NP Option
Transfers to: CSU
Improvement of cardiovascular fitness through road cycling. Prepares the student for participation in local riding events such as the Tour of the Unknown Coast. Emphasis is on fitness riding not racing. Proper bike fit, training methods, roadside repairs, bike safety, bike handling skills, bike anatomy, and minor maintenance will be covered.
Note: *You will need to provide your own bicycle that is in good working condition as well as a bicycle helmet. Rides will be off campus (across freeway—Hookton, Copenhagen, and Eel River Drive).*
Repeatability: *Maximum of four enrollments.*

PE-49 Intercollegiate Soccer—Men
(2 Units LAB) Grade Only
Transfers to: CSU
Advanced level instruction for men interested in participating in competitive intercollegiate soccer.
Note: *Must meet all eligibility requirements of the State Athletic Code for participation. Consult class schedule for section information.*
If offered as TBA, 108 hours are required.
Repeatability: *Maximum of four enrollments.*

PE-50 Intercollegiate Baseball—Men
(2 Units LAB) P/NP Option
Transfers to: CSU and UC
A course for experienced student baseball players that provides an opportunity to play competitive baseball at the intercollegiate level. This course provides advanced instruction and training in baseball skills, strategy, sportsmanship and teamwork.
Repeatability: *Maximum of two enrollments.*
Note: *If offered as TBA, 108 hours are required.*

PE-51 Intercollegiate Basketball—Women
(1 Unit LAB) Grade Only
Transfers to: CSU and UC
A course for experienced women's basketball players that provides an opportunity to play competitive intercollegiate basketball. This course provides advanced instruction and training in basketball skills, strategy, sportsmanship and teamwork.
Note: *Must meet all eligibility requirements of the state eligibility requirements provided by the CCCAA.*
If offered as TBA, 54 hours are required.
Repeatability: *Maximum of four enrollments.*

PE-52 Intercollegiate Basketball—Men
(0.5-2 Units LAB) P/NP Option
Transfers to: CSU and UC
Designed for those participating in competitive basketball at the intercollegiate level. It provides opportunities for students to receive advanced level instruction and training in basketball skills, techniques, strategies, and leadership.
Note: *Must meet all eligibility requirements of State Athletic Code for participation. Units offered may vary by semester. Consult class schedule for section information.*
Every 1.0 unit of lab requires 54 hours.
Repeatability: *Maximum of four enrollments.*

PE-53 Intercollegiate Cross Country
(2 Units LAB) Grade Only
Transfers to: CSU and UC
Advanced level instruction for men and women interested in participating in competitive intercollegiate cross country.
Note: *Must meet all eligibility requirements of State Athletic Code for participation. Consult class schedule for section information.*
If offered as TBA, 108 hours are required.
Repeatability: *Maximum of four enrollments.*

PE-54 Intercollegiate Football
(2 Units LAB) P/NP Option
Transfers to: CSU and UC
Designed for those participating in competitive football at the intercollegiate level. This course provides opportunities for students to receive advanced-level instruction and training in football skills, techniques, strategies, and leadership.
Note: *Must meet all eligibility requirements of CCCAA.*
If offered as TBA, 108 hours are required.
Repeatability: *Maximum of two enrollments.*

PE-56 Intercollegiate Fastpitch Softball
(2 Units LAB) P/NP Option
Transfers to: CSU and UC
A course for experienced fastpitch softball players that provides an opportunity to play competitive fastpitch softball at the intercollegiate level. This course provides advanced instruction and training in softball skills, strategy, sportsmanship and teamwork.
Note: *All student athletes participating must meet State eligibility requirements provided by the CCCAA.*
If offered as TBA, 108 hours are required.
Repeatability: *Maximum of two enrollments.*

PE-57 Intercollegiate Track and Field
(2 Units LAB) Grade Only
Transfers to: CSU
Advanced level instruction for men and women interested in participating in competitive intercollegiate track and field.
Note: *Must meet all eligibility requirement of the State Athletic Code for participation. Consult class schedule for section information. If offered as TBA, 108 hours are required.*
Repeatability: *Maximum of four enrollments.*

PE-58 Intercollegiate Volleyball
(2 Units LAB) P/NP Option
Transfers to: CSU and UC
A course for experienced student volleyball players that provides an opportunity to play competitive intercollegiate volleyball. This course provides advanced instruction and training in volleyball skills, strategy, sportsmanship, and teamwork.
Note: *Must meet all eligibility requirements of State Athletic Code for participation. Units offered may vary by semester. Consult Schedule of Classes for section information. If offered as TBA, 108 hours are required.*
Repeatability: *Maximum of two enrollments.*

PE-59 Intercollegiate Soccer-Women
(2 Units LAB) P/NP Option
Transfers to: CSU and UC
Advanced-level instruction for women interested in participating in competitive intercollegiate soccer.
Note: *Must meet all eligibility requirements of State Athletic Code for participation. Consult class schedule for section information. If offered as TBA, 108 hours are required.*
Repeatability: *Maximum of two enrollments.*

PE-64 Concepts of Strength Training
(3 Units LEC) Grade Only
Transfers to: CSU and UC
A science based examination of strength training with an emphasis on designing individual strength-training programs. Students will examine how the body responds and adapts to various strength training programs and modalities.

PE-65 Introduction to Physical Education
(3 Units LEC) Grade Only
Transfers to: CSU and UC
A course designed to give the student an appreciation of the significance that physical education, recreation, sports and exercise science play in modern society. Relevant topics will include exercise prescription, careers in physical education, historical foundations of sport competition and current challenges and trends in physical education curriculum.

PE-66 Concepts of Physical Fitness and Exercise
(3 Units LEC) Grade Only
Transfers to: CSU and UC
A course designed to introduce individuals to physical fitness, exercise prescription, skill development, health & fitness assessment, rehabilitation of injuries and body mechanics. In addition, nutritional plans are introduced that relate to athletic performance and healthy weight management. The value of life-long fitness as the main factor in the reduction of degenerative diseases is emphasized throughout the course.

PE-67 Theory of Football
(1 Unit LAB) P/NP Option
Transfers to: CSU and UC
A course in the theory, practice, and game performance of football. Through lecture, discussion, and DVD analysis, students will focus on advanced-level theories of football skills, techniques, and strategies.
Note: *This is a class related to a varsity intercollegiate sport requiring coach's or academic athletic advisor's approval.*
Repeatability: *Maximum of two enrollments.*

PE-68 Care and Prevention of Sports Injuries
(3 Units LEC/LAB) Grade Only
Transfers to: CSU and UC
A course in the care and prevention of sports injuries. Intended for exercise enthusiasts and students interested in coaching, physical education, and the fitness profession. This course provides basic information on a variety of topics relating to heath care for the physically active and athletes.

PE-80 Athletic Conditioning
(0.5-2 Units LAB) P/NP Option
Transfers to: CSU and UC
Physical conditioning through exercises, skills, and drills related to specific intercollegiate sport activities.
Repeatability: *Maximum of four enrollments.*
Note: *Every 1.0 unit of lab requires 54 hours.*

PE-90 Adaptive Resistive Training
(0.5-1 Unit LAB) P/NP Option
Transfers to: CSU and UC
A comprehensive fitness course designed for students with disabilities. This class is in a weight room setting with access to adaptive equipment. Individual and group instruction will be provided. Areas to be covered include, lifetime fitness programs, flexibility-range of motion, cardiovascular conditioning, general strength training. An individual goal for each student will be closely monitored by the instructor with the use of a pre and post semester physical assessment.
Repeatability: *Maximum of four enrollments.*

PE-93 Adaptive Aquatic Swimming
(0.5-1 Unit LAB) P/NP Option
Transfers to: CSU and UC
A water-based exercise class for students with disabilities. This activity lab consists of four major components: Resistive water exercise, cardiovascular conditioning, aqua jogger/lap swimming instruction, flexibility-range of motion. An individual goal for each student will be closely monitored by the instructor with the use of a pre and post semester physical assessment.
Repeatability: *Maximum of four enrollments.*

PE-98 Adaptive Physical Education
(1 Unit LAB) P/NP Only
Transfers to: CSU and UC
A comprehensive fitness course designed for students with disabilities. This is an activity course which allows for late entry and access to adaptive physical education programs numbered 90-99. Contractual goals will be set between instructor and student. The major components for this activity lab may include but not limited to: resistive water exercise, cardiovascular conditioning, aqua jogger/lap swimming instruction, flexibility-range of motion, lifetime fitness programs, and general strength training. Students can select either a pool setting or a resistive setting.
Repeatability: *Maximum of sixteen enrollments.*
Note: *If offered as TBA, 54 hours are required.*

PE-300 Aquatic Calisthenics
(0.5-1 Unit LAB) P/NP Only
A course designed to enable the student with disabilities to become independent and aware of his/her individual abilities through appropriate aquatic activities.
Repeatability: *Maximum of four enrollments.*

PE-302 Adaptive Conditioning
(0.5-1 Unit LAB) P/NP Only
A course designed to enable the student with disabilities to become independent and aware of his/her individual abilities through appropriate resistive and weight training activities.
Repeatability: *Maximum of four enrollments.*

■ Physical Science (PHYSC)

PHYSC-10 Introduction to Physical Science

(3 Units LEC) P/NP Option
Recommended Prep: MATH-380
Transfers to: CSU and UC
A survey for non-science majors covering basic topics of physics, chemistry, geology and astronomy. Topics include matter and energy, thermodynamics, electricity and magnetism, light, atomic structure, chemical change, organic chemistry, earth structure and composition, plate tectonics, the solar system and the stars.

■ Physics (PHYS)

PHYS-2A General Physics

(4 Units LEC/LAB) Grade Only
Prerequisite: MATH-25
Transfers to: CSU and UC
An introduction to the structure and language of physics through the study of mechanics, thermodynamics, vibrations, and waves.

PHYS-2B General Physics

(4 Units LEC/LAB) Grade Only
Prerequisite: PHYS-2A
Transfers to: CSU and UC
A continuation of the study of the structure and language of physics. The subject matter includes electricity and magnetism, optics, and the physics of the atom and its nucleus.

PHYS-4A Calculus-Based Physics: Mechanics

(4 Units LEC/LAB) Grade Only
Prerequisite: MATH-50A or concurrent enrollment in MATH-50A
Transfers to: CSU and UC
An introductory course in calculus-based physics for physical science and engineering majors. The subject matter of the course is classical mechanics, including analysis of motion, force, momentum, and energy.

PHYS-4B Calculus-Based Physics: Electricity and Magnetism

(4 Units LEC/LAB) Grade Only
Prerequisite: PHYS-4A
Transfers to: CSU and UC
A continuation of the introductory course in calculus-based physics for physical science and engineering majors. The subject matter of the course is electricity and magnetism, including static electricity, magnetic phenomena, direct and alternating current circuits, and electromagnetic waves.

PHYS-4C Engineering Physics

(4 Units LEC/LAB) Grade Only
Prerequisite: PHYS-4B
Transfers to: CSU and UC
A continuation of the introductory treatment of physics for physical science and engineering majors. The subject matter includes geometric and physical optics, the mechanics of solids and fluids, wave motion, thermal physics, and an introduction to relativity and quantum physics.

PHYS-10 Introduction to Physics

(3 Units LEC) Grade Only
Recommended Prep: MATH-120
Transfers to: CSU and UC
An introductory level course in physics examining the subject from a broad, interdisciplinary perspective. Topics may include motion, falling objects, energy, electricity and magnetism, momentum, and waves.

■ Political Science (POLSC)

POLSC-1 Political Controversies

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to current controversies in US politics. Students will become familiar with contemporary issues, critique different viewpoints, and construct policy solutions while learning about constitutional principles and government institutions.

POLSC-3 Modern World Problems

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introductory analysis of international political systems emphasizing the causes and ramifications of contemporary international issues such as war, proliferation of weapons of mass destruction, ethnic and religious conflict, peace keeping, terrorism, political and economic globalization, and environmental conflict.

POLSC-10 American Institutions

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
Addresses both the philosophic roots and the contemporary operation of American national, state, and local government. Specific topics include constitutional development, federal-state relations, and the rights and obligations of citizens under both the federal and the California constitutions.
Note: *If offered as TBA, 54 hours are required.*

POLSC-12 State and Local Politics

(3 Units LEC) Grade Only
Transfers to: CSU
An introduction to state and local politics and government with emphasis on California. Specific topics include governors, state legislatures, state courts, local governments, current issues in state and local politics, California political history, and the California Constitution.

POLSC-20 Comparative Politics

(3 Units LEC) Grade Only
Transfers to: CSU and UC
A course examining the similarities and differences among political systems. Students will be introduced to diverse theoretical approaches and concepts in Comparative Politics in order to understand the political, economic, and social development of a variety of states.

POLSC-30 The Campaign Trail

(2 Units LEC) P/NP Option
Transfers to: CSU
A theoretical and practical examination of national, state, and local campaign tactics. Students are expected to participate in campaigns.

■ Psychology (PSYCH)

PSYCH-1 General Psychology

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A course focusing on the scientific study of behavior and mental processes. The content of the course focuses on the exploration of major theories and concepts, methods, and research findings in psychology. Topics include biological foundations, perception, learning, cognition, emotion, motivation, development, personality, social psychology, psychological disorders and therapies, and applied psychology. This course is transferable to four-year colleges and is a prerequisite for most upper division psychology courses.
Note: *If offered as TBA, 54 hours are required.*

PSYCH-2 Research Methods in Psychology

(3 Units LEC) Grade Only
Prerequisite: PSYCH-1
Recommended Prep: MATH-380 and ENGL-150
Transfers to: CSU and UC
An introduction to basic theory and methods of psychological research. Topics include ethics, measurement, research designs, and interpretation of results.

PSYCH-3 Psychology of Sexuality

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
A comprehensive study of sexuality with an emphasis on individual differences. The course includes a study of sexual anatomy, sexual response, love and communication, sexual orientations, sexual identities, sexually transmitted infections (STI's) as well as maturation and transitions throughout the lifespan, sexual adaptations and disorders. The course is a scientific one and students are encouraged to apply research findings to their own lives.
Note: *This course involves explicit discussions of sex and sexuality.*

PSYCH-11 Life Span Development

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to the psychological study of human development across the life span. Biological, cognitive, and psycho-social influence on human development will be examined. Topics include prenatal development, childhood, adolescence, and adulthood.
Note: *If offered as TBA, 54 hours are required.*

PSYCH-20 Biological Psychology

(3 Units LEC) Grade Only
Prerequisite: PSYCH-1
Recommended Prep: ENGL-150
Transfers to: CSU and UC
Introduction to the study of the biological bases of behavior. Topics include biological theories and scientific principles related to the understanding of brain-behavior relationships; general neuroanatomy, neurophysiology; neurotransmission and brain function; invasive and non-invasive research techniques and ethical standards for human and animal research; research studies that have advanced the understanding of physiological, hormonal, neurochemical mechanisms; and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, motivation, learning and memory, consciousness, and psychological disorders.
Note: *Understanding the scientific method and its use in the study of human behavior. Awareness of the role of biology in the context of the biopsychosocial model of human behavior. Students should be able to read and write at the college level.*

PSYCH-30 Social Psychology

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
The scientific study of how thoughts, feelings, and behaviors are influenced by the actual, imagined, or implied presence of others. This course will explore the foundational aspects of the field including relevant research, theory, and practical application. In addition, this course addresses social issues such as prejudice, war, criminality and violence using current events to illustrate specific social-psychological constructs. Students will be given the opportunity to translate social psychological theory to actual classroom experiences that exemplify social influences on behavior.
Note: *Students should be able to read, write and assess at the college level.*

PSYCH-33 Personal Growth and Adjustment

(3 Units LEC) P/NP Option
Recommended Prep: ENGL-350
Transfers to: CSU
Introductory survey of the principles of personality development, personal growth and social adjustment. The topics covered include: personality development; self esteem; stress and coping; health; psychology of love, sex and sex roles; mental health diagnoses; work and group behavior. Students will learn to apply psychological theories and principles to their own lives. Students are asked to look at their own barriers to personal effectiveness in learning, work and interpersonal relationships.
Note: *Students should be able to read and write at the college level.*

PSYCH-38 Abnormal Psychology

(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to abnormal behavior. Various frameworks that evaluate behavior will be presented. Psychological and cognitive disorders will be studied, including diagnostic criteria, prevalence, etiology, and treatments.

■ Reading (READ)

READ-360 Basic Academic Literacy

(6 Units LEC/LAB) P/NP Only
Recommended Prep: Co-enrollment in GS-361
A course designed to focus on the basic reading and writing skills for those students whose placement scores indicate a need for additional preparation before moving into the developmental English sequence.

■ Sign Language (SNLAN)

SNLAN-1A Elementary American Sign Language I

(4 Units LEC) Grade Only
Recommended Prep: ENGL-350
Transfers to: CSU and UC
A beginning course that presents the fundamentals of American Sign Language (ASL) and provides the tools for students to acquire elementary receptive and expressive linguistic proficiency. The course emphasizes grammar, syntax, and vocabulary. Special emphasis is placed on providing insights into the cultural diversity of the Deaf World and that of the hard-of-hearing population.
Note: *This course is not appropriate for students who have taken and passed two or more years of SNLAN within the past three years.*

SNLAN-1B Elementary American Sign Language II

(4 Units LEC) Grade Only
Prerequisite: SNLAN-1A
Transfers to: CSU and UC
A continuation of SNLAN-1A, this course presents the fundamentals of American Sign Language and provides the tools for further development of linguistic proficiency and more advanced use of classifiers and idioms unique to more advanced signing. The course emphasizes grammar, syntax, and vocabulary. Special emphasis is placed on providing insights into the cultural diversity of the Deaf World and hard-of-hearing population.
Note: *This course is not appropriate for students who have taken and passed three or more years of Sign Language within the past three years.*

■ Sociology (SOC)

SOC-1 Introduction to Sociology

(3 Units LEC) Grade Only
Transfers to: CSU and UC
An introduction to the discipline of sociology including major theories, concepts and methods in the study of society. It includes social structure, social interaction, culture, social groups, social stratification, social deviance, social change, and social policy implications.
Note: *If offered as TBA, 54 hours are required.*

SOC-2 Social Problems
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
Course includes the identification and analysis of social problems from a sociological perspective. It includes the application of sociological concepts and theory to the analysis of social problems. Differing problem solving approaches will be examined.
Note: *The sociological perspective challenges many common culture laden beliefs and perspectives.*

SOC-3 Human Sexuality
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
A comprehensive introduction to the study of sexuality. Psychosocial, biological, public health and public policy aspects of sexuality is emphasized. The approach is both academic and self-help problem solving.
Note: *Important that minor students understand this is a course oriented to adults and adult sexuality.*

SOC-5 Introduction to Race and Ethnic Relations
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An examination of race and ethnic relations in American society especially in relationship to the dominant culture. A comparative sociological and historical approach will be used to examine the experiences of U.S. minority groups from colonial times to present.

SOC-9 Introduction to Women's Studies
(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
Introduction to fundamental concepts and necessary tools of analysis, using a feminist framework, in the study of women; with focus on understanding institutions, social and political practices, and cultural representations that shape women's lives in American society; how women have both participated in as well as resisted these very structures; and, how gender oppression intersects with oppression based on class, race, sexuality, age, and disability.

SOC-10 Family and Intimate Relationships
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An examination of changing family forms, particularly in the United States, including marriage, cohabitation, single-parent and extended families. This course will include an examination of gender roles, sexual expression, parenting, ethnicity, domestic violence, communication, divorce and remarriage.

SOC-33 Death and Dying: Transition/Growth
(3 Units LEC) P/NP Option
Recommended Prep: ENGL-150
Transfers to: CSU
A cultural, psychosocial, medical, spiritual examination of the process of dying. The focus is on American society with a multicultural approach. Topics include: definitions of death, euthanasia, suicide, stages of dying, children and death, bereavement, and the funeral industry.

SOC-34 Introduction to Social Work
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU
An introduction to the central ideas, values and methods of social work practice, studied from the historical background and contemporary fields of service. The generalist method of social work will be introduced and human diversity will be emphasized.

SOC-38 Field Placement Seminar I
(2 Units LEC) Grade Only
Prerequisite: Completion of SOC-34 or concurrent enrollment
Corequisite: SOC-42
Recommended Prep: ENGL-150
Transfers to: CSU
A focused exploration of case studies utilizing social work theory, emphasizing the development of social work skills, the principles of agency organization, and the nature of community social need and problems.
Note: *Same as ADCT-38. Field trips are required and the College does not provide transportation.*

SOC-42 Supervised Occupational Work Experience 1
(2.5 Units LAB) Grade Only
Prerequisite: SOC-34
Corequisite: ADCT-38 or SOC-38
Recommended Prep: ENGL-150
Transfers to: CSU
A supervised work experience at a local community or campus social service agency providing the opportunity for the integration of social work theory, developing hands-on skills, understanding agency organization, and creating a knowledge base regarding community social need and problems.
Note: *Field trips are required. The College does not provide transportation. The student, with assistance from the instructor, is responsible for locating and arranging for the contracts with the agency to complete the 135.0 hours.*

■ Spanish (SPAN)

SPAN-1A Elementary Spanish I
(4 Units LEC) Grade Only
Recommended Prep: ENGL-350
Transfers to: CSU and UC
A beginning course that presents the fundamentals of Spanish and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.
Note: *This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years.*

SPAN-1B Elementary Spanish II
(4 Units LEC) Grade Only
Prerequisite: SPAN-1A
Recommended Prep: ENGL-350
Transfers to: CSU and UC
A continuation of SPAN-1A, this course presents the fundamentals of Spanish and provides the tools for students to improve linguistic proficiency. The course emphasizes the communicative use of all four language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.
Note: *This course is not appropriate for students who have taken and passed three or more years of Spanish within the past three years.*

SPAN-2A Intermediate Spanish I
(4 Units LEC) Grade Only
Prerequisite: SPAN-1B
Recommended Prep: ENGL-350
Transfers to: CSU and UC
An intermediate interactive course that emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing Spanish language skills. It provides the tools for students to acquire intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the diversity of the Spanish-speaking world.

SPAN-2B Intermediate Spanish II
(4 Units LEC) Grade Only
Prerequisite: SPAN-2A
Recommended Prep: ENGL-350
Transfers to: CSU and UC
A continuation of Intermediate SPAN-2A, this course emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing Spanish language skills. It provides the tools for students to acquire mid to high intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the diversity of the Spanish-speaking world.

SPAN-11A Beginning Conversational Spanish I
(3 Units LEC) P/NP Option
Recommended Prep: ENGL-350
Transfers to: CSU
A beginning course in conversational Spanish that emphasizes pronunciation, vocabulary building, and speaking. Students acquire elementary linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with Spanish speakers. Additional emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.
Note: *This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years.*

SPAN-11B Beginning Conversational Spanish II
(3 Units LEC) P/NP Option
Prerequisite: SPAN-11A
Recommended Prep: ENGL-350
Transfers to: CSU
A continuation of SPAN-11A that emphasizes pronunciation, vocabulary building, and speaking. Students improve elementary linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with Spanish speakers. Additional emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.
Note: *This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years.*

SPAN-99A Latin American Cinema
(1 Unit LEC) P/NP Option
Transfers to: CSU and UC
An introduction to the culture and social issues of Latin America through its films. The course will also further the student's insight into everyday language usage as it relates to Latin American identities, mores, and customs.
Repeatability: *Maximum of four enrollments.*

■ Speech (SPCH)

SPCH-1 Public Speaking
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introduction to the fundamental theories and techniques of public speaking stressing audience analysis, logical organization, and support of ideas. Students will analyze and research issues and will construct and deliver informative and persuasive speeches on topics of current concern.

SPCH-6 Small Group Communication
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
An introductory communication course designed to increase interpersonal effectiveness in small group communication settings. Students will read, discuss, and apply concepts and principles dealing with small group processes and decision making. The skill of sending and receiving messages between three to ten persons toward achieving collective goals will be developed.

SPCH-7 Interpersonal Communication
(3 Units LEC) Grade Only
Recommended Prep: ENGL-150
Transfers to: CSU and UC
Introductory survey communication course. Designed to increase interpersonal awareness and effectiveness in informal communication settings. Students will read, discuss and apply concepts and principles while developing skills dealing with interpersonal communication-the process of sending and receiving messages between two persons or among members of a small group.

■ Water & Wastewater Technology (WAT)

WAT-10 Introduction to Water & Wastewater Technology
(3 Units LEC) Grade Only
Recommended Prep: CIS-100
Transfers to: CSU
An introduction to water and wastewater systems and operations. Topics will include the principles and practices of wastewater collection, water distribution, the treatment of water and wastewater, the role of water and wastewater operators, and operator certification requirements. Other topics include watershed protection and State and Federal regulations.
Note: *It is recommended that students enroll in WAT-180 concurrently with this course. If offered as TBA, 54 hours are required.*

WAT-12 Water and Wastewater Science
(2 Units LEC/LAB) Grade Only
Prerequisite: WAT-10
Recommended Prep: CIS-100
Transfers to: CSU
An in-depth study of the biological and chemical properties of water and wastewater systems. Analysis will include laboratory techniques used to analyze water and wastewater samples. Laboratory analysis will include microscopic evaluation of wastewater organisms, process control and compliance testing for water and wastewater systems. Other laboratory topics include sampling procedures, standard QA/QC practices, regulatory reports, and lab safety.

WAT-20 Mechanical & Electrical Systems in the Water and Wastewater Industry
(3 Units LEC/LAB) P/NP Option
Prerequisite: WAT-10 and one of the following: WAT-30, WAT-31, WAT-50 or WAT-51
Transfers to: CSU
A technical study of electrical, mechanical and instrumentation devices in water and wastewater systems. Students will learn the basics of electrical wiring and troubleshooting, pump and valve maintenance, piping replacement, and how computers and instrumentation are utilized to automate process equipment. Students will apply knowledge of electrical circuitry and mechanical maintenance in a "hands on" environment. Students will learn the basics of control logic and how supervisory control and data acquisition systems access data and control mechanical systems.

WAT-25 Applied Fluid Mechanics for the Municipal Industry

(2 Units LEC/LAB) P/NP Option
Prerequisite: WAT-10 and WAT-180
Recommended Prep: CIS-100
Transfers to: CSU
A technology-based course that focuses on physical fluid properties encountered in the operation of water and wastewater systems. Lectures and laboratory include topics related to hydrostatic pressure, open channel and pressurized flow, pumping systems and cycles, friction loss, and energy. Students will learn the basics of hydraulics, using algebra-based equations and computerized spreadsheets.

WAT-30 Operation of Drinking Water Treatment Systems

(2 Units LEC) Grade Only
Prerequisite: WAT-10 or WAT-100
Recommended Prep: WAT-180
Transfers to: CSU
A study of water treatment facility operations. Topics include the practice of water treatment operations, water treatment operator certification and industry and state exam preparation.

Note: *Students are advised to register for the Water Treatment certification exam through the State of California Department of Health Services during the semester that this class is completed. Field trips are required and students must provide their own transportation.*
Note: *If offered as TBA, 36 hours are required.*

WAT-31 Operation of Drinking Water Distribution Systems

(2 Units LEC) Grade Only
Prerequisite: WAT-100
Recommended Prep: WAT-180
Transfers to: CSU
A study of water distribution system operations and maintenance. Topics include the practice of water distribution, water distribution operator certification and industry and state exam preparation.

Note: *Students are advised to register for the Water Distribution certification exam through the State of California Department of Health Services during the semester that this class is completed. Field trips are required and students must provide their own transportation.*

WAT-50 Operation of Wastewater Treatment Systems

(2 Units LEC) Grade Only
Prerequisite: WAT-10 or WAT-100
Recommended Prep: WAT-180
Transfers to: CSU
A study of wastewater treatment facility operations. Topics include the practice of wastewater treatment and wastewater treatment operator certification and state exam preparation.

Note: *Students are advised to register for the State Water Resources Control Board Wastewater Treatment Plant Operator Certification exam during the semester that this class is completed. Field trips are required and students must provide their own transportation.*
If offered as TBA, 36 hours are required.

WAT-51 Operation and Maintenance of Wastewater Collection Systems

(2 Units LEC) Grade Only
Prerequisite: WAT-10 or WAT-100
Recommended Prep: WAT-180
Transfers to: CSU
A study of wastewater collection system maintenance and operations. Topics include the practice of wastewater conveyance, manhole and pipe inspection, repair and liftstation operation and wastewater collection system certification and industry exam preparation.

Note: *Students are advised to register for the California Water Environment Association (CWEA) Collection System Operator Certification exam during the semester that this class is completed. Field trips are required and students must provide their own transportation.*

WAT-180 Analytical Methods for Water and Wastewater

(3 Units LEC) P/NP Option
Recommended Prep: Completion of MATH-372 or appropriate math placement level.
A study of analytical techniques used to solve problems directly related to water and wastewater treatment system process control. Topics will include tank volumes, flow rates, chemical dosing, concentrations, efficiencies, and plant loadings. Problem solving, estimation, exploratory activities, and the communication of analytical solutions are an integral part of the course.

Note: *Students should consider enrolling in MATH-372L to receive additional learning support with math applications.*

■ Welding Technology(WT)

WT-53 Welding Procedures

(2 Units LEC/LAB) P/NP Option
Transfers to: CSU
An introduction to and practice in oxyacetylene (OAW) and electric arc welding (SMAW) theory, equipment, and processes. Students will produce and analyze welds and cuts to accepted industry standards. No prior experience in welding is needed. Includes coordinated lab experience.

WT-54 Welding Procedures

(2 Units LEC/LAB) Grade Only
Transfers to: CSU
An introduction to and practice in oxyacetylene (OAW), electric arc welding (SMAW), braze welding (OABW), soldering (AAW), and repair welding theory, equipment, and processes. Students will produce, analyze and test welds to accepted industry standards. No prior experience in welding is needed. Includes coordinated lab experience.

WT-56 Welding Procedures Lab

(1 Unit LAB) Grade Only
Prerequisite: Completion of or concurrent enrollment in one of following courses: WT-53, WT-54, WT-60, WT-61 WT-63, or WT-64.
Transfers to: CSU
An intermediate to advanced lab for students to increase their skill levels in oxyacetylene welding (OAW), cutting (OAC), and shielded metal arc welding (SMAW). Students will produce, analyze and test flat and out of position welds on mild steel.

Note: *Students provide their own safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required at first class meeting.*
Repeatability: Maximum of two enrollments.

WT-60 Welding Technology: Gas and Arc Welding And Cutting

(4 Units LEC/LAB) P/NP Option
Transfers to: CSU
An introduction to oxy-acetylene welding (OAW), cutting(OAC), and electric arc welding (SMAW) theory, equipment, and processes. Students will produce and analyze welds and cuts on mild and low alloy steel to accepted industry standards. NO prior experience in welding is needed. Includes coordinated lab experience.

Note: *Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required by second class meeting.*

WT-61 Welding Technology: Gas and Arc Welding, Brazing, and Cutting

(4 Units LEC/LAB) P/NP Option
Transfers to: CSU
An introduction to oxy-acetylene braze (OABW), gas(OAW), electric (SMAW) welding, cutting(OAC) and (CAC), brazing and soldering (AA) theory, equipment, and processes. Students will produce and analyze welds and cuts on mild and low alloy steel, and copper pipe to accepted industry standards. NO prior experience in welding is needed. Includes coordinated lab experience.

Note: *Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required by second class meeting.*

WT-63 Welding Technology: Repair and Qualification Procedures, Inspection, Testing, Layout, Pattern Cutting, and Resistance Welding

(4 Units LEC/LAB) P/NP Option
Transfers to: CSU
A course in repair and qualification procedures, inspection, testing, layout, pattern cutting, and resistance welding. Students will produce and analyze welds and cuts on mild, low alloy, and sheet steel to accepted industry standards. Coordinated lab experience is included, and no prior experience in welding is needed.

Note: *Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required by second class meeting.*

WT-64 Welding Technology: Surfacing, Lancing, Alloy and Automated Welding/Cutting, Plasma Cutting

(4 Units LEC/LAB) P/NP Option
Transfers to: CSU
A course in metal hard surfacing, automated welding and cutting, oxygen lance and plasma cutting. Students will produce and analyze welds and cuts on mild and alloy (tool, die, stainless) steels. Coordinated lab experience is included, and no prior experience in welding is needed.

Note: *Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA-approved safety glasses required by second class meeting.*

WT-67 Special Welding Laboratory

(2 Units LAB) Grade Only
Prerequisite: Completion of or concurrent enrollment in one of the following courses: WT-53, WT-54, WT-60, WT-61, WT-63, or WT-64.
Transfers to: CSU
An advanced lab in oxyacetylene welding (OAW), cutting (OAC), electric arc welding (SMAW) and (GMAW). Students will produce, analyze and test welds to accepted industry standards. This class prepares students to take the American Welding Society (AWS) welder certification exam.

Note: *Students must provide safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed for first class meeting.*
Repeatability: Maximum of four enrollments.

WT-80 Welding Fabrication

(2 Units LEC/LAB) Grade Only
Prerequisite: WT-53, WT-54, or WT-60
Transfers to: CSU
An introductory level practice of welding fabrication and weld print reading. The student will learn how steel is made, processed, formed, typed, gauged. Also how to choose structural shapes and weld with appropriate techniques to industry standards. Includes coordinated lab experience.

Note: *Students must provide required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed first class meeting.*

WT-90 MIG-MAG and TIG Welding

(2 Units LEC/LAB) Grade Only
Prerequisite: WT-53, WT-54, or WT-60
Transfers to: CSU
An introduction to and practice in metal inert-active gas (MIG-MAG), tungsten inert gas (TIG) welding, and plasma cutting theory, equipment, and processes. Students produce, analyze, test welds and cut both ferrous and nonferrous materials such as mild steel, aluminum and stainless steel. Includes coordinated lab experience.

Note: *Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed at first class meeting. Safety test must be on record.*

WT-91 MIG-MAG and TIG Laboratory

(1 Unit LAB) Grade Only
Recommended Prep: Enrollment in or successful completion of WT-90
Transfers to: CSU
Provides the advanced MIG and TIG welding student with the opportunity to further develop skills, to become more efficient, and to acquire advanced manipulative skills in the areas of tungsten gas arc welding (TIG), metallic gas arc welding (MIG-MAG), and fluxcore arc welding (FCAW).

Note: *Student may be co-enrolled in WT-90. Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed first class meeting.*
Repeatability: *Maximum of two enrollments.*

■ Independent Study 40 & 140 Classes

Independent Study projects are individual arrangements between instructor and student, and each academic department within College of the Redwoods has the option to offer Independent Study courses.

XXXXX 40 Independent Study

(0.5–2 units lab) Grade-Pass/No Pass Option CSU
Prerequisite: none Corequisite: none
Recommended Preparation: none
Students taking independent study courses must have a contract on file. An individualized course that allows a student to work independently on a research project or to participate in an activity in the field of XXXXX. Specific projects will be determined upon consultation with the instructor. Laboratory hours will be arranged as appropriate. At least one piece of student-generated writing and instructor evaluation of the work completed is required.
Note: *Repeatable to a maximum of four enrollments.*
Variable 0.5–2.0 units, 1.5–6.0 lab hours per week.

XXXXX 140 Independent Study

(0.5–2 units lab) Grade-Pass/No Pass Option
Prerequisite: none Corequisite: none
Recommended Preparation: none
Students taking independent study courses must have a contract on file. An individualized course that allows a student to work independently on a research project or to participate in an activity in the field of XXXXX. Specific projects will be determined upon consultation with the instructor. Laboratory hours will be arranged as appropriate. At least one piece of student-generated writing and instructor evaluation of the work completed is required.

Note: *Repeatable to a maximum of four enrollments.*
Variable 0.5–2.0 units, 1.5–6.0 lab hours per week.

COMMUNITY & ECONOMIC DEVELOPMENT DIVISION

Community & Economic Development provides a wide range of educational opportunities throughout Del Norte, Humboldt, and Mendocino counties. Classes, programs, training, and workshops are offered as lifelong learning opportunities. The not-for-credit classes are designed to develop professional skills, enhance career opportunities, enrich personal knowledge, and promote cultural and academic growth. www.redwoods.edu/departments/community-ed
The downtown Eureka Instructional site location is yet to be determined.
Please contact the main campus for more information 707.476.4100.

Community Education

Class offerings may include vocational subjects such as art, consumer issues, self improvement, home and garden, and photography. Classes may also be designed to meet the specific needs of a business or organization. Community Education classes may be offered during the day, evening, weekend, and on-line. These are not-for-credit classes and workshops are fee-based.

Professional Development

Professional Development educational opportunities range from job-related workshops and seminars to full-semester courses. Typical not-for-credit courses include computer software training, Management Skills, Conflict Resolution, Customer Service, and Spanish for the Workplace. College of the Redwoods is especially interested in meeting the needs of all businesses, small and large.

Customized Training

To remain competitive in today's marketplace, businesses must rely on the continued optimal performance of their most important asset, their employees. College of the Redwoods responds to this immediate need by providing a full range of customized training services that increase the employees' knowledge and skill base. These results translate to a high return on investment in the form of higher employee productivity, time savings, and better quality products. Classes include Management Skills, Customer Service, Microsoft Word and Excel, and more.

Business Training Center

The Business Training Center (BTC) focuses on increasing the employment related skills of the region's workforce by providing appropriate practical training to present and future employees. The BTC provides support to businesses to grow and compete by providing quality, timely, and relevant training to their employees. Classes range from several hours to week-long trainings that meet the needs of the community.

Online Courses

Self-paced, online workforce training programs and personal enrichment courses through Gatlin and Ed2Go are offered by the Community and Economic Development Division. Courses and trainings range from computer applications, business management, specialized professional program training, and grammar, writing, and publishing.

Truck Driving

This program provides training and a background for many kinds of truck driving jobs. It involves lecture and driving time. Topics include gauges and instruments, safety, shift patterns for various transmissions, brake systems and adjustment. Upon successful completion of the course, students receive a certificate and will be accompanied to the DMV for their Class A License test.

Real Estate License Preparation

Training approved to meet the requirements to sit for the California Real Estate License examination is offered through either a distance learning program, which is completed at home with no classroom attendance, or through in-person classes. (DRE ID#S0086)

Health Care

Certain not-for-credit health care classes are available, such as Phlebotomy, Certified Medical Assistant, Injections and Venipuncture for medical assistants under the supervision of a physician. EMT and CPR refresher as well as IV Therapy and First Responder courses are also available.

CR Plus

CR Plus is ageless learning for those over 50. CR Plus offers a variety of classes including beginning and intermediate computer skills, drawing, Pilates, and other personal enrichment topics. Classes are not-for-credit but do help seniors learn new skills and have fun. Classes start throughout the year and meet at various CR locations throughout the district.

For a current list of classes please refer to
www.redwoods.edu/crplus

FACULTY AWARDS

Each year the Academic Senate of College of the Redwoods honors one full-time faculty member and one part-time faculty member from each campus for their outstanding performance, achievements, and service to the college. These outstanding members of the faculty are designated by the Senate as "Faculty of the Year." Members of the faculty who have been awarded this distinguished title are listed below.

Outstanding Faculty Member

1970-71	Van Tanner
1971-72	Florence Brown
1972-73	James McAuley
1973-74	Robert Thomas
1974-75	Rae Graham
1975-76	Jack Storm
1976-77	Dennis McKenzie
1977-78	John Cooper
1978-79	Wilson Kale
1979-80	David Mills
1980-81	Mary Zinselmeir
1981-82	Wallace Pedrotti
1982-83	Norman Ladd
1983-84	Floyd Bettiga
1984-85	David Harris
1985-86	Harold Snelgrove
1986-87	John Regli
1987-88	Ben Hawkins
1988-89	Marian Perry
1989-90	Carole Bright
1990-91	Bill Henry
1991-92	Barbara Morrison
1992-93	Glenn Stockwell
1993-94	Jerrold Moore
1994-95	Steve Durham
1995-96	Bill Treglown
1996-97	Sandra Vrem
1997-98	Patricia McCutcheon
1998-99	David Banducci
1999-2000	Bert Walker (EKA) Carol Mathews (DN) Teresa Sholars (MC)
2000-2001	Bob O'Connell (EKA) Ken Letko (DN) Bob Winn (MC)
2001-2002	Dave Arnold (EKA) Sharon Mellett (DN)
2002-2003	Steve Brown (EKA) Darlene McClure (DN) James Ritter (MC)
2003-2004	Karen Sperry (EKA) Tom Owen (DN) Greg Grantham (MC)
2004-2005	Paul Farnham (EKA) Bob Mize (DN) Teresa Sholars (MC)
2005-2006	Pam Kessler (EKA) Mark Renner (DN) Martha Racine (MC)
2006-2007	Allen Keppner (EKA) Becky Blatnick (DN) John Johnston (MC)
2007-2008	Dave Bazard (EKA) Carol Mathews (DN) Aeron Ives (MC)
2008-2009	John Johnston (EKA) Ken Letko (DN)
2009-2010	Jan Tatum (EKA) Ruth Rhodes (DN) Bob Rhoades (MC)
2010-2011	David Holper (EKA) Melody Pope (DN) David Gonsalves (MC)
2011-2012	Peter Blakemore (EKA) Becky Blatnick (DN) Michael Burns (MC)
2012-2013	Justine Shaw (EKA) Mike Haley (DN) Martha Racine-Taylor (MC) Gregory Grantham (MC)

Outstanding Associate Faculty Member

1989-90	Richard Kandus
1990-91	Hal Genger
1991-92	Maralyn Renner
1992-93	Bill Harger
1993-94	Judith Hinman
1994-95	Chris Christensen
1995-96	Darrel Durst
1996-97	Susan Brant
1997-98	Bill Crowe
1998-99	All Associate Faculty
1999-2000	Gay Scott (EKA) Carolyn Steinbuck (MC)
2000-2001	Mimi La Plant (EKA)
2001-2002	Ann Marie Woolley (EKA) Mike Selfridge (DN) Suzanne Byerley (MC)
2002-2003	Jack Stafford (DN) Bill Hiney (EKA)
2003-2004	Nancy Schafer (EKA) Wayne Bricco (DN) Steve Jordan (MC)
2004-2005	Jannez Wade (EKA) Kirk Olesen (DN)
2005-2006	Lisa Townsend-Schmitt (EKA) Tom Walradt (DN)
2006-2007	Adria Zimmerman (EKA) Kathy Imfeld (DN)
2007-2008	Nezzie Wade (EKA) Barry Bates (DN)
2008-2009	Danny Walker (EKA) Susan Andrews (DN) Charlotte Gullick (MC)
2009-2010	Colette Beaupré (EKA) Skip Hunter (DN)
2010-2011	Sean Herrera-Thomas (EKA) Jennifer Gardner (DN)
2011-2012	Robert Horel (DN)
2012-2013	Amber Buntin (EKA) Deborah Gerth (DN)

EMERITUS

ADAMS, Richard A.
Business

ANDERSON, Bryant (Brooks)
Counselor

BALLANTYNE, Orrel
Biology

BARTLEY, Jerrie
Early Childhood Education

BENNETT, Richard
Dean CRDN

BENSON, Bob
Art

BETTIGA, Floyd
Art

BOYD, Dean
Music/Speech

BREWER, Samuel A.
Spanish and French

BRIGGS, Ellsworth R.
V. P. Instruction

BRIGHT, Carole
Sociology/Counselor

BROWN, Florence
Reading Laboratory

BUMPUS, Ralph E.
Auto Mechanics

BURNS, Michael
Fine Woodworking

BUTZ, Alfred,
Science/Math/ Engineering/Geology/ Geography

CABLES, Merle L.
Economics

CARRANCO, Lynwood
English

CINNAMOND, Roger H.
Art

CIVILETTI, Margaret
Information Science

COLLINS, Dale
Assist. to Exec. Vice President

COOLEY, Donald A.
Aeronautics/Applied Tech

COOPER, John
Psychology

COYLE, Bill J.
Computer & Electronic Technology

CROSSAN, Thomas (Tom)
Applied Technology

DART, Richard E.
Truck Driving

DAWSON, Lawrence (Larry)
Psychology

DOYLE, Larry
Machine Tool Technology/ Industrial Technology

DRESSER, Judy
Business

DURHAM, Steve
Sociology

EMMONS, Jerry
Speech

ERICKSON, Erick A.
Electronics

FARNHAM, Paul
Chemistry

FORTHUN, Philip L.
Journalism

FRAZIER, Larry
English

FREITAS, Milton (Milt)
Applied Technology

FURBER, Robert (Bob)
Information Science

GIACOMINI, Thomas
Physical Education

GIBBS, Janne
Nursing

GINSBURG, Arlin
History

GRAHAM, Rae J.
Court Reporting

GRANTHAM, Gregory
Marine Science

GREENE, Richard (Pat)
Science

GUFFEY, Jerome
Business

HAMMEL, Barbara
Psychology/Sociology

HANCHETT, Warren C.
Forestry

HANNAH, Thomas S.
Dean, Administrative Services

HARRIS, Dave
Computer Information Systems

HARTNACK, Wilhelmine (Willie)
French/German

HAWKINS, Bernard (Ben)
Biology

HENRY, William D. Jr.
Construction Tech

HINMAN, Judith
English

HOOPES, Bill
English

HOOPES, Chad
History

JENKINS, Diane
Business

JOHNSON, Allen
Applied Technology

JOHNSON, Bert B.
English

JOHNSON, Milo
Chemistry

KALE, Wilson (Will)
Forestry

KALOOSTIAN, Rodney
Special Programs

KAVANAUGH, Joan
Health Occupations

KEPPNER, Allen J.
Director, Transfer Center/ Counselor

KILPATRICK, Ron
Administration of Justice

KOBRIN, LaRue
Psychology

KORN, Gary
Librarian

KRENOV, James
Fine Woodworking

LEACH, Albert C.
Music

LEMLEY, William D.
English

LUCCHESI, Charles,
Physical Education, V.P. Student Personnel

LUDE, Carl J.
Counselor

MATHEWS, Carol J.
Counselor

MCAULEY, James (Jim)
Physical Education

MCCLURE, Darlene
Business/Computer Information Systems

MCCORKENDALE, Thomas (Tom)
Applied Technology

MCCUTCHEON, Patricia
English

MCKNIGHT, Gregory
Cooperative Education Program

MACKEY, Miles
Chemistry

MEASE, Ana Maria
Spanish

MELLETT, Sharon
Lic. Vocational Nursing/ Registered Nursing

MILLER, Robert (Bob)
Legal Assistancy
Court Reporting

MILLS, David
Physics

MIZE, Robert
Biology

MOORE, Jerrold (Jerry)
Music

MORRIS, Charles S.
Dean, Community Services

MORRIS, William
English

MORRISON, Barbara
English

NASH, Lewis H.
Philosophy

O'CONNELL, Robert (Bob)
Astronomy

OLSEN, Michele
Mathematics

OWEN, Thomas S.
History/Political Science

PADILLA, Patricia
Spanish

PATTERSON, Ben
Applied Technology

PEDROTTI, Wallace
Physics/Mathematics

PERRY, Marian
Health/Physical Education

PHILLIPS, Jerry
Counselor

RACINE-TAYLOR, Martha N.
Business/Spanish

REED, Malcolm
Business

REGLI, John T.
Agriculture/Economics

REID, Ellen
Business

REINER, Ralph
Biology

RHOADES, Robert
Art

RICHTER, L. E.
Director, Occupational Education

RITTER, James (Jim)
Counselor

ROSETH, Sonja (Velasco)
Special Ed/ DSP&S

EMERITUS

SARBOE, Philip J.
Athletic Director and Chairperson, Health, Physical Education and Recreation

SARLEY, Virginia
English

SAVAGE, Barry
Research Development

SEAMAN, Bob
PE/Athletics

SHAPEERO, Bill
Biology

SIX, Gerald P.
Dean, Student Services

SLOAN, Garland V.
Construction Technology

SMITH, Vernon A.
History/Political Science

SNELGROVE, Harold (Hal)
English

SOPER, Ernest W.
Metals Technology

SPENCER, Walter A.
Mathematics

SPERRY, Karen
Dental Assisting

SPRANKLE, Maureen
Information Science

STEWART, Margaret
Nursing

STOCKWELL, Glenn
Political Science

STORM, Richard J. (Jack)
Anthropology/History

TANNER, Van H.
Police Science;
Director, Public Safety

TAYLOR, Sandra
Mathematics

THOMAS, Robert
Biology

VALDI, Gary
Counselor

VELLIS, Lewis J.
Construction Technology;
Dean, Counseling;
Counselor

VREM, Sandra
Mathematics

WALKER, Bert
Agriculture

WARES, Dorothy
Nursing

WELLS, Michael J.
Administration of Justice

WILKINS, Robert E.
Business

WINN, Robert
English/History

WININGER, Keith
Diesel Mechanics

WOLD, Cristie
Nutrition/Family Life Education

WOOLLEY, Ann Marie
Early Childhood Education

ZINSELMEIR, Mary
Counselor

FACULTY AND ADMINISTRATION

ANDERSON, Rachel
Dean, Academic Affairs
B.A., M.A., California State University, Sacramento
Ph.D., Washington State University

ARNOLD, David W.
Mathematics
B.A., M.A., University of California, Los Angeles

BAKER, Tim
Forestry/Natural Resources
B.S., M.S., University of Georgia
Ph.D., North Carolina State University

BAZARD, David R.
Earth Sciences
B.A., Humboldt State University
M.S., Western Washington University
Ph.D., University of Arizona

BLAIR, Patricia
Lead Learning Disabilities Specialist
B.S., M.Ed., Ph.D., University of Alberta

BLAKEMORE, Peter
English
B.A., University of Iowa
M.A., M.F.A., University of Montana
Ph.D., University of Oregon

BLATNICK, Becky A.
Counselor
B.A., M.A., Humboldt State University

BROWN, Robert
Physical Education, Baseball Coach
A.S., Treasure Valley College
B.S., Eastern Oregon University
M.S., Humboldt State University

BROWN, Steve
Drafting
A.A., Golden West College
B.A., M.A., California State University, Long Beach

BUTLER, Michael P.
Mathematics
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B.A., M.S., Humboldt State University

CALDERWOOD, Dan
Computer Information Systems
B.S., Humboldt State University
M.A., University of Phoenix

CUMMINGS, Jeff
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B.S., Specialist Teaching Credential, California State University, Chico
M.Ed., Endicott College

COX, Michael E.
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Assistant Football and Track Coach
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DENNIS, Michael
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B.A., Stanford University
Ph.D. University of California, Berkeley

DUNLEAVY, Kady
Nursing
B.S.N., D'Youville College
M.A., New York University

EMENAKER, Ryan
Political Science
B.A., M.A., Humboldt State University

FARRAR, Roberta
Nursing
A.S.N. & B.S.N, Regents College

FIELDING, Ahn
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FISHER-LARSON, Sydney
Early Childhood Education
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M.A., Pacific Oaks College

FOSTER, Marcy
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M.S.W., Sacramento State University

FRENEAU, Philip
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M.Div. & Th.D., Claremont Graduate School

GAINES, Christopher
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GIRCZYC, Patricia A.
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M.P.H., University of Illinois
Ed.D., University of La Verne

GLEAVE, Marla
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M.A., Humboldt State University

GONSALVES, David
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M.A., St. Mary's College

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GOSWAMI, Utpal K.
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B.A., University of Delhi
M.A., Boston University
M.A., Ph.D., Southern Methodist University

GREEN, Tobias
History, Political Science
B.A., California State University, Sacramento
M.A., Northern Arizona University

HAGGERTY, Michelle
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B.A., Michigan State University
M.A., Western Michigan University

HALEY, Mike
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HASH, Joseph
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HIDY, Paul
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HOGUE, Jeff
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Ph.D., Cornell University

HOLE, William D.
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HOLPER, David E.
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M.F.A., University of Massachusetts, Amherst

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M.F.A., San Francisco Art Institute

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JAFFARI, Barbara
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JANIS, Anita
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M.E.P.D., University of Wisconsin

JOHNSON, Clyde
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B.A., Humboldt State University

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B.F.A., University of Nebraska, Lincoln
M.F.A., Alfred University

JOHNSTON, John
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KENEHAN, Garrett
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B.S., B.A., University of Southern California
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M.A., New York University

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KRAMER, Erik
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LaPENTA, Diqui
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M.B.A., University of New Mexico

LETKO, Kenneth G.
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M.A., M.F.A., Bowling Green State University

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M.S., University of LaVerne

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LY, Geisce
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M.L.S., Wayne State University

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M.L.I.S., University of Hawaii, Manoa

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M.S., University of Nevada

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WALL, Erin
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Ph.D., University of Utah

WOLFSEN, Connie
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B.S.N., M.S., University of California, San Francisco

WOYCHAK, Michael
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M.A., Humboldt State University

YOKOYAMA, Kevin I.
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CAMPUS POLICIES AND REGULATIONS

CAMPUS REGULATIONS

- the speed limit on campus is 15 m.p.h.;
- smoking is prohibited in all buildings at College of the Redwoods; and
- the College is not prepared to deliver telephone messages except in cases of medical emergency.

Smoking – BP/AP 3570

For the purposes of this policy, smoking shall mean all uses of tobacco, including but not limited to cigar smoking, cigarette smoking, pipe smoking, and chewing tobacco.

In order to protect students and staff who choose not to smoke from an unhealthy environment, the Board prohibits smoking within buildings or facilities owned or leased by the District. Smoking is not allowed except in designated smoking areas and campus parking lots which are at least twenty-five feet from buildings.

These designated areas will be clearly marked as "Smoking Areas" and are noted on campus maps. All other smoking and tobacco use in and on College of the Redwoods is expressly prohibited. Furthermore, smoking is not allowed in college owned or leased vehicles.

Violators will be subject to appropriate disciplinary action.

Tobacco and related products will not be sold or promoted on any other campus of the District.

Student Parking

(also see p. 14, Parking Fees – Eureka Campus)

All parking on the College of the Redwoods campuses is at the discretion of the vehicle operator. College of the Redwoods assumes no liability for loss or damage incurred by any vehicle or its contents while on college property. Additionally, all parking on the Eureka campus is by permit only.

Permits are purchased from the Cashier's window in the Administration Building.

Purchase of a parking permit does not guarantee that a parking space will be available in the area desired. A student parking permit authorizes the purchaser to park in any general parking area on campus.

Parking is permitted in special purpose parking as indicated:

Lots/spaces identified with markings of:

RED ..... **No Parking**

BLUE ..... **Disabled**

YELLOW ..... **Loading Zone**

GREEN ..... **Staff Parking**

WHITE ..... **Short-Term Medical Disability**

Any other areas as indicated.

Special purpose parking permits are available through Security to permit loading and unloading or for commercial service vehicles providing service to computers, copiers, other equipment or construction on campus. Visitors permits are also available at Public Services/Security.

Permits – Eureka Campus

(also see Page 14, Parking Fees)

Vehicles without permits will be cited. Permits must be displayed on the lower driver's or passenger's side windshield facing out. Students may place as many vehicles as they wish on their parking permit, but a permit displayed in a vehicle which has not been registered with Security may result in a citation. This helps to reduce the likelihood of parking permit theft.

Citations

Citations issued on campus are enforceable by the Fortuna Police Department and the D.M.V.

Five or more unpaid citations make a vehicle eligible for towing or immobilization in accordance with California state law. It is against department policy for citations to be voided by a student worker once issued. Only the Director of Security may void a citation when the citation is properly appealed.

Motorist Assistance Program

As a courtesy, the Security vehicles are equipped to assist motorists who have locked themselves out of their vehicle, are in need of a jump start or have run out of gas. Security personnel will supervise the changing of a flat tire. Each situation and vehicle differs, and the responding officer may be forced to recommend outside commercial assistance for some vehicles or situations.

Skateboards/Wheeled Toys

Board of Trustees Administrative Regulation No. 805 prohibits use of skateboards and/or other wheeled toys on campus. First time offenders will be warned. Subsequent offenses will be cited and referred to the Vice President, Student Development for disciplinary action.

Domestic Animals on Campus

Domestic animals or livestock (including dogs and cats) are not allowed on campus, that includes not being in your vehicle. Exceptions are animals used in an instruction program of the college or animals certified for service to assist the disabled and under control of the owner. Lost and stray animals and animals left unattended in vehicles will be referred to the appropriate Animal Control agency for removal from the campus grounds.

STUDENT CODE OF CONDUCT STANDARDS

Redwoods Community College District Administrative Procedure AP 5500

STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURES

Article I. Purpose of the Code

The purpose of this code is to recognize student's rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of services and facilities of the College. Consistent with the College of the Redwoods' mission is an expectation that students will govern themselves in a manner that demonstrates appropriate behavior with emphasis on self-respect and respect for others. It is the practice of all employees and representatives of the College to respect the properly exercised rights of its students.

The College has adopted a Student Conduct Code and Disciplinary Procedure in order to maintain a learning environment of respect, civility, safety, and integrity for all members of the College community. In addition to the code, students must also recognize and comply with the standards of classroom behavior as stated in their individual course syllabi. Acts of academic dishonesty, disruptive student behavior in the classroom, and appeals to sanctions imposed in each case, are under the jurisdiction of the faculty member and the academic department administrator. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

Article II. Student Conduct Policies

Procedural fairness and due process are basic to the proper enforcement of all College regulations. Accordingly, no disciplinary action shall be initiated or sanction imposed against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard , with the exception that a hold status (may, shall, or will) be placed on student records until the specific complaints have been resolved, and except in cases where interim suspension is warranted for the health and safety of the community.

All College regulations and policies pertaining to student discipline shall be published, distributed, or posted in such a manner as to furnish adequate notice of their contents to students or student organizations. Each student is responsible for knowledge and compliance with the Student Conduct Code and Disciplinary Procedure.

Article III. Chief Student Services Officer

In general, the District President/Superintendent delegates authority for implementation of this regulation to the Chief Student Services Officer (CSSO), or in the case of the Education Centers, the Campus administrator. The CSSO may designate other College officials to conduct investigations and student disciplinary hearings, if appropriate.

The CSSO shall be responsible for maintaining complete records pertaining to all activities relating to the implementation of the Student Conduct Code. Those records shall include a summary of the business of the Conduct Review Committee and report of the disposition of each disciplinary case handled by any person or group authorized to impose disciplinary sanctions or other recommendations in the name of the College.

The CSSO will provide written reports annually to the Board of Trustees of the disposition of student conduct cases reviewed during that academic year. Student Conduct activities will be reviewed and analyzed as a program of the College through the annual program review process.

Article IV. Student Rights

Any student facing possible disciplinary action is entitled to the following procedural rights:

1. The right to be notified in writing of the charges against him/her;
2. The right to know the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es);
3. The right to present information and witnesses relevant to his/her defense;
4. The right to freedom from compulsory self-incrimination; and
5. The right to appear with an advisor.

Article V. Proscribed Conduct of the College

Sanctions may be imposed for prohibited conduct, which occurs on College premises, at offcampus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at College-sponsored extra-curricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property. Sanctions may also be imposed for conduct that materially and substantially interferes with the College's operation or education programs or the safety and welfare of the College community. Examples of prohibited conduct are described in **Article VII. Code of Conduct Violations and Sanctions.**

Jurisdiction is maintained between periods of enrollment unless the accused individual's official record in the Records Office shows a complete withdrawal prior to the expiration of the published deadline for registration for the succeeding period of enrollment. For students enrolled in the spring term, jurisdiction is maintained until the expiration of the published deadline for registration for the succeeding fall term.

Unless state or federal law requires disclosure or unless the student and the College determine otherwise, proceedings under this regulation shall be confidential. Records created and maintained by a law enforcement unit of an educational institution (e.g., campus security), which were created by that law enforcement unit for purposes of law enforcement, are not considered "student records" under the Family Educational Rights and Privacy Act (FERPA) and may be released to third parties as necessary without violating FERPA.

Article VI. Student Code of Conduct Procedures

A. Complaint, Notice, and Response

Any member of the College community may file a complaint against any student for alleged prohibited misconduct. Complaints must be presented in writing to the CSSO or his/her designee and should be submitted as soon as possible after the event takes place, preferably within fifteen business days.

Within five business days of receiving a complaint, the CSSO or his/her designee will notify the accused student in writing of the complaint and afford the student an opportunity to meet with the CSSO or designee to respond to the complaint and/or evidence provided in relation to the complaint.

A student against whom a complaint has been filed and/or disciplinary charges are pending will have a hold status placed on his/her records and will not be permitted to withdraw from the College with a clear education record (e.g., a record without notation of disciplinary charges and sanctions) until such charges have been resolved.

B. Investigation and Notice to Student

Upon receiving a report regarding alleged violation(s), the CSSO or designee will review the information provided by the reporting party and will conduct further investigation. If the CSSO or designee determines that there is not sufficient information to proceed with the student conduct hearing process, the CSSO or designee will provide written notice of that determination to the reporting party.

If the CSSO or designee determines that there is sufficient information to proceed with the student conduct hearing process, the CSSO or designee will provide written notice to the student that he or she has allegedly engaged in prohibited behavior under College policy or campus regulations and that, if repeated, such behavior may be subject to the disciplinary process.

1. This written "Notice to the Student" will address the following:

a) A description and outline of the student conduct procedures, including timelines;

b) A clear statement to the student that he/she has five days from the date of the "Notice to Student" to contact the Office of the CSSO or designee for the purpose of scheduling an initial meeting, and that the meeting shall be scheduled within seven days of the date the student contacted the Office;

c) The nature of the conduct in question and the basis for the allegation, including a brief statement of the factual basis of the charges, including the date or period of time and the location of the alleged incident, as well as the College policies and/or campus regulations allegedly violated;

d) A clear statement to the student that if he/she does not contact the CSSO or designee within the five-day period, or fails to keep any scheduled appointment, a hold status may be placed on the student's records and the student will be notified that this action has been taken. The placement of hold status on the student's records may, for example, prevent the student from registering and from obtaining transcripts, verifications, or a degree from the College. The Hold status will be removed only after the student either attends a scheduled meeting, or requests in writing that the case be referred to the Student Conduct Committee for a hearing; and the Hold status will not be lifted, and no degree may be conferred on a student, until any pending disciplinary charges against a student are fully resolved.

e) The CSSO or designee may direct the student to act or refrain from acting in a manner specified. These may include directing the student not to intentionally contact, telephone, or otherwise disturb the peace of others specifically named for a specified period of time.

These directions will not terminate the student's status as a student, and will not be construed as a finding of responsibility on the part of any student. Violation of these directions is separate misconduct under Article VII, Section A, item 21 (Failure to Comply).

2. At the initial meeting with the student, the CSSO or designee will:

a) Ensure that the student has been provided information on how to access the Student Conduct Code;

b) Confirm with the student the confidentiality of all meetings and proceedings. Inform the student that the content of this and all subsequent communication with the Office of the CSSO or designee regarding information not relevant to the case will, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest, including but not limited to the Student Conduct Committee;

c) Describe to the student as completely as possible the nature of the conduct in question, and the College policy(ies) and/or campus regulation(s) allegedly violated, hear the student's response to such allegations, and counsel the student as appropriate; and

d) Provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Office of the CSSO or designee. (Note: all documents will be redacted to comply with state and federal laws and regulations and College policies.)

3. Any documents relevant to the case arriving in the Office of the CSSO or designee after the case has been referred to the Student Conduct Committee will be forwarded to the Hearing Coordinator.

(Note: all documents will be redacted to comply with state and federal laws and regulations and College policies.)

Although meeting with the CSSO or designee provides the student with an opportunity to resolve the case without a hearing before the Student Conduct Committee, the student may opt to forgo a meeting with the CSSO or designee by requesting, in writing, that the case be forwarded to the Student Conduct Committee for a hearing.

If a student absents herself or himself from the disciplinary process, or has withdrawn from the College while subject to pending disciplinary action, the case may be referred to the Student Conduct Committee, where it may proceed to disposition without the student's participation.

C. Preliminary Investigation

The CSSO or his/her designee will conduct a preliminary investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively or by mutual consent of the parties involved. The CSSO, his/her designee or campus administrator shall conduct an investigation, inform the student of options and rights, and take any of the following actions:

a) Make findings of fact on the nature of the complaint;

b) Dismiss the case;

c) Create an Agreement of Resolution (behavior contract) in conjunction with the student and faculty;

d) Refer the student for counseling; or

e) With or without the student's agreement, refer the case to a formal disciplinary hearing and give the student proper notice.

If the complaint can be disposed of at the preliminary investigation stage, such disposition will be final, and there will be no subsequent proceedings. If it is determined that the complaint has merit, and if the complaint cannot be disposed of after the accused student meets with the CSSO or designee then the CSSO or designee will, within five business days after meeting with the student, notify the student in writing that the charged misconduct will be referred for an informal student disciplinary hearing, or formal hearing by the Conduct Review Committee.

D. Disposition of the Case by the CSSO

After conducting any further necessary investigation, the CSSO or designee may take one of several actions listed below. The CSSO or designee will confirm that action in a notice to the student within seven days of the action.

Additionally, the results of any disciplinary action or Agreement of Resolution by the College regarding an allegation of theft, stalking, sexual harassment or sexual assault, sexual misconduct or violent physical assault, will be disclosed to the alleged victim by the Office of the CSSO or designee. The scope of information to be provided under this provision will be:

(continued)

a) the College's final determination with respect to the alleged theft, stalking, sexual harassment, sexual assault or sexual misconduct or other violent physical assault; and

b) any sanction that is imposed against the alleged offender with respect to the alleged theft, stalking, sexual assault or sexual misconduct or other violent physical assault.

1. Imposing Sanctions

If the student does admit responsibility, and if the CSSO or designee concludes that there is sufficient information to sustain a finding of responsibility, the CSSO or designee may impose or defer one or more of the sanctions listed under Article VII. Code of Conduct Violations and Sanctions. No sanction involving separation from the College (i.e., Suspension or Expulsion) will be imposed by the CSSO or designee. Such sanctions are to be recommended to the President by the Student Conduct Committee. Where a student has committed a violation of the code, the College may request that the student provide relevant medical information to consider the severity of the offense or the likelihood of recurrence. Similarly, the student may request that the College consider this information in the context of the disciplinary proceeding.

2. Referral to the Student Conduct Committee

The CSSO or designee will refer the case to the Student Conduct Committee for a hearing when:

a) The student does not admit responsibility;
b) The CSSO or designee concludes that an Agreement of Resolution (see below) is not appropriate; and
c) The CSSO or designee concludes there is sufficient information such that a Student Conduct Committee would be more likely to find that the student has not violated the Student Conduct Code.
d) At any time before the Student Conduct Hearing occurs, if the CSSO or Designee receives new information that establishes a clear lack of truth of prior information submitted to the CSSO or designee such that it determines that the prior evidence must be disregarded and if in disregarding that prior information the CSSO or designee concludes that there is insufficient information to sustain a finding of responsibility, then the CSSO or designee will withdraw the case from Committee. This disposition is binding and terminates all Student Conduct Committee proceedings.
e) At any time until the Student Conduct Committee or Hearing Officer makes its report to the CSSO, the student may make an admission of responsibility to the CSSO or designee. The CSSO or designee may then withdraw the case from Committee and impose or defer one or more of the sanctions listed in the Code, with the exception of sanctions involving separation from the college (i.e., Suspension or Expulsion). This disposition is binding and terminates all Student Conduct Committee proceedings.

3. Insufficient Evidence

If the CSSO or designee concludes that there is insufficient information to find the student responsible, the case will not be referred to the Student Conduct Committee for a hearing.

4. Agreement of Resolution (aka Behavior Contract)

When the CSSO or designee and the student agree that the above dispositions are not appropriate, an Agreement of Resolution may be used to conclude the matter. This Resolution, while not considered to be a finding of responsibility, is binding. If the student fails to abide by the terms of the Agreement of Resolution, that failure may be regarded as actionable misconduct and may subject the student to disciplinary action by the College. An Agreement of Resolution may include such terms as:

a) Agreement by the student to refrain from specific behaviors, and/or to refrain from contacting others involved in the case;
b) Agreement by the student to participate in specified educational programs and/or reconciliation processes such as mediation; and/or
c) Agreement by the student to participate in specified community service activities.

The Agreement of Resolution is not a formal disciplinary action but will be retained in the case file in the Office of the CSSO for seven years from the date of the Agreement. During that time, should the CSSO or designee have a reasonable basis to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be the subject of College disciplinary action.

E. Formal Hearing

1. Conduct Review Committee

The accused student may request, or the CSSO may require, that the charges be resolved at a formal hearing provided by Conduct Review Committee. The CSSO shall consider the preference of the accused student, the nature of the charges, and the availability of the committee members when assigning the case for a hearing. The Conduct Review Committee will hear cases and make decisions on appropriate sanctions. The Committee will be established at the beginning of each academic year and will be composed of:

a) One member of the administration (and an alternate) appointed by the President/Superintendent.
b) Two members (and an alternate) of the classified staff appointed by the President of the College from a list of staff members submitted by the classified bargaining unit. Vacancies of classified staff members shall be filled by action of the classified bargaining unit.
c) Two members (and an alternate) of the faculty appointed by the President/Superintendent from a list of faculty members submitted by the Academic Senate. Each faculty member must be a full-time or part-time faculty member at the College. Vacancies of faculty members shall be filled by action of the Senate.
d) Two members (and an alternate) of the student body appointed by the President/Superintendent from a list of students submitted by the President of the ASCR. Each student must be enrolled not less than half-time (6 units minimum) and have a cumulative GPA of at least 2.0. Vacancies of student members shall be filled by recommendation of the Associated Students.
e) The President of the College will appoint the chair of the Conduct Review Committee.

Conduct Review Committee members and alternates serve on the committee for the academic year. Alternate members may be reappointed to serve as full members for the next academic year.

The CSSO or designee shall serve as non-voting Secretary and advisor to the Conduct Review Committee.

No Conduct Review Committee member may sit on the Committee during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student. The Chair of the Conduct Review Committee may establish a hearing format consistent with this Code. In cases involving more than one accused student, the Chair of the Conduct Review Committee and the CSSO or designee will determine if hearings or conferences concerning each student will be conducted jointly or separately. The decision of the Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by other members of the panel to the contrary.

2. Formal Hearing Process

Formal hearings will be conducted by the Conduct Review Committee according to the following guidelines:

Quorum for a hearing requires that five (5) of the seven Conduct Review Committee members are present for the hearing. If the case is to be heard at the Mendocino or Del Norte site, a quorum will be three (3) members of the Committee.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the Chair of the committee agree to the contrary.

The student will be notified by certified mail of a hearing at least seven business days in advance of the hearing. The letter will inform the student of:

a) The charges alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood;
b) The time, location and place of the hearing;
c) A statement of the respondent student's rights as stated in the Code; and
d) The name of the person(s), group, or College office filing the charges.

In all cases, the evidence in support of the charges will be presented and considered whether or not either party is in attendance.

The accused student may be accompanied by an advisor if so desired conditional on 24-hour notice to and approval of the CSSO or designee. The advisor may attend the hearing with the student to counsel him/her and suggest questions. The accused student and advisor may be present during the entire time of the hearing, except during the deliberations of the Conduct Review Committee. In no event may the advisor participate directly by speaking for either party or questioning witnesses. Admission of any other person to the hearing will be at the discretion of the Chairperson.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice. Except that the student shall not be represented by an attorney unless, in the judgment of the Conduct Review Committee Chair, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented with the name and office address of the attorney not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative may request legal assistance. The Conduct Review Committee may also request legal assistance; any legal advisor provided to the committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

The facts regarding the case shall be presented by a College representative.

The accused student, the complaining parties, and the College representative may present evidence, including witnesses and written statements. The Conduct Review Committee Chair will determine the format of the hearing, and the admissibility of witnesses or written statements, and may elect not to hear such testimony if deemed redundant or irrelevant.

The accused student is not required to answer questions of an incriminating nature. The Chair of the Conduct Review Committee retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.

Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.

The Chair of the Conduct Review Committee may opt to hear the testimony of witnesses separately.

Unless the Committee Chair decides otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

There will be a single verbatim record, such as a tape recording, of all hearings before the Conduct Review Committee. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the committee chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recordings shall remain in the custody of the College at all times, unless released to a professional transcribing service. Access is limited to reviewing the verbatim record only on College premises and in the presence of the CSSO or designee. The verbatim record will be the property of the College.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered unavailable.

The Conduct Review Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where as determined in the sole judgment of the CSSO to be appropriate and in the best interests of the College.

Determination of violations shall be made based on the preponderance of evidence.

Decisions by the Conduct Review Committee shall be by majority vote.

The CSSO shall notify the accused student via certified mail, return receipt requested, of the Conduct Review Committee's findings within the shortest reasonable time after the decision has been rendered (not to exceed ten business days of the hearing). The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of Student Conduct Code were violated. The decision shall also include the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

If the student is found not to be in violation of the Student Code of Conduct, and if coursework has been missed as a direct result of action taken against the student, appropriate action will be taken in order to assist the student to complete the course, reimburse the cost of tuition, or reach other alternatives.

3. Appeals of Formal Hearing Decisions

A decision reached and/or sanction imposed by the Conduct Review Committee at the formal hearing may be appealed by the accused student in writing by certified mail within ten calendar days after receipt of the Committee's decision to the President/Superintendent. The President/Superintendent will not hold a hearing. Rather, resolution of the appeal shall be based upon

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the written findings and decision from the Conduct Review Committee, the record of the hearing, as well as any written documentation submitted by either party during the hearing. The CSSO or designee will provide all relevant documentation to the President/Superintendent.

The appeal must include the name of the individual making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals, including rationale, must be made on the basis of one or more of the following:

a) The sanction imposed is too severe for the offense and is unwarranted;
b) The student's due process rights were violated; or
c) New evidence has come to light which clearly alters the circumstances on which the action was taken.

The President/Superintendent shall render a decision within ten business days after receipt of the appeal and shall inform the student immediately by certified mail.

In all cases but expulsion, the President/Superintendent's decision regarding the appeal will be final.

If the President/Superintendent upholds an expulsion decision that the student wishes to contest further, the student may appeal in writing to the Board of Trustees. In this instance, the following procedure will be followed:

The Board of Trustees shall consider any appeal at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the President/Superintendent and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the College.

Article VII. Code of Conduct Violations and Sanctions

A. Violations

Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Students are required to engage in responsible social conduct that reflects credit upon the CR Community and to model good citizenship in any community. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found responsible of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left solely to the discretion of the faculty member. In such cases, where the College representative determines that a student has demonstrated academic dishonesty, the representative is encouraged to report the incident of dishonesty to the CSSO or designee in order to discern potential patterns of egregious dishonesty. Acts of academic dishonesty for which sanctions may be imposed includes, but is not limited to, the following:

a) Cheating which includes, but is not limited to:

i. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
ii. Having another individual take an exam.
iii. Submitting the same paper in two different courses without specific permission of the current faculty member(s).
iv. Falsifying a laboratory experiment or report of an experiment.
v. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments.
vi. The surreptitious or unauthorized acquisition of testing materials or other academic material belonging to a member of the College community. Students need not employ the materials; they need only to possess them in order to violate this code.
vii. Electronic devices, which include, but are not limited to: abuse of cellular devices with photographic capability for the purposes of photographing test questions or other notes and materials.
viii. Furnishing false information to any CR official, faculty member, or office.
ix. Forgery, alteration, or misuse of any CR document, record, or instrument of identification.
x. Knowingly helping another to commit an act of academic dishonesty.

b) Plagiarism which includes, but is not limited to:

i. Using, by paraphrase or direct quotation, of the published or unpublished work of another person without full, clear, and accurate acknowledgement.
ii. The unacknowledged use of another writer's ideas without proper citation. Borrowing all or part of another individual's work or using someone else's outline to write your own work.
iii. Copying another individual's computer printout and/or computer files and using it as one's own.
iv. Using an agency or Internet website engaged in the selling of term papers or other academic materials.

c) Hampering or discrediting the academic work of others by, but not limited to, the following:

i. Misusing, damaging, hiding, or stealing library resources.
ii. Altering or misusing computer programs or equipment.
iii. Interfering with the rightful computer access of others.

2. Disrupting or Obstructing the Work and Operation of the College

a) Making false statements to any College official.
b) Physical abuse or other conduct which threatens or endangers the health or safety of any person.
c) Verbal threats, harassment, intimidation, and/or similar threatening conduct that disrupts the educational environment or members of the College community.

d) An individual shall not engage in any activity involving hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, mental harm, or personal degradation or humiliation.

3. Defamation: An individual shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that: (1) are false and/or expose any person or the college to hatred, contempt, ridicule, disgust or an equivalent reaction; or (2) are false and have a tendency to impugn a person's occupation, business, or office. Initiation of or participation in a hate crime.

4. Using electronic technology which includes, but is not limited to: internet, e-mail, telephone, fax machines, or instant messaging to intimidate another member of the College community.

5. Theft (actual or attempted) or destruction of College property or property belonging to a member of the College community or other abuse of College computer facilities, programs, technology and equipment, including, but not limited to:

a) Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
b) Unauthorized transfer of a file including the use of peer-to-peer-file-sharing.
c) Unauthorized use of an individual's identification and password.
d) Use of computing facilities to interfere with the work of a student, faculty member or College official.
e) Use of computing facilities to interfere with operation of the College computing systems.
f) Unauthorized use or copying of copyrighted software.
g) The unauthorized installation or use of an unauthorized program.
h) Unauthorized use of computer time for personal or business purposes.
i) Use of the College computer facilities, programs, equipment or technology to send obscene or abusive messages.
j) Unlawful or unauthorized use of the Internet; the unauthorized connection of technological and computing equipment to the College's computers and/or network.
k) The unauthorized use of any form of a digital camera or imaging equipment.
l) Unauthorized use of cell phones, pagers and other communication devices in all instructional areas and the Library, including all labs and classrooms during instructional sessions.

6. Coercion, which is defined as attempting to compel, control, or manipulate another through the threat of force, intimidation, exploitation of fear or anxiety, including explicit and implied physical and verbal threats against another person.

7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other CR activities, including its public service functions on or off campus, or of other authorized non-CR activities when the conduct occurs on CR premises. Intentionally obstructing or denying access to facilities or services to individuals entitled to use such services or facilities. Intentionally interfering with the lawful rights of other persons on campus.

8. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work performance, or participation in extracurricular activities. Sexual harassment and/or actions of a sexual nature as defined by law or by College policies, which creates an intimidating, hostile, or offensive working or educational environment.

9. Violation of local, county, state, or federal law, whether it be on or off campus, only when a definite College interest is involved and where the student misconduct distinctly and adversely affects the College's pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the College.

10. The College prohibits anyone from wearing, transporting, storing, or possession of firearms or other weapons on College property (including College-owned vehicles and parking lots), at College-sponsored or College-related functions or events, and during times when acting as a representative of the College whether on or off College premises. Individuals who commit such acts may be removed from College premises and/or subject to disciplinary action, criminal penalties, or both.

Possession of "weapons", which includes but is not limited to firearms (including any gun, rifle, shotgun, pistol, BB or pellet gun, any firearm or device from which a projectile may be fired by an explosive, any firearm or device operated by gas or compressed air), knives (including any bowie knife, spring blade knife, dagger, switchblade knife), explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, any object which by use, design, or definition may be used to inflict injury upon a person, and any object if used, attempted to be used, or threatened to be used to cause bodily harm. "Weapons" does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection. This does not apply to knives kept in College kitchen facilities.

This does not apply to any certified law enforcement personnel engaged in official duties. Activities requiring use of the prohibited items may be conducted on approval of the activity by the President or his/her designee.

11. Intentional obstruction of the freedom of movement of pedestrian or vehicular traffic on College premises. This does not apply to any certified law enforcement personnel in official duties or law enforcement students engaged in official course activities.

12. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community.

13. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Detention or physical abuse of any person or conduct which is intended to threaten imminent bodily harm or endanger the health or safety of any person on any property owned or controlled by the College or at any College sponsored or supervised functions.

15. Failure to comply with reasonable directions of College officials or public safety officers acting in performance of their duties on campus or affecting conduct on campus.

16. Unauthorized possession, duplication or use of keys to any CR premises or unauthorized entry to or use of CR premises.

17. Being an accessory to any person on the College campus who is or who is not a member of the College community who violates this code.

18. Violation of College Board policies, published college policies, rules, procedures, or regulations.

19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on CR premises or at functions sponsored by, or participated in by, CR or members of the College community.

20. Abuse of the Student Code of Conduct, including but not limited to:

a) Failure to obey the notice from the Conduct Review Committee or CR official to appear for a meeting or hearing as part of the Conduct Review Committee.
b) Falsification, distortion, or misrepresentation of information before the Conduct Review Committee.

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c) Disruption or interference with the orderly conduct of the Conduct Review Committee proceeding.
d) Institution of a student conduct code proceeding in bad faith.
e) Attempting to discourage an individual's proper participation in, or use of the student conduct system.
f) Attempting to influence the impartiality of a member of the Conduct Review Committee prior to, and/or during the course of, the Student Conduct Board proceeding.
g) Harassment (verbal or physical) and/or intimidation of a member of the Conduct Review Committee prior to, during, and/or after a student conduct code proceeding.
h) Failure to comply with the sanctions(s) imposed under the Student Code.
i) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

21. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

22. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.

23. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.

24. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.

25. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the College.

26. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

27. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

28. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons without prior authorization of the President/Superintendent.

29. Disengaging smoke or fire detection equipment.

B. Sanctions

Any time a sanction is specifically provided for herein, the employee or officer authorized to impose such sanctions may impose a lesser sanction. For the purposes of this rule, expulsion is the most severe sanction, followed by suspension, probation, and written and oral warning. A student may be given an interim suspension and, subsequently, may be subjected to further disciplinary action by the College, up to and including expulsion, if such further sanction is found to be appropriate in light of the conduct of the student. In all such cases, the fact of the earlier sanction shall be taken into consideration in determining the extent of any further sanctions. Disciplinary actions will be enforced by the College. Consequently, each campus, education center, or instructional site within the District will honor sanctions imposed by the College.

1. Individual Sanctions.

a) Warning - a written or oral notice to the student that continuation or repetition of certain conduct may be cause for disciplinary action under this regulation.
b) Probation - a reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s). If a student violates any condition of probation or again is charged with a violation of the standards of student conduct during the probationary period, such action shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with this regulation.
c) Loss of Privilege - a denial of specified privileges for a designated period of time. This may include, but is not limited to, access to facilities, services or offices or participation in clubs, organizations, or College-sponsored events.
d) Restitution - a requirement of any student who has caused non-accidental damage to College property to pay the College the cost of replacing or repairing the property in question. The College may withhold, after appropriate written notice to the student, grades, transcripts, certificates, diplomas, registration privileges, or any combination thereof from any student who fails to repay or refuses to repay any valid debt owed to the College (Education Code Section 72237).
e) Community Service - the performance of community service as a sanction for misconduct. Determination of the type of work to be performed, the number of hours of service, and the responsibility for supervising the service will be made in consultation with the CSSO.
f) Withdrawal from class - an administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
g) Limited Access - an administrative restriction to selected parts/locations of campus buildings.
h) Other penalties - the student may be denied a transcript or degree until all of the obligations specified by a disciplinary body are met or other penalties as may be imposed as ones determined to fit the misconduct.
i) College suspension - the separation of the student with consequent loss of tuition and fees from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
j) College expulsion - the permanent separation with consequent loss of tuition and fees of the student from the College.
k) Discretionary Sanctions - a work assignment, service to the College or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the disciplinary advisor).
l) Counseling or Education Seminars - the requirement to participate in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
m) Revocation of Admission or Degree - the admission to the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to the admissions process. The granting of a degree by the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to obtaining the degree.
n) Deactivation - the loss of privileges, including College recognition, for a specified period of time for any student club, group, or organization.
o) Mental Health Clearance: A mental health clearance is a restriction that requires a student to obtain the opinion of a

mental health professional indicating whether the student (a) presents a danger to himself/herself or others or (b) is likely to repeat the same or similar misconduct. A student shall not be required to provide a mental health clearance unless such requirement is imposed by the College's Student Conduct Review committee or Behavior Intervention Team.

C. Disruptive Classroom Behavior

1. Instructors

Course instructors at College of the Redwoods Community College District have the professional responsibility and authority to maintain order in instructional settings, which include but are not limited to classrooms, libraries, group meetings, tutorials, lab sessions, office hours, and off-campus venues. To assure the best presentation of the course material, a course instructor shall determine the manner and times during which students may ask questions, request clarification or express opinions or points of view in the instructional setting.

2. Students

Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the instructor or fellow students will not be tolerated. Disruptive conduct may include, but is not limited to: rude or disrespectful behavior unwarranted interruptions failure to adhere to instructor's directions vulgar or obscene language, slurs or other forms of intimidation physically or verbally abusive behavior.

3. Records

Instructors are advised to keep careful written records regarding any incident of disruptive behavior, including dates, times, names of those present, and details of the incident. Instructors should inform their department chair or supervising faculty and the CSSO Office of any such incidents and provide written documentation, if requested. The parties involved, in conjunction with the department chair or supervising faculty and appropriate administrator, should strive for acceptable solutions or mediate appropriate intervention strategies.

4. Removal from Class

Any faculty member may, for good cause, order a student removed from his or her class for the day of the removal and the next class meeting. (Education Code Section 76032)

The faculty member shall immediately report the removal to the Division Representative and the CSSO or designee. The CSSO or designee shall arrange for a conference between the student and the faculty member regarding the removal. If the faculty member or the student requests, the CSSO or designee shall attend the conference.

The student shall not be returned to the class during the period of the removal without the concurrence of the faculty member. Nothing herein will prevent the CSSO or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

5. Appeals

The student may only appeal the decision of a faculty member to the appropriate Academic administrator on the following grounds:

a) The sanction imposed is too severe for the offense and is unwarranted;
b) The student's due process rights were violated; or
c) New evidence has come to light which clearly alters the circumstances on which the action was taken.

When the faculty member or academic administrator determines that College disciplinary action beyond that taken by the faculty member is appropriate, the matter shall be referred to the CSSO who will review the case.

6. Students Who May Present a Danger to Themselves or Others

The College seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Code of Conduct prohibits a student from engaging in violent conduct and threatening behaviors toward any member of the College community, including a student's threat to harm him or her self. In cases of this type, the special procedures set out in this section below may be used to attempt to determine if the student (1) presents a danger to himself/herself or others, and/or (2) is likely to repeat the misconduct. All threats or threats to do violence must be taken seriously and responded to immediately.

7. Responding to Student Conduct Involving Threats or Violence

Any College employee, student, or visitor who observes or otherwise becomes aware of violent or threatening student conduct, including a student's threat to injure himself/herself, or any other student conduct that indicates that the student may present a danger to himself/herself or others, should do the following:

In the case of an emergency, immediately contact the College's Security office by calling the emergency number 476-4111. In severe cases, call 911. In these cases, Security will write an incident report to be filed in situations where an incident report is deemed warranted.

In cases that do not involve an immediate emergency, promptly either (a) file an incident report with Security or (b) inform either the Dean of the campus or site, or the CSSO or his/her designee campus of the situation. Once the information is provided to the CSSO or designee, the CSSO or designee shall promptly inform the appropriate administrator and the Behavior Intervention Team of the situation.

If a student misconduct incident report has not been prepared by the person reporting the matter, the campus dean or administrator shall prepare an incident report if he/she determines that preparation of an incident report is warranted.

In the event of any threat on a person's life, whether spoken or written, the following procedure will be undertaken even if the person hearing/seeing the threat does not believe it is viable:

The police will be immediately called.

The person(s) threatened will be immediately informed.

The person(s) doing the threatening will be referred to a psychologist/psychiatrist/counselor for evaluation as to the viability of the threat and a recommendation made to the District.

A letter of immediate suspension will be issued and conditions placed upon the person(s) return.

Parents will be notified of the person(s) behavior (if FERPA conditions are met) and violation of the college's code of conduct.

The College will continue to follow-up with faculty, staff, law enforcement, parents, etc. and communicate essential information to one another.

Article VIII. Immediate Suspension and Denial of Access

A. Immediate Suspension

The President/Superintendent may impose an immediate suspension on a student only where such action is required in order to protect lives or property and to ensure the maintenance of order on the campus or at a campus function. To the extent the circumstances reasonably permit, the District's legal advisor will be consulted on the issue of whether an immediate suspension is appropriate.

If a student engages in conduct that is alarming and threatening, but does not violate the student code of conduct, and the behavior is likely a "direct threat" to himself or others, the Col-

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lege may act promptly to require a mandatory assessment to determine if the student is in fact a "direct threat." A "direct threat" is defined as "a high probability of substantial harm" to the health or safety of the student or others. In making the "direct threat" determination, the College will make an individualized assessment of the student's behavior considering the relevant factors outlined in the threat assessment outline in Appendix A.

Notice of such suspension shall be given to the student either orally or in writing. Such notice shall advise the student of the right to a hearing. If it is determined that a "direct threat" is imminent, the College may defer due process so that the College can immediately address the exigent circumstance, typically a referral to the police in accordance with Welfare and Institutions Code section 5150.

Within 48 hours of ordering an immediate suspension, the President/Superintendent or designee shall forward written notice to the student of the basis for the action. Such notice shall be addressed to the student's last known address and shall advise the student of a right to a hearing and the time and location of such hearing. Unless the student agrees otherwise, such hearing shall be held no later than ten (10) days following suspension.

B. Withdrawal of Consent to Remain on Campus

The CSSO or his/her designee may notify a student that the consent to remain on campus or other facility under the control of the College has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility. To the extent the circumstances reasonably permit, the College's legal advisor will be consulted on the issue of whether consent to remain on campus should be withdrawn.

Whenever consent is withdrawn by any authorized officer or employee other than the President/Superintendent, such officer or employee shall, as soon as is reasonably possible, submit a written report to the President/Superintendent. Such report shall contain all of the following:

a) Description of the person from who consent was withdrawn, including, if available, the person's name, address, and telephone number.

b) A statement of the facts giving rise to the withdrawal.

If the President/Superintendent or designee, upon reviewing the report, finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee.

If the President/Superintendent or designee does not confirm the action of the officer or employee within 24 hours after the time the consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect.

The notice given to the student may be given orally or in writing and shall advise the student of the right to a hearing as set out herein.

In no case shall summary withdrawal of consent under this Article be withdrawn for longer than 14 days from the date upon which the consent was initially withdrawn.

Consent to return to the campus within the maximum 14-day period shall be reinstated by the President/Superintendent whenever he or she has reason to believe that the presence of the student from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility.

C. Denial of Access

After a hearing, any suspension or expulsion based on conduct that disrupted the orderly operation of a campus or other facility and that also violates a provision of a California statute may include denial of access to the campus or facility as a condition of such suspension or expulsion for the period of the suspension or in the case of expulsion for a period not to exceed one year (Penal Code, Section 626.2). A student who willfully and knowingly enters the campus or facility during the period for which access has been denied is guilty of a misdemeanor pursuant to Penal Code, Section 626.2. In the case of a suspension, such entry may be grounds for further disciplinary action.

D. Disciplinary Action by a Faculty Member

Any College faculty member, for good cause, may remove any student from his or her class for the day of the suspension, or the day of the suspension and the next class day.

Except where circumstances require immediate action, a faculty member, before ordering the suspension of any student from his or her class, shall first give or make reasonable efforts to give the student an oral notice of the reasons for the proposed suspension.

Upon delivery to the student of the notice, the faculty member shall give or make reasonable efforts to give the student an opportunity to present any oral rebuttal to the accusation or otherwise to offer relevant comment on the proposed suspension.

After considering any rebuttal or any other information relevant to the issue offered by the student, the faculty member shall then decide whether to revoke, modify, or proceed with the proposed suspension. The faculty member's decision may be given to the student either orally or in writing.

The student may only appeal the decision of a faculty member to the appropriate Academic administrator on the following grounds:

a) The sanction imposed is too severe for the offense and is unwarranted;

b) The student's due process rights were violated; or

c) New evidence has come to light which clearly alters the circumstances on which the action was taken.

Following the suspension the faculty member shall notify the appropriate Academic administrator and the CSSO of the suspension in writing and shall provide both parties with copies of all documentation related to the incident. A copy will also be provided to the student.

In no instance shall a student be returned to the class from which he or she was suspended under this Article during the period of suspension without the concurrence of the faculty of the class and the appropriate Academic administrator.

Article IX. Fees, Denial of Aid, and Readmission

A. Fees

No fees paid by or for a student for the semester, summer session, or other term in which he or she is suspended or expelled shall be refunded, except as may be required by law. If the student is readmitted before the close of the semester, summer session, or other term in which he or she is suspended, the student will not be charged any additional fees as a result of the suspension.

B. Denial of Aid

Any recipient of financial aid who willfully and knowingly commits any act likely to disrupt the peaceful conduct of College activities, and who is arrested and convicted of a public offense arising from such act, may be determined to be ineligible for any financial aid for a period not to exceed the ensuing two academic years.

Any recipient of such financial aid who, after a disciplinary hearing, is found to have willfully and knowingly disrupted the orderly operation of the College but who has not been arrested and convicted may be determined to be ineligible for any further financial aid for such period not to exceed the ensuing two academic years.

Any such recipient who is suspended from the College for such acts shall be ineligible for financial aid for a period not less than the time of such suspension.

C. Admission or readmission

Admission or readmission may be denied to any person who, while not enrolled as a student, commits such acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings under this regulation. In addition, admission or readmission may be denied to any person who, while a student, commits acts that are subject to disciplinary action pursuant to this regulation. Any conduct for which admission or readmission may be denied must be related to a College activity or College attendance. Appeals regarding denial of admission or readmission shall be made to the CSSO or, in the case of the education centers, the Campus administrator.

Article X. Definitions

Attorney: Any person who is admitted to practice law before any state or federal court.

Behavior: Shall include conduct and expression.

Cheating: Intentionally using or attempting to use unauthorized materials in any academic exercise.

Class: Any duly authorized class session or other College function, whether on or off campus, whether for credit or not, whether offered in a day, evening, or summer program, and shall include any duly scheduled field trip, excursion, field placement, or work experience program under the auspices of the College and the faculty member.

College: The Redwoods Community College District

College premises: Includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).

College property: Real or personal property in the possession of, or under the control of, the Board of Trustees of the Redwoods Community College District; College food, bookstore, or retail facilities, whether operated by the College or by the students of the College; and other property or facilities leased or rented by the College.

College-sponsored event: Any event or activity on or off College premises that is directly initiated, sponsored, supported, or supervised by the College.

Complainant: Any person who submits a charge alleging that a student violated this Student Code and the term "Accused Student" means any student accused of violating this Student Conduct Code.

Complicity: Knowingly helping another to commit an act of academic dishonesty.

Conduct Review Committee: Refers to the disciplinary board.

Days: A day during which the College is in session and regular classes are held, including summer session days and excluding Saturdays and Sundays, unless otherwise specified in this regulation.

Deadly Weapons: Includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy, sand-club, sandbag, or metal knuckles; any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade; a pistol, revolver, or any other firearm; any metal pipe or bar used or intended to be used as a club; or any other dangerous object of no reasonable use to the student.

Expulsion: Exclusion of the student from all College premises for one or more terms. Permanent separation of the student from all courses and activities offered by the District.

Faculty Member: Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Hazing: Any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger or physical or emotional harm to any member of the College community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

Lewd or indecent: A person who removes his/her underclothing and exposes himself or herself, masturbates, engages in voyeurism, or performs any other act in a public place or under circumstances which the person should know will likely cause affront or alarm to another person.

Long-term Suspension: Exclusion of the student for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the College for one or more terms.

Member of the College Community: Community College District trustees, certificated, classified and administrative personnel; students; and other persons while such other persons are on College property or at a College function.

Plagiarism: Using another's work or ideas as if they were one's own without giving credit to the source.

Preponderance of evidence: When considering all the evidence in the case, the decision maker is persuaded that the allegations are probably more true than not.

Removal from class: Exclusion of the student by a faculty member for the day of the removal and the next class meeting.

Rules of Privilege: The rules of privilege adopted by the California Legislature. Rules of privilege exist because maintenance of confidentiality of certain relationships is considered of greater value than the disclosure of evidence which is acquired within those relationships. Examples of such communications are those made in the course of the lawyer-client, physician-patient, and psychotherapist-patient relationship.

Short-term Suspension: Exclusion of the student for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Student: Any person currently enrolled as a student at any college or in any program offered by the District.

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the CSSO or his/her designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the CSSO or his/her designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

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

Article XI. Interpretation and Revision

Any question of interpretation regarding the Standards of Student Conduct and Disciplinary Process will be referred to the CSSO or his/her designee for final determination.

Technical departures from the provisions of this regulation and errors in their application shall not be grounds to void the College's right to take disciplinary action against a student, unless,

(continued)

in the opinion of the President/Superintendent, the technical departure or error prevented a fair determination of the issue.

This regulation is applicable to actions taken against a student based on that student's failure or refusal to abide by the Code of Conduct. This regulation is not applicable to matters that are covered by student grievance procedures such as those that arise under Title IX (sex discrimination), College Policies regarding sexual harassment, or Federal Rehabilitation Act of 1973, Section 504 (students with disabilities); residence hall licensure terminations; withholding of services, including certificates, diplomas, or transcripts for non-payment of debts to the College; student activity members, such as student councils; residence determination; and academic matters such as, but not limited to, admission and enrollment decisions, the assignment of classes or grades, and probation, suspension or dismissal for academic reasons.

The Campus Security Act of 1992 requires statistics on various kinds of crimes, including sex offenses. Statistics are required on forcible and non-forcible sex offenses. Forcible sex offenses are "any sexual acts directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Nonforcible sex offenses are acts of "unlawful," non-forcible sexual intercourse," and includes incest and statutory rape. (Complying with the New Federal Laws: Sex Offenses on Campus, prepared by the American Council on Education and National Association of Student Personnel Administrators, March 1993).

References: California Education Code Sections 66300, 66301, 72122, 76030; Accreditation Standard II.A.7.b

Approved: 11/06/2007, Revised: 02/07/2012
Former Administrative Regulation #505.01, "Student Code of Conduct," Approved: 2/80
Revised: 10/4/93; 2/2/98; 5/17/04; 4/4/05;
"Appendix for Student Code of Conduct," Approved by the Academic Senate: 2/20/04

STUDENT RIGHT-TO-KNOW RATES

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Redwoods Community College District and College of the Redwoods to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2000, 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 College of the Redwoods, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 26.9 percent attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2000 to Spring 2003. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 18.9 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 2001 to Spring 2003.

STUDENT RECORDS AND PRIVACY ACT

Students at College of the Redwoods are guaranteed certain rights regarding school records and information provided to the College by the *Family Educational Rights and Privacy Act* (FERPA) of 1974, as amended (the *Buckley Amendment)*, and Board Policy No. 5040, *Student Records*. A copy of this policy can be obtained from our website.

Student rights include:

1. The right to inspect and review all official school records;
2. The right to challenge the correctness of these records;
3. The right of controlled access and release of information.

The College must obtain written consent of the student before releasing personally identifiable information from records to other than a specified list of persons and agencies.

The College may release "directory information" about students unless the student has indicated in writing that such information is not to be released without their consent.

"Directory Information" at this College includes:

- student name;
- community of residence;
- date and place of birth;
- major field of study;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance;
- degrees and awards received;
- the most recent public or private school attended by the student; and
- any other information authorized in writing by the student.

Students are asked on the Application to authorize the release of Directory Information. If the answer "yes" is marked, then information listed under "Directory Information" may be released. If "no" was marked, the information will not be released. You may change this designation by submitting the request in writing to the Admissions and Records Office.

These rights are designed to protect the privacy of all students. Your official school records are kept in the Admissions and Records Office. For additional information about student rights under the Privacy Act and District Policy, contact the Admissions and Records Office.

NON-DISCRIMINATION - EQUAL OPPORTUNITY

College of the Redwoods is committed to equal opportunity in employment, admission to the College, and in the conduct of all of its programs and activities.

CR's policy complies with *California Education Code* and *Title 5 of the California Administrative Code*, and with related federal laws (*Title VI* and *VII* of the *Civil Rights Act of 1964, Title IX* of the *Educational Amendments of 1972*, and *Section 504* of the *Rehabilitation Act of 1973*).

Under these regulations, College of the Redwoods guarantees that no person shall be subjected to discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability under any of its programs or activities.

All classes are open to those who have met the academic prerequisites. The College also affirms its commitment to equal opportunity employment as a part of its Equal Employment Opportunity District Plan.

The Director of Human Resources is the college officer responsible for insuring District compliance with these regulations. Inquiries concerning the application of the above federal and state laws as well as the following:

- **I. Unlawful discrimination - Equal Opportunity**
  Title 5 C.A.C., Title IX/Title VI and VII:
- **II. Section 504**
  Staff Diversity Coordinator 707.476.4144
  should be directed to the Director of Human Resources.

SEXUAL HARASSMENT

Sexual harassment is a form of unlawful discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written, or physical conduct of a sexual nature which makes the work or educational environment offensive, hostile, intimidating, or unpleasant or which interferes with work or academic performance.

CR endeavors to provide students and employees with an educational work environment free from sexual harassment and other prohibited discrimination. While on the campus, College employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees, students, and to the public. The District will not tolerate sexual harassment in any employment setting or in any academic program or activity.

If you need to file a sexual harassment complaint, contact the Director of Human Resources 707.476.4144.

ACADEMIC ACCOMMODATIONS

Under federal and state laws, the college is required to make modifications to academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student with a disability. The college is also required to have a policy and procedure for responding to students with verified disabilities who request academic accommodations. Students with disabilities have the right to receive reasonable academic accommodations in order to create an educational environment where they have equal access to instruction, without fundamentally altering any course, educational program, or degree. Reference: the Americans with Disabilities Act (Pub. L. 101-336); the Rehabilitation Act of 1973, Part 504 [34 C.F.R. § 104.3(j)(1) and (k)(3) and §104.44(a) and (b)(1)(ii)]; the Family Educational Rights and Privacy Act of 1974; and Title 5 of the California Code of Regulations.

For more information see BP/AP 5140 Disabled Student Services.

REQUESTS FOR ACADEMIC ACCOMMODATIONS

The Disabled Students Programs and Services (DSPS) Office is a resource for the general college community for information about and implementation of academic accommodations. DSPS evaluates the need for reasonable accommodations based on student need.

If you need academic accommodations, meet with one of the DSPS Counselors to complete a Support Services Agreement (SSA).

Share information from SSA with your instructor(s). If the instructor agrees, the accommodation is then implemented.

While the right to accommodations is not negotiable, its implementation is. If the instructor questions the implementation, the student, the DSPS Director and the instructor continue to talk until an agreement is reached. *(Note: this may mean that an alternative accommodation may be implemented.)*

If the rare circumstance occurs that no agreement can be reached, the accommodation is temporarily implemented (per Board Policy 533) pending final resolution by the Academic Accommodations Committee.

The Academic Accommodations Committee meets and reviews all information regarding the request. The committee will either approve, deny, or recommend a third accommodation. The decision is then final.

WHAT TO DO IF YOU HAVE A CONCERN ABOUT ACADEMIC PROGRAMS OR COLLEGE SERVICES

We at College of the Redwoods recognize that there may be times when students have concerns about educational programs and services. To assist students, we have established a process which allows us to resolve issues informally and protect student rights. The information below will help explain the procedures to be followed to resolve concerns.

Grade Changes

Redwoods Community College District Board of Trustees Policy | BP 4231

The President/Superintendent or his/her designee shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Grade Changes

BP 4231 /AP 4231

Course Grade Challenge

The course grade given to each student shall be determined

by the instructor(s) of the course. The determination of the student's grade by the instructor(s), in the absence of mistake, fraud, bad faith, or incompetence, shall be final (Ed. Code 76232). A student who has evidence that the course grade awarded to him/her by the instructor(s) of the course is based upon mistake, fraud, bad faith, or incompetence may appeal the grade by following the steps below. The course grade challenge process is not a legal proceeding. Advocates may attend but cannot act as legal counsel.

Grades will be reviewed within the following context:

1. **Mistake** – an error in calculation, or an error in marking the roll book relevant to grades, or attendance. Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
2. **Bad Faith** – disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
3. **Fraud** – selling grades or asking students to perform non-relevant activity in exchange for grades.
4. **Incompetence** – impaired ability (due to accident or illness) to adequately judge the student's performance.

Step 1: Consultation with the Instructor(s). No later than the second week of the academic semester following the award of the grade, a student must attempt to resolve the course grade dispute through consultation with the instructor of the course. In the event the course instructor is no longer at the college, is on leave of absence, or refuses to consult with the student, the student may proceed to the next step. However, during times when faculty are not under contract to teach, the course instructor is not required to respond to requests for course grade consultation or to meet with students. Students may need to wait until the beginning of the semester following the award of the disputed course grade for a response to their request for a consultation. Upon resuming their contract to teach, the course instructor shall respond to a course grade challenge within fourteen (14) calendar days of the first instructional day of the term or within fourteen (14) calendar days of the student's grade challenge request.

Step 2: Appeal to the Instructor's(s') Immediate Supervisor. If the student is not satisfied with the result of Step 1, the student may appeal the matter to the instructor's immediate supervisor using the Course Grade Challenge form. The Course Grade Challenge form may be obtained from Enrollment Services or center campus office. The student must complete the form and supply all supporting evidence in writing to the instructor's immediate supervisor within fourteen (14) calendar days of completion of Step 1. Failure to submit these materials within fourteen (14) calendar days terminates the course grade challenge.

The immediate supervisor will inform the instructor that the student has completed a course grade challenge form. The instructor is responsible for providing the criteria used in determining the course grade. Following the review of these materials, the instructor's immediate supervisor shall meet, when possible, with the student and the instructor together to attempt to resolve the dispute regarding the contested grade. If the course grade challenge is not resolved or terminated at this step, the student may then proceed to Step 3.

Step 3: Appeal to the Course Grade Challenge Committee. If the course grade challenge is not resolved or terminated at Step 2, the student may file a written request with the Chief Instructional Officer for a review of the evidence with a the Course Grade Challenge Committee. The written request for a review must be submitted within fourteen (14) calendar days of the completion of Step 2. Failure to submit this request within fourteen (14) calendar days terminates the course grade challenge. Upon receipt of this request, the Chief Instructional Officer shall take the steps necessary to acquire the materials and convene a Course Grade Challenge Committee comprised of two faculty members, two students, and the Chief Instructional Officer who shall serve as the non-voting chair. It is at the committee's discretion to determine if sufficient evidence exists to make a determination on the basis of the written record or to go to a hearing.

If the committee decides to go to a hearing, the chair shall advise the student and the instructor of the date, time and location of the appeal hearing. The hearing shall be informal and shall take place before the entire Course Grade Challenge Committee. No formal witnesses representing either party may attend. However, each party may have an advocate that does not act as legal counsel. The format and duration of the hearing shall be left to the discretion of the committee. The burden of proof rests with the student. The student and the instructor shall answer questions related to the materials submitted in Step 2.

At the close of the review of the written record or hearing, as the case may be, the course grade challenge shall be determined by a vote of three out of four of the voting members. The decision to change a grade shall be based solely upon substantiation of mistake, fraud, bad faith, or incompetence (Ed. Code 76232). The decision of the committee shall be final. The committee shall submit a written report of its decision to the Chief Instructional Officer within three (3) working days of the hearing or review of the written record, as the case may be. The Chief Instructional Officer shall notify the instructor and the student within three working days after receiving the committee's written report.

Step 4: Notification to the Board of Trustees. A student may appeal the committee's decision to the Board of Trustees only if evidence exists that the Course Grade Challenge policy and procedures were not followed. Within 14 calendar days, the student shall notify the Chief Instructional Officer in writing identifying specifically where the process was not followed. Failure to submit this written appeal within 14 calendar days shall terminate the course grade challenge. The Chief Instructional Officer will forward the written appeal to the Board of Trustees. The Board of Trustees will review the written appeal to verify whether or not the process was followed. The Board of Trustees shall refer the matter back to the committee if it finds that the course grade challenge policy and procedures were not followed. Otherwise, the decision of the committee shall stand.

Late Withdrawal

Students who have extenuating circumstances beyond their control (i.e., medical issues or military orders) may petition for a withdrawal after the deadline. Students must complete a petition, include detailed information and attach verifying documentation within one year of the term in question.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice President of Student Development or his/her designee. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers may not change grades at any time.

Any person who discovers that grades have been changed by

someone other than the persons authorized to do so shall notify the Vice President of Student Development or his/her designee immediately. The designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Student Complaints other than Academic Complaints or Unlawful Discrimination | AP 5530

If a student wishes to lodge a complaint other than academic complaints or unlawful discrimination, he or she may seek redress through the following procedures. Student complaints adjudicated under this regulation are those complaints brought against a decision made or action taken by the College that is alleged to adversely affect a student's status or privileges. These complaints may include matters such as: complaints about college staff, a challenge to a student's academic record, or complaints about a service or program. Student complaints within the purview of this regulation must be filed with the Chief Student Services Officer (CSSO) within thirty (30) days of the decision, action, or incident that is the source of the complaint.

A. Informal Resolution Process

Many complaints are simply the result of misunderstanding or miscommunication. The parties involved are recommended to first seek to resolve any complaints informally and amicably. For most complaints, a direct discussion with the immediate supervisor of the employee, program, service, or area of responsibility relevant to the compliant, may be adequate to resolve the matter to the satisfaction of both parties.

1. Discuss Complaint with Supervisor

The student shall first attempt to resolve the complaint through informal consultation with the specific area administrator or supervisor of the employee, program, or service against whom the complaint is lodged. Such a meeting should be held in private within ten (10) working days after the decision, action or incident. All issues involved should be clearly defined so they may be discussed as objectively as possible. Both parties should openly discuss the student complaint/concern and attempt to understand the other's perspectives, explore options/alternatives, and attempt to arrive at a satisfactory resolution to the complaint. At the student's request, an Associated Student, College of the Redwoods (ASCR) member, or CR College Staff or faculty member, may be invited and/or assigned to assist the student in clarifying the complaint process, writing the complaint, and/or supporting the student throughout the complaint process.

2. Express Complaint in Writing

If the student is dissatisfied with the results of the discussion with the supervisor, the student should submit a "Statement of Complaint" (see form below) that clearly expresses in writing the complaint and the desired solution. This statement shall be submitted to the CSSO within five (5) business days following the meeting with the specific area administrator or supervisor as described above.

3. Supervisor Conference

On receipt of the student's "Statement of Complaint," the immediate supervisor will, within ten (10) working days, arrange a conference or meeting with the employees, service area personnel, and any other relevant staff. The purpose of this meeting will be to determine if there are any legitimate grounds for the complaint, if staff have any suggestions for resolution or improvement, and to discuss any possible actions. The student complainant may or may not be asked to attend, at the discretion of the supervisor. After discussion with staff or employees and review of relevant materials or evidence, the supervisor shall render a decision on the complaint to all parties and shall within five (5) business days provide a written copy of that decision to each involved party. The supervisor will then forward all relevant documents, evidence, meeting notes, the "Statement of Complaint" form, and any other materials, to the CSSO.

B. Formal Resolution Process

If the complaint cannot be satisfactorily resolved at the informal level, then the Formal Resolution Process shall be followed:

1. Student Files a Request for Hearing

The student must complete and deliver to the CSSO (or Campus Dean at the Education Centers), the "Request for Hearing" form within ten (10) business days of receiving the written decision rendered by the area supervisor as described above.

2. CSSO Convenes the College Hearing Committee

The CSSO (or Campus Dean at the Education Centers) or designee shall then convene the College Hearing Committee within a period of fifteen (15) business days following receipt of the Request for Hearing to consider the complaint. The CSSO shall consider the preferences of the accused student, the nature of the complaint, and the availability of the committee members when assigning the case for a hearing. The College Hearing Committee shall be composed of the following:

- Two students appointed by the ASCR President
- Two faculty members appointed by the Academic Senate President
- One classified member appointed by the CSEA President
- One administrator, who shall chair the committee, appointed by the College President or designee

All committee members shall be selected from among persons with little or no connection to the source of the complaint and that had no involvement in the decision, action, or incident. The CSSO or Campus Dean shall also confirm that all prospective members are not related in any way to the complainant.

3. Hearing Procedures

The Chair of the College Hearing Committee will establish a hearing format consistent with this administrative procedure. Formal hearings will be conducted by the committee according to the following guidelines:

(continued)

1) In complaints involving more than one student complainant, the Chair of the College Hearing Committee will determine if hearings concerning each student will be conducted jointly or separately. The decision of the Chair shall be final on all matters relating to the process of the hearing unless there is a vote by other members of the panel to the contrary.

2) The student(s) will be notified by certified mail of the hearing at least five business days in advance of the hearing. The letter will inform the student of the time, location and place of the hearing and include a copy of this administrative procedure.

3) All parties shall be present at the hearing. In the willful absence of the complainant and/or a representative of his/her choice, the complaint will be dismissed.

4) Hearings shall be closed and confidential unless the one of the parties requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the Chair agree to the contrary.

5) Quorum for a hearing requires that four (4) of the six College Hearing Committee members are present for the hearing. If the case is to be heard at the Mendocino or Del Norte site, a quorum will be three (3) members of the Committee.

6) The parties may be accompanied by an advisor if so desired. The advisor may attend the hearing with the student to counsel him/her and suggest questions. The parties may be present during the entire time of the hearing, except during the deliberations of the Committee. In no event may the advisor participate directly by speaking for either party or questioning witnesses. Admission of any other person to the hearing will be at the discretion of the Chair.

7) The student may represent him or herself, and may also have the right to be represented by a person of his or her choice, with the exception that the student shall not be represented by an attorney unless agreed to in advance of the hearing by the Chair. The student must note on the Request for a Hearing form if the student wishes to be represented by an attorney. If the student is permitted to be represented by an attorney, the Committee may also request legal assistance. Any legal advisor provided to the Committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

8) The parties may present evidence, including witnesses and written statements. The Chair will determine the format of the hearing, and the admissibility of witnesses or written statements, and may elect not to hear such statements if deemed redundant or irrelevant.

9) The Chair retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties. Other committee members should request and receive the permission of the Chair before asking questions of the witnesses. Employees against whom complaints have been filed will be advised of their right to remain silent, and may choose not to respond to any questions.

10) Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.

11) The person making the complaint shall assume the burden of proof.

12) There will be a single verbatim recording, digital or taped, of all hearings before the Committee. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Recordings shall remain in the custody of the College at all times, unless released to a professional transcribing service. Access is limited to reviewing the verbatim record only on College premises and in the presence of the CSSO or designee. The verbatim record will be the property of the College.

13) The College Hearing Committee may accommodate concerns for the personal safety, well-being, or fears of confrontation of the complainant, staff or other witnesses during the hearing by providing separate facilities, by using a visual screen, or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, as determined in the sole judgment of the Chair to be appropriate and in the best interests of the parties.

14) Following testimony of witnesses, the Committee shall consider the complaint and determine if the complaint is valid. Determination of validity shall be made based on the preponderance of evidence.

15) The Committee shall then decide, by majority vote, if any remedy, action, or decision is required or necessary. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student and staff, and the oral and written evidence produced at the hearing. The Committee need not limit its recommendations to the remedy requested by the student.

16) The Committee shall submit in writing its findings of validity and recommend action to the President. The President may accept or modify part or all of the Committee's recommendation and shall submit the decision, with stated reasons, to all concerned within the shortest reasonable time after the decision has been rendered, but not to exceed ten (10) business days after the hearing.

17) The decision shall include whether the complaint is valid or invalid, and may include specific recommendations for further action.

18) The student shall have the right to submit a written statement of response to the decision of the President. This statement shall be included with all other compiled records of the complaint.

19) The decision of the President shall be final.

20) The President shall refer all records to the CSSO or designee for retention.

Approved: 02/07/2012

Former Administrative Regulation #528.02, "Regulation Re: Student Complaints other than Unlawful Discrimination," Approved: 3/16/82 Revised 6/6/94, 10/9/95*Adopted by Board of Trustees March 16, 1982*
Revised: June 6, 1994; October 9, 1995

SAFETY AT COLLEGE OF THE REDWOODS

This section of the catalog is published in accordance with Section 201, P.L. 101-542, the "Crime Awareness and Campus Security Act of 1990."

CRIME REPORTING PROCEDURES

Safety at College of the Redwoods is everybody's business. No community can be totally risk free in today's society. Students, faculty, staff and visitors are partners in creating an environment that is safe and conducive to learning. To that end College of the Redwoods maintains a Public Safety/Security Department with personnel available twenty-four hours a day. A person may report any criminal activity or any other emergency at any time, day or night, by dialing extension 4111 from any campus courtesy or office phone. If dialing from a pay phone or off-campus phone, the 476 prefix must be added (707.476.4111). The District's Public Safety/Security office is located on the Eureka Campus next to the Greenhouse behind the Applied Technology building.

CR Has a New Tip Line

Call 707.476.4555 or email CRTip@redwoods.edu.
The Tip Line is confidential!
Help make CR a safe and comfortable place to learn.

ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 7:00 a.m. until 10:00 p.m. during periods that classes are in session. Individual rooms may be locked due to sensitive contents such as computers, medical equipment, etc., until the arrival of the specific instructor.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should notify their department chairperson or supervisor as well as the campus Public Safety Officer on duty so that they can be checked on for their safety. Several campus rooms are protected by intrusion alarms. Before entering such areas, the Public Safety/Security Department should be called.

Campus buildings are normally locked from 5:30 p.m. Friday until 7:00 a.m. Monday. College Public Safety Officers will unlock doors for weekend classes and other events as published in the Facilities Use Schedules which are prepared by Facilities and Grounds.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. College Public Safety and Custodial staff will check the entire campus during off hours, but the primary responsibility lies with the facility user.

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Keys are issued by Facilities and Grounds. Lost keys should be immediately reported to one's supervisor, Facilities and Grounds and Security. Keys should never be loaned to other staff members or students. College Public Safety/Security personnel will confiscate any keys which have not been specifically issued to a particular individual. Duplication of District keys is a misdemeanor.

District owned property is not to be removed from the campus without expressed written authorization from the department chairperson or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

LAW ENFORCEMENT, SECURITY AUTHORITY AND PROMPT REPORTING

It is the policy of the College of the Redwoods Board of Trustees to provide reasonable protection to the college community using methods that fit within and contribute to the educational philosophy of the institution. This protection extends to both the users of college facilities, and the facilities themselves. Law enforcement for the campus is provided by the Humboldt County Sheriff's Department who investigates crimes of violence and other felonies. College Public Safety/Security provides first response to all crimes reported and investigates minor, or misdemeanor offenses. They report such offenses to the Administration where a determination is made as to possible disciplinary action. Campus Security personnel are not peace officers and do not have the arrest authority of a peace officer. They may perform citizen's arrests on behalf of the College at the request of law enforcement personnel.

College of the Redwoods has a formal memorandum of understanding with the Humboldt County Sheriff's Department to provide investigative and response assistance for violent crimes, or those crimes beyond the capabilities of the Public Safety/Security personnel. The Sheriff's Department is called at any time that an arrest is anticipated.

College of the Redwoods also employs student parking enforcement personnel with local training specific to parking enforcement. They are not peace officers. All college personnel are instructed to promptly report criminal or other suspicious behavior to the Public Safety/Security Department for investigation. The public is encouraged to do the same.

CRIME PREVENTION

An essential ingredient to any successful crime prevention program is an informed public. It is the intent of College of the Redwoods to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a threat to their physical safety or the protection of their property. Such information is normally distributed to students through messages posted on kiosks and bulletin boards throughout the campus, and more heavily in the area affected by the activity. Staff members are informed through memos and/or e-mail.

Public training is also a critical element to a campus safety program. Departments within Student Development including Student Health, Housing, and Counseling sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention. Public Safety/Security also provides programs suitable for college success classes on general safety, proactive self-protection and crime prevention on campus.

Finally, an effective crime prevention program includes at least some measure of people watching out for one another. All staff and students are asked to be alert, security conscious and willing to be involved. Call the college Public Safety/Security staff at extension 4111 whenever you observe suspicious behavior on campus.

OFF-CAMPUS CRIME

The Humboldt County Sheriff's Department provides law enforcement coverage for the areas adjacent to the college campus. While a formal agreement does not exist, the Sheriff's Department provides information concerning serious crime in areas adjacent to the college and such information is disseminated in the fashion described in crime prevention.

SUBSTANCE ABUSE

In compliance with Public Law 101-226, the "Drug Free Schools and Communities Act Amendment of 1989," the Board of Trustees of College of the Redwoods prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College of the Redwoods property and/or as part of any College of the Redwoods sponsored or sanctioned activity.

Any student or employee in violation of this policy is also in violation of the Student Code of Conduct, and is subject to disciplinary action up to, and including, expulsion from College of the Redwoods, or termination from District employment.

The possession, use and sale of alcoholic beverages by anyone on College of the Redwoods property is a misdemeanor per California Business Code Section 25608 and a violation of the Student Code of Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state or local law enforcement authorities.

The decision to take disciplinary action as a result of these violations rests with the President of College of the Redwoods by authority delegated by the Board of Trustees. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

SEXUAL ASSAULT PROGRAMS & PROCEDURES

College of the Redwoods offers a variety of sexual assault prevention programs through the Student Health Center, Counseling and Housing that address assaults including rape, acquaintance rape, forcible and non-forcible sex offenses. The North Coast Rape Crisis Team can be contacted at 707.445.2881, or North County Rape Crisis Services at 805.922.2994 if the individual prefers counseling from an off campus source.

In the event that a sexual assault takes place, Campus Public Safety/Security recommends that the following procedures be followed:

1. Campus Security at extension 4111 should be contacted immediately. All campus Public Safety Officers are Emergency Medical Technicians (EMT's), and as such will provide advice on procedures and notifications.
2. Call the North Coast Rape Crisis Team. They can be contacted at 707.445.2881, or North County Rape Crisis Services at 805.922.2994 if the individual requests immediate counseling and advocacy.
3. Those assaulted should not bathe or shower until after they are seen at an emergency room or by a physician. This is critical to preserving DNA evidence.
4. Those assaulted may decide to have the assault investigated by the local law enforcement agency (the Humboldt County Sheriff if the assault takes place on campus). The Public Safety Officer on duty, or any other college employee involved at the time the report is made, will assist the student in contacting the appropriate agencies for law enforcement response and/or counseling.
5. To facilitate the assailant's arrest and prosecution, it is important to provide all known information regarding the assault to the law enforcement officer or Public Safety Officer responding, including the name or description of the person responsible, the location of the assault, the circumstances involved and any other details requested.
6. Students involved in a sexual assault case may request a change in their classroom and/or living situations on campus; the college will accommodate such requests when it is determined that it is feasible and reasonable to do so. The student should contact the Vice President of Student Services and Learning Support or the Campus Vice President to make those arrangements.
7. Be aware that all parties involved in sexual assault cases are entitled to have others present during a disciplinary proceeding. The parties will be kept informed of the college's final determination with respect to the sex offense, including any sanction that is imposed against the accused.

Additional resource information may be obtained from the following CR website:
http://www.redwoods.edu/eureka/sexualhealth/

COLLEGE OF THE REDWOODS CAMPUS CRIME STATISTICS

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," hereafter referred to as the "Clery Act," requires the publication and distribution of statistical data on selected crimes and incidents. This publication is intended to meet the requirements of that Federal law. These statistics represent ***alleged*** criminal offenses ***reported*** to our local security personnel. Therefore, ***these data do not necessarily reflect prosecutions or convictions for crime***.

On-Campus	*2009*	*2010*	*2011*
Murder/Non-negligent Manslaughter	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	2	4	1
Burglary	6	4	4
Motor Vehicle Theft	1	1	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Note: The following statistics are also included in the on-campus statistics above.

On-Campus, In Residence Halls	*2009*	*2010*	*2011*
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

Institutions were not required to report statistics for all types of criminal offenses, hate offenses and arrests that occurred in non-campus buildings and on public property. College of the Redwoods chooses to provide what statistical data we have available.

Non-Campus Buildings	*2009*	*2010*	*2011*
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Public Property	***2009***	***2010***	***2011***
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

(continued)

While data from some non-police sources such as psychological counselors, clergy, etc., is completely optional for reporting purposes, a security department is also a non-police source. The following statistical data is also included in the "On-Campus" section.

Non-Police	*2009*	*2010*	*2011*
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	1	0	0
Robbery	0	0	0
Aggravated Assault	2	4	1
Burglary	6	4	4
Motor Vehicle Theft	1	1	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

HATE OFFENSES:

Criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity that can be classified as a Hate Crime as prescribed by the Hate Crime Statistics Act (28 USC 534) are reported here.

On-Campus	*2009*	*2010*	*2011*
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0
On-campus, In Residence Halls	***2009***	***2010***	***2011***
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

Non-campus Buildings	*2009*	*2010*	*2011*
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0
Public Property	***2009***	***2010***	***2011***
Murder/Non-negligent Manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

ARRESTS & DISCIPLINARY ACTIONS:

College of the Redwoods Public Safety Officers are members of a security department and are not sworn police officers. They do not have arrest authority. On the rare occasion that someone must be arrested on campus, those arrests are performed by the Humboldt County Sheriff's Department and would be included with their statistical data.
Data presented specifically for College of the Redwoods follows

On-Campus Arrests	*2009*	*2010*	*2011*
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
On-Campus Disciplinary Actions/Judicial Referrals	***2009***	***2010***	***2011***
Liquor law violations	19	38	15
Drug law violations	26	47	16
Illegal weapons possessions	1	0	0

The following is a comparative summary of Public Safety/Security's activities from January 1 through December 31 for the three previous years.

CRIMES/INCIDENTS	*2009*	*2010*	*2011*
Assaults	2	4	1
Bomb Threats	0	0	0
Burglary	6	4	4
Disturbing the peace	17	27	13
Drug Related*	26	47	16
Fraud	0	0	0
Hate Crimes	0	0	0
Larceny/Theft	14	24	14
Liquor Related*	19	38	15
Maintenance	0	0	0
Medical	44	40	35
Miscellaneous	6	4	3
Missing Person	0	1	0
Motor Vehicle Theft	1	1	0
Murder	0	0	0
Other Incident	36	30	27
Phone Harassment	1	1	0
Rape	0	0	0
Reckless Driving/Speeding	1	0	1
Robbery	0	2	0
Safety (Fire & Alarms)	3	0	4
Other Sex Offenses	1	0	0
Traffic Accident (injury):	1	0	1
Traffic Accident (non-injury)	7	10	6
Trespass	1	12	0
Vandalism	12	14	14
Weapons Confiscation	1	0	0
Total incidents:	**199**	**259**	**154**

DORM FIRE SAFETY	*2009*	*2010*	*2011*
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0
Total:	0	0	0

** Includes Statistical Data from Housing*

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The CR Catalog is published/produced annually by
College of the Redwoods | Communications & Marketing | Printing Services
7351 Tompkins Hill Road Eureka, CA 95501-9300

Photos by
Paul DeMark | Lynn Lozier-Hannon | Erin Jones | Bosha Struve | Dana Wymer
and College of the Redwoods faculty and staff. Thanks to everyone who submitted photographs for catalog use.