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2017-2018 Catalog

Cover:*Photo**Credits:**Bill**Nelson-Media**Group***Our Vision**

Taft College instills a passion for learning, leading to success for all.

Our Mission

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

Our Values

- Students and their success
- A learning community with teaching excellence
- An environment conducive to learning, fairness, dialogue, and continuous improvement
- A communicative, collaborative, collegial, and respectful culture
- A partnership of students, faculty, support services, and community
- Innovation, diversity, creativity, and critical thinking
- Academic, financial, personal and professional integrity
- Employees and their professional development
- A transparent, accessible, participative governance structure

Accreditation

Taft College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and by the U.S. Department of Education. Students and members of the public who wish to file a formal complaint to the Commission about one of its member institutions can contact the Commission in writing (10 Commercial Boulevard, Suite 204, Novato, CA, 94949), by calling (415) 506-0234, or visiting their website at <http://www.accjc.org>.

Accuracy Statement

The West Kern Community College District has made every reasonable effort to insure that information in this catalog is accurate and is available in an alternate format. Courses and programs that are offered, along with other matter contained herein, are subject to change without notice for reasons related to student enrollment, level of financial support, or for any other reason at the discretion of the district and the college. The district and the college further reserve the right to add to, amend, or repeal any rules, regulations, policies, and procedures, consistent with application laws.

TAFT COLLEGE

A public community college
Founded in 1922
29 Cougar Court

Taft, California 93268

Phone: (661) 763-7700

Fax: (661) 763-7705

Internet address: <http://www.taftcollege.edu>

Taft College Maps

Superintendent/President's Welcome

*Welcome to Taft College! Through a dedicated faculty and staff, we are committed to providing quality programs and services to meet your individual needs. **Your success is our number one priority!***

I invite you to explore our catalog and learn about the many opportunities available to you at Taft College. With a variety of degree and certificate options, Taft offers the courses and programs you require, whether you are preparing to transfer to a four-year institution to pursue a bachelor's degree, or mastering the skills for immediate employment in one of many high-demand careers. We also offer college preparatory courses and comprehensive academic support services and resources to ensure your success.

While you are exploring the pages, be sure to check out the many student activities including clubs and intercollegiate athletics. Moreover, we offer excellent cultural events and activities throughout the year.

In addition to reviewing the Taft College catalog, I encourage you to visit our campus to talk to our talented and dedicated faculty and staff about how Taft College can change your life. We are your community college and we are here to serve you!

Warm regards,

Dr. Debra S. Daniels

Superintendent/President

College Calendar

Summer Semester, 2017

May 22 - June 4

Summer Recess I

June 5

Instruction Begins

July 4

Independence Day Holiday

July 13

6-week Classes End

August 10

Instruction Ends

August 11-20

Summer Recess II

Fall Semester, 2017

August 21

Instruction Begins

September 4

Labor Day

November 10

Veterans Day Holiday

November 23-24

Thanksgiving Holidays

December 8

Dead Day

December 11-15

Final Examinations

December 15

Fall Semester Ends

December 18, 2017 through January 12, 2018

Winter Recess

Spring Semester, 2018

January 15

Martin Luther King Holiday

January 16

Instruction Begins

February 16

Lincoln's Birthday Holiday

February 19

Washington's Birthday Holiday

March 26 - March 30

Spring Break

May 10

Dead Day

May 11-17

Final Examinations

May 17

Spring Semester Ends

May 18

Commencement

College Terms

The following terms or phrases are ones with which you may not be familiar, but are peculiar to the academic world. Students may encounter them in conversations with faculty and staff, in this catalog, or in other publications.

Academic Probation: A state-mandated process to identify a student whose cumulative grade point average falls below 2.00 (or credit hours, or, simply, unit).

Academic unit: Credit for courses offered by Taft College is awarded in terms of semester units. The value of a course is computed on the basis of one unit of credit for each hour of lecture or discussion, two-to-three hours of laboratory, or two hours of activity per week, for a 16-week semester. Courses meeting for fewer than 16 weeks will require an equivalent number of hours prorated on a per-week basis.

Academic year: Two semesters (fall to spring), starting in fall plus summer semester and examination periods.

Accredited: Quality of academic programs is approved by an outside rating agency.

Admission: Your acceptance for enrollment.

Advisor: Academic advisor who offers class selection and academic advice.

Advisory: A condition of enrollment suggested a student meet before or in conjunction with enrolling in a course.

Associate Degree: Awarded for completing an area of study. The typical amount of coursework to complete an Associate Degree in two years is 14-16 units per semester, for a total of 60 semester units, if a student begins coursework at the degree applicable level of English and math.

Bachelor's Degree: (baccalaureate degree): Awarded for a four-year degree.

Calendar: See "Academic Calendar" (p. 7) in this catalog. It includes important dates of the academic year.

Catalog: The catalog is your comprehensive guide and contract with Taft College.

Certificate: A document that verifies completion of a specific area of study.

Class Schedule: Published for the registration period for each semester and includes course details (when, where) and scheduling procedures.

Competency Requirements: Reading, writing and mathematics competency must be demonstrated before graduation.

Co-requisite: Course you must take concurrently with, or prior to, another course.

Counselor: Trained professional to diagnose difficulties students may encounter when pursuing their academic goals and develops educational plan.

Courses: Listed in the "Course Descriptions" (p. 217) section of this catalog, showing the course number, title, description, and units.

Credit: See "Academic Unit"

Curriculum (program): Courses required for a specific degree or certificate.

Cut: Deliberately missing a class without prior approval.

Departments: Academic areas in which courses are offered in one or more disciplines.

Distance Learning: Instruction provided outside the traditional classroom also known as Distant Education (DE).

Drop and add: You may change your schedule by dropping or adding classes. Check the Academic Calendar for the drop/add deadlines for each term or check with the Counseling Center secretary.

Elective: Course distinguished from required course.

E.O.P.S. /C.A.R.E. (Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education): A state-funded program that provides comprehensive support services designated to help students achieve their educational goal(s).

Financial aid: Various types of financial help including scholarships, work-study jobs or grants to eligible students.

Full-time student: A student enrolled in 12 or more units in one semester.

GED (General Education Development examination): An examination of high school diploma equivalency. HiSET is available for Spanish speakers.

General Education requirement: A group of courses required to earn a degree; provides a broadly based education.

Grade Point Average (GPA): Number of grade points earned divided by the total units attempted.

Major: A concentration of courses in a specific educational area leading to a degree.

Math/English Placement Tests: Assessment tests (given free of charge) taken by any student planning to: take English or math courses; take six or more units; graduate; or transfer to a four year institution.

Matriculation: A process bringing the College and student into an agreement designed to achieve the student's educational goal(s).

Multiple Measures: Taft College uses placement scores along with other measures such as high school transcripts, motivation, and recency of coursework to place students in appropriate courses.

Non-Credit: Non-credit courses are available to members of the community, free of charge, and do not count toward the completion of a certificate or Associate degree. Per the Education Code Section 84757, non-credit courses can refer to several categories including elementary and secondary basic skills courses, English as a second language courses, or education programs for persons with substantial disabilities.

Part-time student: A student taking less than 12 units in a semester.

Pass/No Pass: At the option of each academic division, some courses are offered on a pass/no pass (satisfactory/fail) grading basis as indicated in the Course Description section of this catalog (previously known as credit/no credit grading).

Prerequisite: Specific courses you must successfully complete with a "C" or better before you can enroll for another specific course. Students must satisfy prerequisites and any other stated conditions before enrolling in a course.

Professor: General term for all Faculty. A professor with a doctoral degree may also refer to him/her as a "doctor".

Registration: Each semester you must register in specific classes for the next semester, pay tuition and fees, etc.

Special Admit Part-Time Student: Special Admit student taking 11 units or less in a fall or spring semester. Summer semester is limited to 5 units.

Student Learning Outcomes: What students have gained during the educational experience, such as knowledge, skills, experience, values, beliefs, and so forth.

Syllabus: Written description of course content distributed by instructors to students.

Term: Semester

Transcript: Written record of all of your coursework maintained by the Registrar's Office.

Transfer with a Guarantee: Associate of Science for Transfer (AS-T) and Associate of Arts for Transfer (AA-T) are degrees designed to guarantee transfer into the California State University system with junior status, with only an additional sixty (60) units to obtain a Bachelor's degree.

Two-for-one: Most courses, will expect you to spend an average of two hours in preparation or study for each hour of lecture.

General Information

History of the College

Taft Junior College was established August 30, 1922, as part of the Taft Union High School District. Classes were held on the high school campus. The school title officially became Taft College on July 1, 1954, and in September of 1956, a separate campus opened on Emmons Park Drive adjacent to the high school. In 2013, the street was renamed Cougar Court.

The West Kern Junior College District was formed in an election on June 19, 1962, and became operative on July 1, 1963. Two years later, the Maricopa Unified District was annexed to the West Kern Junior College District, and on July 1, 1971, the district's name was changed to the West Kern Community College District. Taft College is a single-college district under the guidance of a five-member Board of Trustees. The Chief Administrative Officer is the Superintendent/President of the district.

Taft College is located in the City of Taft in the southwestern corner of the San Joaquin Valley. The district contains 735 square miles and is composed of the elementary schools districts of Taft City, Midway, McKittrick, Elk Hills and the Maricopa Unified District. The service area of Taft College has a population base of about 27,000 people.

In March, 2004 residents of the West Kern Community College District approved a \$39.8 million bond for the construction and renovation of Taft College facilities.

Taft College embarked on an ambitious modernization and construction project that has completely transformed the campus. Virtually every existing campus building has been affected. Some buildings have been demolished to make way for new buildings; others have been remodeled to make them more efficient and attractive. This major facelift is near completion and used local and state bond revenue. The current construction project is a new student center.

The campus includes several facilities and programs that are unique in California Community Colleges. The first is a residence hall complex that houses nearly 200 students. Another unique program is the Dental Hygiene Program which serves the community and is one of the best in the state. A third facility is the Children's Center, one of the largest single-site child care facilities in the California Community College system and in the entire county. A fourth program is our Transition to Independent Living Program (TIL). TIL is a two-year residential program that teaches individuals with intellectual and developmental disabilities to live independently. It has received national attention as a unique program. Taft College provides a variety of degrees and certificates in an effort to meet the educational needs of the community.

Institutional Student Learning Outcomes (ISLO's)

Taft College identified four Institutional Learning Outcomes, referred to as ISLOs, to include; Communication, Critical and Creative Thinking, Computation, and Community/Global Consciousness and Responsibility. We believe students completing a field of study at Taft College should have competency in each of the four institutional set outcomes. Students are assessed throughout their tenure at Taft College on each ISLO and the sub-levels by rubrics that were modified from the American Association of Colleges and Universities' LEAP Project.

Taft College

ISLO Categories

Representative Outcomes – Students achieving these outcomes will be able to:

1. Communication

- a. Deliver focused and coherent presentations: demonstrate active, discerning listening and speaking skills in lectures and discussions; demonstrate active reading skills and thorough comprehension; and write clearly and effectively.
- b. Deliver focused and coherent presentations.
- c. Demonstrate active reading skills and thorough comprehension.
- d. Demonstrate speaking skills.
- e. Demonstrate competence in both active and emphatic listening.
- f. Write clearly and effectively at an associate degree (Freshman English) level upon graduation.

2. Community/Global Consciousness and Responsibility

- a. Demonstrate social and cultural awareness, ethical behavior, effective and sensitive communication, and a commitment to learning.
- b. Analyze from various perspectives, the implications of events, past or present, on a diverse population groups external to the U.S.
- c. Apply relevant facts and assumptions related to an ethical dilemma.
- d. Apply theoretical models for cross-cultural comparisons.
- e. Assess how the world has been and continues to be shaped by natural, social, and cultural processes and evaluate how their own lives are impacted by these processes.
- f. Compare and contrast essential cultural and social similarities and differences between two cultures.
- g. Demonstrate professional and ethical behavior.
- h. Identify key issues facing the contemporary world in terms of outcomes.
- i. Practice ethical behavior in dealing with people, problems, and situations.
- j. Take responsibility for their own actions and well-being, make ethical decisions in complex situations, and participate actively in a diverse society.

3. Computation

- a. Solve problems involving data gathering and analysis, apply mathematical concepts, and use technology in these processes.
- b. Apply mathematical concepts to a variety of everyday life situations.
- c. Solve problems involving data gathering and analysis.

4. Critical and Creative Thinking

- a. Analyze, interpret, explain and evaluate texts, ideas, works of art, and scientific and mathematical problems.
- b. Analyze, discriminate, organize, and scrutinize assumptions in an attempt to identify evidence for a conclusion.
- c. Judge or evaluate information based upon standards and criteria, values and opinions.
- d. Remember or recognize information or specifics as communicated with little assimilation.
- e. Grasp the meaning behind the information and interprets, translates, or comprehends the information.
- f. Demonstrate an ability to combine existing elements in an innovative way to create a new purpose or result.
- g. Think innovatively, extending a novel or unique idea, question, format, or product to create new knowledge or knowledge that crosses boundaries.

Academic Freedom and the Faculty (BP 4030)

Reference: Title 5, Section 51023; Accreditation Standard I.C.7. Institutions of higher education are conducted for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends upon the free search for truth and its free exposition. In order to assure the academic integrity of the teaching-learning process, faculty will distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.

1. The instructor is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The instructor is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. The college or university instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution as his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should respect other's opinions, and should make every effort to indicate that he/she is not an institutional spokesperson.

Academic Freedom and Students

1. By accepting an academic course of study within the College system, students accept the principle they will study in an environment which is designed to present the fullest range of academic insight in the subjects they are enrolled in, including contemporary and historical perspectives, and open, thoughtful examination of differing points of view in pursuit of knowledge within general and specific fields of study.
2. Academic freedom allows students to take reasoned exception to the concepts and conclusions presented in any course of study. Students are, however, responsible for learning the content of any course in which they are enrolled, and can expect to be tested on their knowledge of such information.

Semester System

The College operates on a semester system. Each semester is 17 weeks, including a week for final exams. The fall semester begins in mid-August and ends in mid-December, and the spring semester begins in mid-January and ends in mid-May with annual commencement exercises in May.

- **Summer Session**

The college conducts a summer session following the spring semester. Classes are a mixture of general education, transfer courses, and vocational, skill development courses for occupational training. Additionally, summer bridge classes provide assistance for a smooth transition from high school to college.

Community Use of Campus Facilities

Off campus groups are encouraged to use campus facilities by making arrangements with the Vice President of Student Services.

Advisory Committees

Advisory committees composed of representatives from business, industry and professions in the district work with the college administration and instructors to develop technical-vocational curricula. They provide advice on the need or desirability of particular educational programs or courses, current employment standards and requirements, and trends in the job market. This information is vital to the college in meeting the needs of students who want to acquire employment skills in two years or less.

Marketing and Public Relations

Photographic or video images intended for promotional use by the college may be used in printed publications, displays, videotapes, on Taft College's website, and in other formats. Releases should be obtained for subjects who will be recognized and who are not employees of Taft College. By filling out a release form, subjects authorize Taft College to publish their likeness in Taft College materials. Releases are not required when photographing people in a public place, such as walking across campus or attending a Taft College graduation ceremony. If subjects are prominent in an image that is shot at a public space or event and it is anticipated the photographs will be used in a highly conspicuous way, then it is courteous to obtain a signed release from the subject(s) when possible.

Admissions and Registration

ADMISSIONS

Individuals wishing to attend Taft College will be admitted to the college after completion of the current semester's application. Every student's application will be reviewed to determine residency status. Students who have not resided in California for the last 24 months or have taken action to establish residency outside of California in the last 24 months will be given a residency questionnaire. The appropriate enrollment and tuition fees will be administered based on the residency status determination. An admissions application update will be required each semester for students who maintain continuous enrollment. Continuous enrollment is defined as enrollment in the fall and spring semesters. Students returning after an absence from a fall or spring semester will need to reapply for admission to Taft College. Special Admit students (Concurrent Enrollment students) from area high schools are required to provide a signed Special Admit Permit every semester regardless of continuous attendance.

ADMISSION TO NONCREDIT CLASSES

Noncredit classes are open to adults and minors who, in the judgment of the Board of Trustees, may be qualified. The Board of Trustees delegates to the Superintendent/President or his/her designee(s) (Vice President of Student Services or the Director of Admissions) the authority to determine admissibility of minors.

APPLICATION

All students desiring admission must complete an application online, providing complete and accurate information as requested. Applications may be found at www.taftcollege.edu.

All previous college level attendance must be noted on the application. Failure to list any school, college or university attended by the applicant or deliberately falsifying information is grounds for dismissal from the college.

Applications and transcripts should be submitted well in advance of the start date of the semester for which the applicant wishes to be admitted.

Matriculating students who have enrolled in any other collegiate institution before applying at Taft College must provide an official transcript of record showing all work undertaken. All non-English transcripts submitted must be approved certified English translations. All transcripts become the permanent property of Taft College.

Students who believe that they have been unable to comply with this procedure due to extenuating circumstances may submit a written appeal to the Director of Admissions and Records.

NON-HIGH SCHOOL GRADUATES

Any person 18 years or older without a high school diploma, General Education Development (GED), high school certificate of proficiency or its equivalent, and who, in the judgment of the Superintendent/President or his designee is capable of profiting from the instruction offered, will be admitted to Taft College after completion of the current semester's application. These students will be admitted as provisional students, and shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

This capability must be verified by standardized test scores, practicum examination results, or written recommendations from persons not affiliated with the college. The capability to benefit must be determined before a student is admitted. Additionally, such provisional students must declare a major upon registration and shall be required to comply with Taft College regulations pertaining to scholastic achievement.

These students must also comply with all rules and regulations prescribed by the Board of Governors of the California Community Colleges or the Chancellor's Office pertaining to scholastic achievement and any other standards to be met by provisional or probationary students as a condition of being readmitted in any succeeding semester.

The provisions of this policy shall not apply to persons determined to be exempt from the college's matriculation program or to those attending programs established for adults pursuant to part 48, chapter 3, and section 78401 of the California Education Code or to any persons attending on a part-time basis only.

College courses taken to meet high school graduation requirements cannot be counted as part of the 60 units of credit required for the Associate Degree.

TRANSFER STUDENTS

Taft College welcomes transfers from other post-secondary institutions.

Matriculating students who previously have attended other collegiate institutions are required to submit official transcripts from each of these institutions to the Admissions Office within the first semester of attendance. All transcripts submitted become the permanent property of Taft College. Students must complete 12 units of coursework at Taft College before transfer work may be evaluated.

SPECIAL ADMIT PART-TIME STUDENTS

High school students must be at least 16 years of age **AND** have completed their sophomore year of high school per California Education Code: 76002/48800.5. Students must take college level courses that are transferrable (courses numbered 1500 or higher) with the exception of Math 1060, (California Code of Regulations-Title 5: 55002(a)/76002(b)) on a seats-available basis with permission from a parent or guardian, their high school principal, and the instructor of the course. Students will receive college credit for the community college courses completed. **Arrangements for receiving high school credit for course work completed must be made with the student's respective high schools.**

It is expected that all special admit students enrolling in Taft College courses have the maturity to participate on a college campus. No special arrangements for additional supervision of underage students are available. In a very small number of disciplines, course content may be frank in order to deal with scholarly discussion of behavioral, artistic, human, or other issues. Unlike public schools, colleges do not contact parents in advance to inform them of these matters. Parents are hereby notified that it is their responsibility to ensure that their child is able to handle the college environment, as well as the content of the course in which he/she enrolls. Although special admit students may be minors, Taft College adheres to the student privacy laws set forth by FERPA. Special admit students are entitled to all of the privacy rights of a college student; therefore, any information regarding attendance, grades, behavior, etc., cannot be shared with the parent or legal guardian.

Admission is subject to seat availability. The student must submit and meet the following requirements to the Admissions department:

Step 1: How to enroll

- Completed the online application for admission to Taft College.
- Submit the **High School Special Admit Form**.
- The Special Admit Form must be filled out and signed by the student, the parent/legal guardian, the instructor(s) of the course(s) you wish to enroll, and the high school principal every semester regardless if the student gets into a class or not. **If the student is home schooled, he/she must provide verification that the homeschool program is recognized and approved by the county department of education.**
- Students must reapply for admission after a break in attendance for one semester.

Step 2: Complete Orientation and Take the Assessment Test

- Complete the online orientation found on our website under "Getting Started". You will use the student ID number given to you when you completed your admissions application. Placement testing is required for all special admit students under the age of 18 who will be enrolling in English or math, or any course with English or math as a prerequisite. Kindergarten – twelfth grade classes will not be used as the sole assessment to meet college prerequisites. Please make sure you have your Taft College A# before contacting the office. To schedule an appointment, contact the testing center at 661-763-7783.

Step 3: Obtain Instructor Approval

- Students must obtain instructor approval before enrolling into his/her class.

Step 4: Register for Classes

- After receiving instructor approval, students may register during open registration. Students can refer to the priority registration schedule each semester to determine the open registration time period.
- High School Special Admit holds will be released on the first day of open enrollment.
- Special admit students may not enroll in any courses numbered below 1500, except for Math 1060. Students who enroll in non-approved courses will result in loss of High School Special Admit privileges.
- There is an 11 unit maximum limit per semester; 5 unit maximum limit for the summer semester. Students enrolled under a CCAP agreement will be allowed to take a maximum of 15 units per semester (fall and/or spring).
- In accordance with SB338, enrollment in physical education courses have been restricted or excluded.
- Special admit students are eligible for membership in groups/clubs; however, membership does not change registration priority for enrollment purposes.

Step 5: Pay Enrollment Fees

- Special admit high school students **WILL PAY THE SAME ENROLLMENT FEE AS ANY OTHER REGULAR COMMUNITY COLLEGE STUDENT PER California Education Code 76300.**
- Exceptions: High school students in the West Kern Community College District service area are exempt from enrollment fees during the spring and fall terms. All high school students must pay enrollment fees in the summer sessions.
- The West Kern Community College service area is defined as those residing in zip codes 93268, 93224, 93258, 93276 and 93252.

Limitations:

- a. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the Special Admit Program.
- b. Enrollment of non-public school aged children at the College is not permitted on full-time basis or as substitute for the student's K-12 educational program as required by the State of California.

ADMISSION OF INTERNATIONAL STUDENTS

Application for Admissions – all items must be received on or before June 1st for fall or November 1st for spring.

1. A fully completed International Student (F-1 Visa) Application for Admissions with the appropriate Application Processing Fee, which is non-refundable.
2. Provide confidential financial support documentation by completing the Financial Assurance form. In compliance with immigration requirements, applicants must be able to demonstrate access to the necessary funds to pay academic living expenses for the duration of their studies.
3. Official Transcripts from all secondary schools, colleges or universities attended. The transcript must be a certified English translation and must indicate academic achievement at the equivalent of at least a United States high school education (12th grade). COLLEGE/UNIVERSITY transcript evaluations need to be "Detailed or Comprehensive" by NACES® (National Association of Credential Evaluation Services) or AICE® (Association of International Credential Evaluators) and include the following items: Course-by-Course Descriptions, General Statement, Grade Point Average, Lower and/or Upper Division Courses.
4. Applicants whose native language isn't English must demonstrate English Language Proficiency using the Test of English as a Foreign Language (TOEFL) examination. Applicants must show a score of either 450 or better on the Written Based Test (WBT), a score of 133 or better on the Computer Based Test (CBT), or a score of 45 or better on the Internet Based Test (IBT).

5. All international students whose native language is not English must be enrolled continuously in an English course until completing English 1500. International students who present English placement scores that make them eligible to enroll in English 1500 may be exempt from the continuous English course enrollment requirement.
6. All international students must file annually a proof of freedom of communicable diseases, including tuberculosis. This must be done within four weeks of the student's date of enrollment. Any expense incurred in obtaining this proof will be the responsibility of the student.
7. Each international student applicant accepted for admission will be required to show proof of health and accident insurance or purchase health and accident insurance coverage for a minimum of one year. This insurance can be purchased at the time of registration.
8. Complete information regarding the residence halls and food service will be sent upon receipt of each application for admission. The cost of the residence halls and food service is listed under the fee schedule. Residence hall space is limited and not guaranteed. Please contact the residence hall advisor for more information.
9. A non-resident tuition fee will be charged for all international students enrolled. (Refer to fee schedule). This fee is in addition to the regular enrollment fee. International students are charged non-resident tuition for every unit taken.

STUDENT SUCCESS AND SUPPORT PROGRAM - (MATRICULATION)

Student Success and Support Program (SSSP) is a comprehensive student success program involving the entire campus community. SSSP is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of SSSP are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the matriculation process. It is Taft College's way of supporting the student's right to succeed in college. Taft College recognizes that student success is the responsibility of the institution and the student, supported by coordinated and evidence based student and instructional services to foster academic success.

SSSP is a partnership/agreement between students and Taft College. The agreement includes the provision of core matriculation services, including an admission process, college orientation, pre-enrollment assessment and placement, advisement and counseling for course selection, educational planning services, a suitable program of study, and follow-up on student progress.

The student agrees to express a broad education goal at entrance, declare a course of study within a reasonable period of enrollment, attend class and complete coursework diligently, and maintain progress toward an educational goal.

Student's responsibilities include:

1. Identify an education and career goal upon application. Taft College Admissions
2. Complete an orientation activity provided by the college. New Student Orientation
3. Be assessed to determine appropriate course placement. Assessment
4. Participate in counseling, advising, or another education planning service to develop, at minimum an abbreviated student education plan. Counseling
5. Declare a specific course of study after completion of 15 semester units of degree applicable credit coursework.
6. Diligently engage in course activities and complete assigned coursework.
7. Complete courses and maintain progress toward an education goal and completing a course of study, according to standards established by the college, the District, and the state.
8. Cooperation in the development of a comprehensive student educational plan by the end of the second semester in attendance.

Taft College agrees to provide a strong foundation and support for academic success, providing and mandating the services necessary for students to achieve their educational goals and complete their course of study. Taft College will ensure information regarding its matriculation policies are accessible and available to all students during or prior to enrollment.

College responsibilities include:

1. Orientation services designed to provide, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and other matters.
2. Assessment of students using State Chancellor-approved tests to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives; and to evaluate study and learning skills.
3. Counseling, advising, or other education planning services to assist students in interpreting test results, exploring educational and career interests and aptitudes, identifying educational objectives, and in developing and updating of an educational plan.
4. Assistance in the development of a student education plan identifying the student's educational goal, course of study, and the courses, services, and programs to be used to achieve them.
5. Follow-up services to evaluate the academic progress of, and provide support services to, at risk students, students enrolled in basic skills courses, students who have not declared an educational goal as required, or who are on academic probation, as defined by the college, the District, and the state.
6. Referral of students to: support services that may be available, including, but not limited to, counseling, financial aid, health and mental health services, campus employment placement services, Extended Opportunity Programs and Services, campus child care services, tutorial services, foster youth support services, veterans support services, and Disabled Students Program and Services; and curriculum offerings which may be available, including but not limited to, basic skills, non-credit programs, and English as a Second Language.

Exemptions Criteria

Students will lose their enrollment priority status if they do not participate in orientation, assessment, and counseling, advising, and other education planning services. Therefore, new students are encouraged to participate in all of these core services. Any exemption will mean losing enrollment priority, and dropping to the end of the enrollment line.

Exemptions from Orientation Services

1. Students who have graduated from an accredited U.S. college or university with an associate degree or higher.
2. Students who have declared one of the following goals:
 - a. Advance in current career/job
 - b. Maintain certificates/licenses
3. Students who have previously been assessed within the last two years from a California Community College, California State University, or University of California and have written verification of placement and scores. Taft College multiple measures will be applied.
4. Students who submit Early Assessment Program (EAP) results that have achieved 'college readiness' or 'conditional readiness' for English and/or math. High school transcript required for 'conditional readiness.'
5. Students who submit Advanced Placement (AP) results with a score of '3' or higher for English and/or math.
6. Students who submit College Level Examination Program (CLEP) results with a score of 50 or higher on the Pre-Calculus or Calculus exams (exempt from math portion of assessment only).
7. Students who have previously taken an English and/or math class from another college or university and provide documentation/transcripts.

Students will only be exempt from the section of the assessment test that documentation is submitting for (i.e. Writing, Reading, and/or Math). The College will make reasonable efforts to ensure all exempt students are provided the opportunity to participate in the assessment component as a valuable service and to retain enrollment priority.

Exemptions from Counseling, Advising, and Other Education Planning Services

1. Students who have graduated from an accredited U.S. college or university with an associate degree or higher.
2. Students who have declared one of the following goals:
 - a. Advance in current career/job
 - b. Maintain certificates/license

The College will make reasonable efforts to ensure all new, continuing, and returning exempt students are provided the opportunity to participate in counseling, advising, and other education planning services as a valuable service and to retain enrollment priority.

Exemptions from Loss of Enrollment Priority and Appeal Process

Students may lose their enrollment priority and regain it under certain circumstances. Loss of Enrollment Priority Appeal Form

Loss of Enrollment Priority due to Academic Standing

Students on academic or progress probation for a second consecutive term will lose their enrollment priority unless they participate in the MAPP (Monitoring Academic and Progress Probation) program and complete a progress report for each course they are enrolled in showing at least a 2.0 GPA and/or 50% or more completed progress. Students on continued probation that earn a 2.0 GPA or higher in the most recent term, and/or pass 50% or more of their classes in the most recent term, are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

In addition, academic reinstated students that earn a 2.0 GPA or higher in the most recent term progress report are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

Loss of Enrollment Priority due to 100 unit limit

Students who have earned 100 or more Taft College degree applicable units will lose their enrollment priority. Students that complete a comprehensive student education plan showing the additional units are needed may be exempt and maintain their enrollment priority.

Loss of BOGW fee waiver due to Academic Standing

Students on academic or progress probation (or a combination of the two) for a second consecutive term will lose their BOGW fee waiver. Students have options to appeal the loss of BOGW by filling out the Loss of Enrollment Priority and/or BOGW Fee Waiver Appeal form. That form can be found on our website. If approved, they may have their BOGW fee waiver reinstated. Loss of BOGW Appeal Form

Conditions for Appeal

Petition to Reinstate Priority Enrollment

Students with extenuating circumstances may appeal the loss of enrollment priority by providing written documentation to the Admissions and Attendance Committee under the following conditions:

- Students who have earned over 100 Taft College degree applicable units due to extenuating circumstances. Extenuating circumstances are verified cases of accident, illness, or other life changing events beyond the control of the student.
- Students that complete a comprehensive student education plan with a counselor showing the additional units are needed.

Petition to Reinstate BOGW Waiver

Students are able to appeal the loss of their BOGW fee waiver for the following verifiable reasons:

1. Extenuating circumstances-documentable cases of accident, illness, or other circumstance beyond their control.
2. A documentable change in their economic situation (loss of job, change in living circumstance).
3. Evidence of inability to receive essential support services
4. Special consideration factors for CalWORKs, EOPS, DSPS and military veteran students.
5. Students with disabilities who qualified for but did not receive accommodations in a timely manner.

6. Significant academic improvement (defined as achieving at least a 2.0 term GPA and completion of 50% of courses taken in the immediate preceding fall or spring semester).

Assessment Appeal

After meeting with a counselor and discussing overall placement level recommendations, a student may be referred back to the Testing Center to re-test. There is no waiting period required between re-tests, and a no other conditions a student must meet to be allowed to test again. A student may also challenge a course and/or program pre-requisite, co-requisites or any other limitation on enrollment, per Administrative Procedure 4260.

Dismissal Appeal Petition

Students on dismissal are notified by the Admissions Office via mail of their academic status at the end of each fall and spring semester. The dismissal notification letter outlines the students' options to either appeal their dismissal status or sit out the next term. Academic Dismissal Appeal Form

Students who appeal their dismissal status are notified of the outcome of their appeal immediately following the Admissions and Attendance meeting held monthly. Students on dismissal may be reinstated and allowed to enroll with a reduced unit load or no restrictions or stipulations. Students on dismissal who do not meet the conditions for reinstatement may again appeal after sitting out one term.

Students on continued probation earning a 2.0 GPA or higher in the most recent term, and/or pass 50% or more of their classes in the most recent term, are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority. In addition, academic reinstated students earning a 2.0 GPA or higher in the most recent term are exempt from the mandatory petition process for dismissed students and maintain their enrollment priority.

Violations

If the student feels that assessment, orientation, counseling, or prerequisites (or any other matriculation procedures) is being applied in a discriminatory manner, the student may file a complaint of unlawful discrimination. See Student Handbook for grievance procedures.

REGISTRATION

Registration dates, add/drop deadlines, and registration procedures are contained in the schedule of classes on the Taft College web page.

LATE REGISTRATION

Registration may be accepted through the second week of all semester-length classes; however instructor permission is required for enrollment into classes as of the first meeting day of the class. Registration in classes of less than a semester's duration must be completed according to the specific deadlines set each term by the Director of Admissions and Records.

INTER-DISTRICT AGREEMENT

Subject to Education Code, Section 78031, a district resident shall be admitted to a community college in another district without regard to district boundaries. No district shall restrict the admission of its residents into a community college of another district, nor shall it restrict the admission of residents of another district into its community college or colleges, except as authorized under Section 78032.

DETERMINING RESIDENCY FOR TUITION PURPOSES

Each student enrolled or applying for admission to any California community college will provide information and evidence deemed necessary by the district governing board to determine his or her classification. An oath of affirmation may be required in connection with taking testimony necessary to ascertain a student's classification.

The determination of a student's classification will be made in accordance with the provisions of residence policies and the residence determination date for the semester or intersession for which the student proposes to attend.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and/or tuition, classified as a “resident” or a “non-resident.”

A “resident” is a student who has resided in California for more than one year immediately preceding the residence determination date, coupled with the intent to remain in California.

A “non-resident” is a student who has not established residence in California for one year as of the residence determination date.

“Residence determination date” is the day immediately preceding the first day of instruction of the semester that the student proposes to attend.

Generally, residence requires actual physical presence in California, coupled with intent to make one’s home here. The requirements necessary to demonstrate intent to become a California resident are available in the Admissions Office.

Right to Appeal: Students who have been classified as non-residents have the right to a review of their classification (Title 5, Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

FEES

ENROLLMENT FEE

Enrollment fees are determined each year by the State Legislature. Contact the Admissions Office (661-763-7741) or the Taft College web page at www.taftcollege.edu for the current fees.

NON-RESIDENT TUITION

The Board of Trustees sets non-resident tuition annually. Non-resident students pay non-resident tuition in addition to the resident enrollment fees. The college reserves the right to increase tuition at any time if required by law to do so. As of the first census date, the individual tuition charges will be reviewed and fees adjusted accordingly.

INTERNATIONAL APPLICATION FEE

All international students must submit a \$100 application fee upon completion of their international and admissions applications.

EXCEPTIONS

The Board of Trustees may waive any portion of this fee for no more than 10 percent of the international students registered who are not on extended exemption and who demonstrate financial need to the Financial Aid Office.

Undocumented students who have attended a California High School for 3 years and graduated from a California High School may be eligible for a non-resident tuition fee waiver. (Please see section on AB540)

A student classified as a non-resident, shall be required, except as otherwise indicated in the tuition refund procedure, to pay non-resident tuition.

MATERIALS FEES

Occasionally students may be required to purchase materials to supplement specific courses, i.e., workbooks, folders, computer disks, etc. The materials may be purchased through the Taft College Bookstore.

FINES

In laboratory courses, students are charged actual cost of items lost or broken. Fines are assessed in the bookstore and library for lost or overdue books.

INSTRUCTIONAL MATERIALS

Students are expected to purchase required instructional materials when the materials have “continuing value” to the student as defined in Chapter 7, Section 59402, Title 5, or the materials are not solely or exclusively available from the district.

Prior to each term, instructors will file a statement for approval to the appropriate Vice President explaining the materials needed for a particular class.

The list of materials, their approximate costs, and possible sources of purchase will be included in the registration information given to students at the beginning of each term. All instructional material fees are published in the class schedule.

STUDENT BODY FEES

The Associate Student Body (ASB) fee, which is currently \$30 per academic year, is established by the members of the student body for the social and cultural activities supported entirely or in part by the students and is subject to change by vote of the Associated Students. These voluntary dues are payable on the day of registration. Every student is encouraged to become a member of the ASB to be able to more fully participate in student affairs and receive discounts at local participating businesses and discounts in the Taft College Bookstore. Please review the Taft College Bookstore website for more information on textbook rentals using an ASB card.
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RESIDENCE HALLS

Student housing is available for students enrolled in a minimum of 12 semester units. A residence hall application must be completed and a \$150 security deposit paid to get on the waiting list. When a student leaves the residence halls, all or any part of the security deposit not due the college for damage to or loss of residence hall property or food service charges will be refunded.

A resident must participate in the Food Service Program. The food service plan consists of 19 meals per week. The cafeteria is open for three meals per day Monday through Friday and two meals on Saturday and Sunday. Refer to the fee schedule for the cost of this service.

E-MAIL ADDRESS PROCEDURE

Go to the Taft College homepage at www.taftcollege.edu. Click the email/contact button on the top right of page. Click the TC Student's Email link and log in with the following information:

(full first name) (full last name)@myportal.taftcollege.edu

(This is your TC email address)

Example: mickeymouse@myportal.taftcollege.edu

Your password will be your student ID number. Example: A002000000

For problems or questions please call the IT Helpline at (661) 763-7737.

2017-2018 ACADEMIC YEAR FEES

ENROLLMENT FEES

Enrollment fees are determined each year by the State Legislature. All other fees are subject to change without notice.

Enrollment fee	\$46 per unit (no maximum)
Credit by Exam Fee	\$46 per unit (no maximum)
Class Audit Fee	\$15 per unit
Non-resident tuition fee (in addition to \$46 per unit enrollment fee and credit by exam fee)	
0 through 14 units	\$234 per unit
15 units or more	\$3510 per semester
International Student Admissions application fee	\$100
Textbook rental fees*	
Rental fee w/paid ASB fee	On average 30% of the new Book price
Associated Student Body (ASB) fee**	\$30 per year
Residence Room rent	\$945 per semester
Meal plan (19 meals per week for dorm students)	\$1526 per semester
Residence Hall security deposit	\$150
Transcripts	
Two in a life-time	No charge
More than two (each)	\$6.75 each
Rush processing fee	\$8 per transcript
Enrollment verification fee	
Two in a life-time	No charge
More than two (each)	\$4 each
Rush processing fee	\$8 per verification
National Student Clearinghouse online processing fee	\$2.75
Returned Check Fee	
Service charge per check	\$20

** In order to participate in the textbook rental program, students must purchase an ASB sticker and have a copy of their current class schedule.*

***Students purchasing an ASB sticker April 1st – July 31st each year will be given a \$15 discount in order to participate in the textbook rental program during the summer term only.*

DENTAL HYGIENE PROGRAM FEES

In addition to normal student expenses (enrollment and non-resident tuition if applicable), the dental hygiene program requires a Program Fee expenditure of approximately \$13,500 during the two-year program. Approximately \$7,913 will be needed at the beginning of the first semester for uniforms, textbooks, instructional equipment and supplies.

PARKING FINES

All students will be given a parking sticker for the academic year. Parking fines are as follows:

Illegal Parking or curb violation - \$27

Parking near a Fire Hydrant (within 15 ft.) - \$27

Stopping, Standing, or Parking prohibited - \$27

Parking prohibited in Fire Lane - \$73
Handicapped/Disabled Space Violation - \$282

BAD CHECK CHARGE

A service charge of \$20 will be assessed for any check returned to the college Business Office or the bookstore by a bank. Any student who has not paid for a returned check after notification by the Business Office will not be able to receive a transcript, nor will any of the student's records from the college be provided to any other institution.

DEPOSITS

No deposits are required other than for students living in the residence halls.

ENROLLMENT/TUITION FEE REFUND POLICY

All students are required to abide by the published add/drop deadline schedule which determines when students can add and drop classes, avoid W's and get refunds. If you add or drop a class after the published refund deadline (which is 10% of the course) you will be responsible for the enrollment fees associated with that course. Even if you have postponed your fees and have not yet technically "paid" for the class, you will not get a refund. The fees will remain on your account, because you failed to drop the course before the published refund deadline. All deadline dates are available online.

AB540

AB540 allows qualified students to be exempt from paying non-resident tuition fees at Taft College. Students are eligible for the AB540 exemption if they meet each of the following requirements:

Attended a California high school (public or private) for 3 or more years;

Graduated from a California high school or received the equivalent, such as a GED, prior to the start of the term;

Any Taft College student wishing to use the AB540 non-resident tuition fees exception must first submit an unofficial high school transcript and provide a complete and signed AB540 affidavit* (available online) to the Admissions Office. The Admissions Office will not consider the use of the AB540 exception for any particular student until each of the student's aforementioned documents has been received.

Any student, other than a nonimmigrant alien, who meets the above requirements, shall be exempt from paying non-resident tuition at Taft College. Students who are non-immigrant (for example, those who hold F (student) visas, B (visitor) visas, etc.) are not eligible for this exemption. Non-resident students meeting the criteria will be exempted from the payment of non-resident tuition, but they will not be classified as California residents. They continue to be "non-residents." If you have any questions regarding your eligibility for the AB540 non-resident tuition fees exception, please contact the Admissions Office, your Taft College Counselor or your Taft College Advisor.

*One section of the affidavit requires that any alien student without lawful immigration status must declare that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. Documented students may disregard this section, but must still complete, sign and submit the other sections of the affidavit.

Taft College Bookstore

The Taft College Bookstore is located at 515 Finley Drive, Taft, CA 93268. We are located in the Pilot Shopping Center (directly across 6th Street from the Al Baldock Cougar Sports Center).

Textbook Rental Program

Taft College is unique in that many textbooks are available to students on a rental basis. Participation in the textbook rental program is only a fraction of the cost of purchasing your textbooks. On the average rental, the Taft College student will save 70% off the new book price. In order to participate in the rental program, you must have a current copy of your class schedule, current ASB sticker and Taft College Student ID Card.

Students must purchase an ASB Sticker to participate in the rental program from the Cashier office, bookstore or bookstore website (bookstore.taftcollege.edu). The ASB stickers are available for \$30.00 per academic year. Students purchasing an ASB sticker April 1st – July 31st each year will be given a \$15 discount in order to participate in the textbook rental program during the summer term only.

Checkout procedure for Textbook Rentals

1. Rental textbooks may be checked out approximately three weeks prior to the beginning of each new semester depending on availability.
2. Students must purchase an ASB Sticker to participate in the rental program
3. Students must take their class schedule to the Bookstore to rent applicable books.
4. Students may order their textbooks online at <http://bookstore.taftcollege.edu>. Orders may be picked up at the bookstore or you may have them shipped via UPS for a fee determined by address of delivery and package weight.
5. Rental textbooks must be returned to obtain transcripts or to register for classes for any subsequent semester.

Return Procedure for Textbook Rentals

1. Students who drop a class should immediately return rental textbooks to the Bookstore.
2. All rental textbooks must be returned by the end of each semester to avoid being charged a late fee of \$10.00 per book.
3. To avoid being charged full replacement cost, all rental books must be returned to the Bookstore no later than 10 business days after the end of the current semester. All rental books unreturned after 10 business days will become the property of the student and the student becomes responsible for the full replacement cost of the textbook.
4. Some instructors may require proof of textbook return before final exam can be taken.

Bookstore Return Policy

1. All refunds and exchanges require the original cash register receipt.
2. A full refund will be given in your original form of payment if textbooks are returned during the first seven (7) business days of the semester with receipt. All summer and short term session textbooks may be returned during the first three (3) business days of the session with receipt. All textbook sales are final after these dates. Please make sure you have the correct textbooks and course materials by checking with your professor on the first day of class.
3. Textbooks and course materials being returned for a refund or exchange must be in the original condition in which they were purchased. Textbooks containing any markings or damage will be treated as a used book and will be credited at 70% of the new book price.
4. No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
5. No refunds on Digital Content once accessed.
6. Clothing, emblematic merchandise, general reading books and art supplies can be returned fourteen (14) business days after purchase with receipt. Clearance items are not returnable.
7. Opened software, audio books, DVD's, CD's, music and small electronics may not be returned. They can be exchanged for the same item if defective.
8. Incorrect or defective books and course materials may be returned within the refund period with your original receipt for an exchange.
9. All credit card refunds require the original card used at the time of purchase.
10. Check refunds will be made by mail in approximately ten (10) to fourteen (14) business days after the date of return.

*** The manager reserves the right to make the decision on the condition or salability on merchandise.

TRANSCRIPTS

Taft College has partnered with Credentials, Inc. to accept transcript orders via the internet through a secured site. Taft College has also appointed Credentials, Inc. as the designated agent for processing and sending official transcripts, including electronic EDI transcripts, and PDF transcripts; which are produced using this service. The PDF transcript can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials, Inc. has been granted the authority to deliver all such transcript requests on behalf of Taft College and to respond to any inquiries regarding these transactions.

Ordering transcripts in this manner is in full compliance with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of students' educational records.

The types of official transcript request are as follows:

Regular service for official request:

- No certification
- CSU General Education Breadth Certification
- IGETC Certification
- With attachment

Rush service for official request

- No certification
- CSU General Education Breadth Certification
- IGETC Certification
- With attachment

Taft College Transcript fee:	\$6.75 per transcript
Rush service additional fee:	\$8.00 per transcript

Please allow additional time for official transcript requests with attachment, CSU General Education Breadth Certification or IGETC Certification.

Unofficial Copies: An unofficial copy of a student's academic record, reflecting courses taken during or after the summer 1990 session, is available via Cougar Tracks. Transcripts prior to Summer 1990 are not available online. To obtain these prior records, please visit www.taftcollege.edu/admissions/academic-records-and-transcripts/ordering-official-transcripts/ for all the information on how to request or visit the Academic Records Office to request in person.

Important Reminders

Transcripts will not be issued until all outstanding accounts with the college are paid and cleared.

Photo identification from authorized person is required when picking up transcripts in person. (Note: Transcripts **will not** be released to a second party without student designating by name when placing the order online.)

Official transcripts will be in a sealed envelope and may only be considered official if the seal remains unbroken.

Academic Policies and Procedures

The Academic Policies and Procedures Committee review petitions regarding academic policies and procedures. Petitions include permission to withdraw from a course after the final deadline, extension of the period for completing work for an incomplete grade, permission to repeat a course after a third attempt, and petition to allow substitution for graduation. Information regarding petitions is available in the Counseling Center and forms are also available on the Taft College website.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT HANDBOOK

(661) 763-7810

Student rights and responsibilities are outlined in the College Student Handbook. Students are encouraged to review the Student Handbook and become familiar with its contents including:

FERPA

Academic Dishonesty

Standards of Student Conduct

Complaint and Grievance Policy and Procedures

Sexual Harassment Policy and Procedures

Parking Regulations

Computer Use

Drug Free Campus

Student Right to Know Data

Campus Security Act

Statement of Nondiscrimination

Additional policies and procedures can be found on the Taft College website.

STUDENT RESPONSIBILITY

College students are considered adults and are expected to assume adult responsibilities in planning and carrying out an educational program. It is of the utmost importance that students realize their responsibility to become efficient in the use of their time and develop an attitude of self-direction and self-reliance.

The student's responsibility to the college includes a proper standard of conduct at all student body activities both on and off campus. Failure to do so will be sufficient cause for dismissal from the college.

More information can be found in the Student Handbook available online.

UNIT VALUE AND STUDENT LOAD

UNIT VALUE

A conventional college unit of credit represents three hours of the student's time each week for one semester; one hour in scheduled classroom lecture or discussion and two hours in outside preparation. For laboratory classes, the college unit normally represents three hours of work in the lab or in comparable experience under classroom supervision. Unit value may differ in certain courses where field experience is involved.

STUDENT LOAD

The class load for a typical student at Taft College is 14-16 units. Students who wish to take more than 19 units will be required to file a Petition for Overload Request and obtain approval from their counselor or advisor and approval from the Dean of Student Success within three days of their registration. Denied petitions for overload may be appealed to the Vice President of Student Services and presented to the Academic Policies and Procedures Committee for reconsideration.

CLASSIFICATION OF STUDENTS

- **Freshman:** a student who has earned fewer than 30 units.
- **Sophomore:** a student who has earned 30 or more units but fewer than 60 units, or has completed 60 units but does not hold a degree.
- **Graduate:** a student who has been awarded the Associate Degree or a higher degree.
- **Full-time:** a student enrolled in 12 or more units however a student with documented disabilities may qualify as full-time with a reduced load.
- **Part-time:** a student enrolled in fewer than 12 units.
- **Regular:** a student who has completed all admission and matriculation forms, has completed the assessment process, and has a high school and/or collegiate transcript on file.
- **Provisional:** a student who is a non-high school graduate or had a high school grade point average below 2.0 may have the kinds of courses prescribed and limits placed on the number of units in which he/she may enroll.
- **Special (Admit) Part-Time Student:** a student currently attending grades 11-12 and is 16 years of age and older and who desires to enroll for college credit.

MINIMUM LOAD

- The college does not specify a minimum load except when the student desires to meet requirements such as:
- Certification to the Department of Health and Human Services that the student is attending full-time (12 or more units a semester with an average of 24 units a year).
- The load requirement for Chapter 30, 32, 33 and 1606 (Veterans), Federal Veteran Education Act, and for Chapter 35 (Dependents Educational Assistance) is 12 units per semester for full-time status, 9 -11 1/2 units per semester for three-fourths time, and 6-8 1/2 units for one-half time.
- Full-time load requirement to maintain status as an "F-1" visa (international) student is 12 or more units per semester.
- Eligibility to participate in intercollegiate athletics which requires passing 24 or more units between the seasons of the sport to be eligible for a second season. Other eligibility requirements are available from the Director of Athletics or Vice President of Student Services.

ATTENDANCE, REGISTRATION AND WITHDRAWAL

ADDING CLASSES

Courses of semester length may be added during the first two weeks of the semester. Permission of the instructor is required starting on the first day of instruction. The deadlines for enrolling late in courses that are less than a semester (17 weeks) in length are determined by the Vice President of Instruction. No student will be allowed to enroll after the census date. All add dates are posted on the Taft College website.

DROPPING CLASSES

Following registration, students may drop any class in which they no longer wish to be enrolled by logging in to their Cougar Tracks account and or by completing a drop form and returning it to the Counseling Center. **Non-attendance does not release the student from this responsibility and could result in failing grades being awarded or fees being assessed.** Courses dropped by the instructor for non-attendance will incur enrollment fees. Please refer to the Add/Drop Deadlines document posted on the Taft College website for specific deadlines. Withdrawal from a class after the drop deadline shall be authorized in the event of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. The student must file a petition with the Director of Admissions and Records with documentation for review by the Academic Policies and Procedures Committee. The academic report of a student who remains in class beyond this time must reflect an evaluative symbol.

AUDITING CLASSES

The audit status is subject to the following guidelines:

1. Priority registration shall be given to students desiring to take the course for credit towards a degree or certificate.
2. Classroom attendance of students auditing a course shall not be included in computing the apportionment due a community college district.
3. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
4. The auditor checks with the instructor after the first class meeting and after all students have had an opportunity to enroll in the class. If there is room available, the auditor may register in the Counseling Center using the Audit Class Registration form.
5. An auditor must have the permission of the instructor to audit a class.
6. Fees to audit shall not exceed \$15.00 per unit.
7. There are no attendance requirements, and grades are not issued.
8. If a textbook is desired for the class being audited and it is a rental textbook, there is a 20% (10% with a student body card) book rental fee.
9. No refunds of audit fees will be allowed if a student is admitted and registered as an auditor.

ATTENDANCE REQUIREMENTS

Students are expected to attend all sessions of each class in which they are enrolled. Since regular attendance is one of the most important factors contributing to student success in college work, the student will enhance his/her own performance by eliminating all unnecessary absences.

Instructors may drop a student from a class for excessive absences. A student is considered to be excessively absent when his/her cumulative absences exceed the total number of hours that the class meets during one week. Individual instructors may establish more stringent regulations at their discretion. However, if they do, each student involved is to be given a written notice of explanation by the instructor at the beginning of each semester. Otherwise, the general attendance policy applies.

Faculty members should give full consideration to excusing students from classes to participate in scheduled college activities such as athletics and field trips. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any class or classes in which they no longer wish to be enrolled. Students should not depend on the instructor to drop them for non- attendance and they will be held liable for enrollment fees on courses not dropped by the stated drop deadlines posted on the website.

WITHDRAWING AFTER THE DEADLINE

A student may withdraw from a course or courses after the final withdrawal date if there are extenuating circumstances. The procedure for students or their representatives to petition for withdrawal after the deadline is available in the Counseling Center or on the Taft College website.

The petition must be submitted to the Director of Admissions and Records no later than the last day of the fourth week of the fall or spring semester following the semester in which the student was enrolled in the course(s) of concern. Supporting documentation must be submitted with the petition. The Director will evaluate each petition and forward to the Academic Policies and Procedures committee for review as needed.

Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75 percent of a term, whichever is less) when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W" for withdrawal.

LEAVE OF ABSENCE

In exceptional cases a student may be granted a leave of absence and re-enter with the same standing as at the time of withdrawal.

PREREQUISITE/CO-REQUISITE CHALLENGE

A prerequisite challenge requires written documentation, explanation of alternative course work, and background or abilities which adequately prepare the student for the course. A *Prerequisite Challenge Form* **can be obtained in the Counseling Center or online (Form)**. Reasons for challenging a prerequisite may include one or more of the following:

- A prerequisite is not reasonably available.
- The student believes the prerequisite was established in violation of regulation or in violation of the District-approved process.
- The student believes the prerequisite is discriminatory or being applied in a discriminatory manner.
- The student has documented knowledge or ability to succeed in the course without meeting the prerequisite.

Upon filing the *Prerequisite Challenge Form*, the student will be permitted to follow standard registration procedures and enroll in the challenged class. If the challenge is not upheld, the student will be dropped from the class.

GRADING AND COURSE NUMBERING

COURSE NUMBERING SYSTEM - EFFECTIVE SUMMER II 2008

Courses 1-999 are non-degree applicable and are included in the computation of the cumulative GPA. Courses 1000-1499 are degree applicable and 1500 and above are transferable.

Disclaimer: Not all transfer level courses are transferable to the UC system.

GRADE CHANGES

The instructor is required to assign a definite grade based upon the work actually accomplished, regardless of the circumstances which have contributed to the results achieved. The determination of the student's grade by the instructor is final and shall become a part of their permanent academic record.

The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course. In the absence of the instructor, or in the cases of fraud, bad faith, or incompetence will the final determination concerning removal or change of grade will be made by the Vice President of Instruction. Any grade change requests made a year or more after the submission of the original grade will go to the Academic Policies and Procedures Committee for consideration.

GRADE SYMBOLS

The instructor of the course shall determine the grade earned by each student in accordance with grading symbols authorized for use by the California Education Code. The determination of the student's grade by the instructor is final and shall become a part of their permanent academic record.

Evaluative Grades

Symbols	Definitions
A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failing
FW	Failing for non-attendance withdrawal

Non-Evaluative Grades

Symbols	Definitions
AU	Audit Audit Class
I	Incomplete Work not completed in semester
IP	In Progress Course is still in session
MW	Military Withdrawal Withdrawal by reason of military duty – counted as withdrawal
NG	Non-Gradable A non-gradable course
NP	No Pass Non satisfactory
P	Pass Indicates satisfactory or better
RD	Report Delayed Grade not reported
SP	Satisfactory Progress Completion of noncredit courses
UG	Ungraded Not graded
W	Withdrawal Withdrawal from class – no penalty

I (INCOMPLETE)

It is the student's responsibility to contact the instructor in such cases of incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term which may result in an "I" symbol being entered in the student's record.

Conditions for removing the incomplete shall be stated by the instructor in a written record contract that must contain the conditions for removing the "I" and the grade assigned in lieu of its removal. A copy of this written record contract must be given to the student and the original copy filed with the Academic Records Office. A final grade shall be assigned and updated at the Academic Records Department by the instructor when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed and updating it with the grade previously assigned by the instructor.

The "I" may be made up no later than one semester following the end of the term in which the instructor assigned it, unless a petition for a time extension is granted. (summer session does not count.) Ex: If "I" is assigned in the spring semester, the student has until the end of the fall semester to complete the coursework. The "I" symbol shall not be used in calculating units attempted or for grade points.

IP (IN PROGRESS)

The "IP" symbol denotes that the course is still in session or class extends beyond the normal end of an academic term. It indicates that work is "in progress" but that the work must be completed before a grade is assigned. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record at the end of the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

RD (REPORT DELAYED)

The “RD” is a symbol assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

W (WITHDRAWAL)

Students can drop or withdraw from classes via their Cougar Tracks account or by bringing a completed Drop Form (instructor's signature is not required) to the Counseling Desk in the Student Services Building. Students will receive a W grade, if they drop a class after the last day to drop without a W. W grades are not considered punitive, though a student's subsequent Financial Aid eligibility and Academic Progress Evaluation may be affected. Classes cannot be dropped after the deadline to receive a W; students who are still enrolled after the last day to drop must receive a letter grade (A-FW or P/NP). Please see current Add/Drop schedule for course specific deadline dates.

Students may be dropped from classes by the instructor if they do not attend the first or second class meeting or for excessive absences. However, **students are ultimately responsible for withdrawing from the class and immediately verifying the completion of the process** that they no longer plan to attend. Failure to do so can result in a failing grade being issued by the instructor and charges being issued for the class.

Per Title 5 of the California Education Code, students are restricted to receive a maximum of 3-W grades in the same course and will be restricted from registering for the course again. The student will need to meet with a Counselor for other possible options.

MW (MILITARY WITHDRAWAL)

The “MW” shall be assigned when a student is a member of an active or reserve United States military service and receives orders compelling a withdrawal from all courses. Upon verification of such orders, this symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The “MW” shall not be counted in the permitted number of withdrawals, progress probation or dismissal calculations.

PASS/NO PASS CLASSES

P/NP (PASS/NO PASS CLASSES) “FORMERLY KNOWN AS CREDIT/NO CREDIT”

Courses may be offered in either or both of the following categories:

1. Courses in which all students are evaluated on a “Pass/No Pass” basis; and
2. Courses in which each student may elect upon registration, or before the end of the 24th school day of the semester for semester-length courses, to take the course on a Pass/No Pass” basis.

A student electing to be evaluated on the “Pass/No Pass” basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of “Pass/No Pass” are omitted from the calculation. A Pass grade is granted for performance that is equivalent to the letter grade of “C” or better. A student who fails to perform satisfactorily will be assigned a “No Pass” grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

PROCEDURES FOR PASS/NO PASS GRADING

Students must file a “Request for a Pass/No Pass Grade” in the Counseling Center before the end of the 3rd Monday of the semester for semester-length courses. For courses of less than a semester's duration, requests must be filed according to the specific deadlines set for each term by the Vice President of Instruction. Please see the Add/Drop Deadlines page on our website for more information. For courses where a combination grading system is available (letter grading or Pass/No Pass grading), a letter grade will be assigned unless a request has been filed. Once a request has been filed, no additional change in the grading system will be permitted.

In courses in which Pass/No Pass is authorized, the “P” grade is granted for performance that is equivalent to the letter grade of “C” or better.

Pass/No Pass grades and units earned will be recorded on the student’s grade report and permanent record. These units will not be used in computing the student’s grade point average but will be considered a part of the student’s cumulative unit total. Units attempted in which a grade of “NP” is recorded shall be considered in progress probation and dismissal procedures.

All units earned on a Pass/No Pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall meet community college curriculum requirements.

COURSES ELIGIBLE FOR PASS/NO PASS GRADING

(not recommended for courses used within a major)

Applied Technologies Division: All Business, Business Administration, Computer Science, Management, and Energy Technology except 1025, 1125, and 1500. All Industrial Education Safety except 1125 and 1500, and Petroleum Technology courses listed in the catalog. All Court Reporting courses except 1131, 1132, 1133, 1134, 1141, 1142, 1143, 1144, 1151, 1152, 1153, 1154, 1161, 1162, 1163, and 1164.

IES courses, with the exception of IES 1500, are automatically offered as Pass/No Pass with the option to be taken for a standard grade (A, B, C, D, F, W). Students electing to take an IES course for a standard grade must fill out a “Request for Standard Grading” form and submit to the Counseling Center before the census date of the course. These deadlines can be found on the Add/Drop Deadlines page on the website.

English Language Arts Division: All courses listed in the catalog except ENGL 1725, ENGL 1750, ENGL 1775, ENGL 2650, ENGL 2700, and ENGL 2750 and English as a Second Language ESL 0001, ESL 0010, ESL 0020, ESL 0030, ESL 0040, ESL 0050, and ESL 0090.

Learning Support Division: All Disability Studies, Student Success, and Learning Skills courses: Sociology 1558 and Information Competency.

Liberal Arts Division: All courses listed in catalog.

Social Sciences Division: All courses listed in the catalog except all Administration of Justice courses, Criminal Justice Administration 1549, Psychology 2205 and 2050, and Sociology 2038.

Science and Mathematics Division: All life science except Biology 1510 and 2257, all physical science except CHEM 1520 and all mathematics courses listed in the catalog; all one-unit physical education activity courses listed in the catalog; and Health Education 1059 and 1510.

AWARDING OF ALTERNATIVE CREDIT

Taft College welcomes students from a variety of backgrounds and learning experiences. Often students come to us with a firm grounding in many of the disciplines we teach. We recognize their learning by accepting a wide range of Alternative Credits, which measures their mastery of college-level introductory course content. Students meeting the credit-granting score standard will earn the credit in accordance with the established Taft College policies.

Once students have earned 12 units at Taft College, they may opt to receive non-repeating disciplines of Advance Placement, Credit by Exam, CLEP, DANTES, or Military Credit on their Taft College transcript for the purpose of earning an award.

A maximum of 30 semester units in combination of any Alternative Credit from the list above can be used in a degree.

Units granted through any Alternative Credits does not apply towards residence requirements for graduation or for enrollment verifications.

CREDIT BY EXAMINATION

A student may petition to take an examination for course credit, if a minimum of 12 semester units has been earned at Taft College with a minimum 2.5 cumulative grade point average. Students desiring to challenge a course by examination may obtain a petition and information regarding eligible courses, limitations, and procedures from the Counseling Center. The results of such examination, with grades and grade points, are entered on the student's permanent record at the end of the semester petitioned to reflect that credit was earned as Credit by Examination. The maximum number of units that may be earned as Credit by Examination is 12. Students may not challenge courses in which they are currently enrolled or previously enrolled and have received a grade of A, B, C, D, F, AU, CR, NC, FW, MW, W, P, NP, RD or I. No student will be allowed to challenge a course less advanced than that which the student has already completed.

Courses Eligible for Credit by Examination

Applied Technologies Division: All Business and Business Administration courses, Computer Science, Energy 1540, and WTER 1510 and WTER 1610.

Learning Support Division: All Disability Studies courses: SOC 1558, STSU 1016, STSU 1017, STSU 1018, and STSU 1019, and INCO 1048.

Liberal Arts Division: All Foreign Languages listed in the catalog; ART 1625, ART 1820, ART 2010; HUM 2010; and MUSC 1510.

Social Sciences Division: All Social Sciences courses listed in the catalog except CJA 1001, CJA 1003, CJA 1004, CJA 1005, CJA 1057, and CJA 1058.

Science and Mathematics Division: ANTH 1501, ASTR 1511; BIOL 1510, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2260, BIOL 2370; ENGR 1510, ENGR 1520, ENGR 1530, ENGR 1540, ENGR 2000; CHEM 1520; HLED 1510, HLED 1543; MATH 1050, MATH 1060, MATH 1500, MATH 1520, MATH 1530, MATH 1540, MATH 2100, MATH 2120, MATH 2130, MATH 2140; PSCI 1520 and STAT 1510.

ADVANCED PLACEMENT EXAMINATION CREDIT

Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP Tests with scores of 3, 4, or 5.) AP credit can be used to meet IGETC, CSU GE and A.A. or A.S. general education (GE) and/or some major requirements in accordance with the established Taft College policies.

Students must have the College Board send AP exam transcripts to the Admissions Office (hand carried copies will not be accepted) to be considered for granting credit.

Course credit and units granted at Taft College may differ from course credit and units granted by a transfer institution.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Students may earn credit for College-Level Examination Program (CLEP) tests.

CLEP credit can be used to meet CSU GE and A.A. or A.S. general education (GE) and/or some major requirements in accordance with the established Taft College policies.

Students must have the CLEP tests transcripts mailed to the Admissions Office (hand carried copies will not be accepted) to be considered for granting credit.

Course credit and units granted at Taft College may differ from course credit and units granted by a transfer institution.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

Taft College will award students the possible use of DANTES credit as elective credit for our local degrees. Credits are awarded per the ACE guidelines. DANTES credits cannot be used to clear IGETC or GE Breadth requirements. Please see a counselor or advisor for additional information.

Official DANTES transcripts can be obtained by clicking on the link below and following their instructions for ordering.

http://getcollegecredit.com/scores_transcripts

MILITARY SERVICE SCHOOL CREDIT

Taft College will grant credit to veterans for active military service. The maximum service credit allowed is 6-8 semester units – 4 units for having completed basic training, and 2 units for each of the first 2 years of service. Students who have the basic training and 1 or 2 years of service combined credit will be used for the Health Education (Lifelong Learning) requirement.

Credit is also granted for educational work completed in the various service schools in accordance with the recommendations of the American Council on Education. The maximum education credit is 12 units. This credit will be applied to help meet the requirements for graduation but is subject to acceptance by any other college to which the student transfers.

Students can earn a maximum total of 18-20 units for military credit. Duplicate credit will not be given in both high school and college. If a veteran uses service credits to complete high school graduation requirements, these same units may not be used to fulfill college graduation requirements.

COLLEGE CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Course Equivalency is for Taft College Major ONLY as transfer credit may differ from course credit and units granted by a transfer institution.

CLEP Examination	Minimum Score	Taft College GE Area	GE Unit Value	AA/AS Degree at Taft College		Competency Requirement	Course Requirement
				Maximum Units Awarded towards AA/AS	Major / Course Equivalency		
American Government	50	Social/ Behavioral Science	3	3	POSC 1501	—	B
American Literature	50	Humanities	3	6	—	—	—
Analyzing & Interpreting Literature	50	Humanities	3	6	—	—	—
Biology	50	Natural Sciences	3	6	BIOL 1500	—	—
Calculus	50	Communication & Analytical Thinking	3	3	MATH 2100	3	—
Chemistry	50	Natural Sciences	3	6	—	—	—
College Algebra	50	Communication & Analytical Thinking	3	3	—	3	—
College Mathematics	50	N/A	0	6	—	—	—
English Literature	50	Humanities	3	6	—	—	—
Financial Accounting	50	N/A	0	3	BUSN 1051	—	—
French Level I	50	N/A	0	6	—	—	—
French Level II	59	Humanities	3	12	—	—	—
Freshman College Composition	50	N/A	0	6	—	—	—
German Level I	50	N/A	0	6	—	—	—
German Level II	60	Humanities	3	12	—	—	—
History, United States I	50	Social/ Behavioral Science	3	3	HIST 2231	—	B
History, United States II	50	Social/ Behavioral Science	3	3	HIST 2232	—	B
Human Growth & Development	50	N/A	0	3	—	—	—
Humanities	50	Humanities	3	6	HUM 1500	—	—
Information Systems & Computer Applications	50	N/A	0	3	COSC 2020	—	—

Introduction to Educational Psychology	50	N/A	0	3	—	—	—
Introductory Business Law	50	N/A	0	3	BUSN 2275	—	—
Introductory Psychology	50	Social/ Behavioral Science	3	3	PSYC 1500	—	—
Introductory Sociology	50	Social/ Behavioral Science	3	3	—	—	—
Natural Sciences	50	Natural Sciences	3	6	—	—	—
Pre- Calculus	50	Communication & Analytical Thinking	3	3	MATH 1540	3	—
Principles of Macroeconomics	50	Social/ Behavioral Science	3	3	ECON 2210	—	—
Principles of Management	50	N/A	0	3	—	—	—
Principles of Marketing	50	N/A	0	3	—	—	—
Principles of Microeconomics	50	Social/ Behavioral Science	3	3	ECON 2120	—	—
Social Sciences & History	50	N/A	0	6	—	—	—
Spanish Level I	50	N/A	0	6	SPAN 1601	—	—
Spanish Level II	63	Humanities	3	12	SPAN 1601 & SPAN 1602	—	—
Western Civilization I	50	Humanities or Social /Behavioral Science	3	3	HIST 2202	—	—
Western Civilization II	50	Social/ Behavioral Science	3	3	HIST 2204	—	—

Class substitutions for AA-Transfer Degrees are under review and are not guaranteed.

Students must submit Official CLEP exam transcripts to the Admissions Office for use on the A.A./A.S. or GE patterns.

The above chart is based on the most current information from CSU and UC systems. Changes may occur.

Course Equivalency is for Taft College Major ONLY as transfer credit may differ from course credit and units granted by a transfer institution.

Class substitutions for AA-Transfer Degrees are not guaranteed.

CLEP Examination	Minimum Score	CSU GE		
		Total Semester	Total GE Breath Units Allowed	GE Breath Area
American Government	50	3	3	D8
American Literature	50	3	3	C2
Analyzing and Interpreting Literature	50	3	3	C2
Biology	50	3	3	B2
Calculus	50	3	3	B4
Chemistry	50	3	3	B1
College Algebra	50	3	3	B4
College Algebra-Trigonometry	50	3	3	B4
College Mathematics	50	0	0	N/A
English Composition (no essay)	50	0	0	N/A
English Composition with Essay	50	0	0	N/A
English Literature	50	3	3	C2
Financial Accounting	50	3	0	N/A
French ⁷ Level I	50	6	0	N/A
French ⁷ Level II	59	12	3	C2
Freshman College Composition	50	0	0	N/A
German ⁷ Level I	50	6	0	N/A
German ⁷ Level II	60	12	3	C2
History, United States I	50	3	3	D6+US-1
History, United States II	50	3	3	D6+US-1
Human Growth and Development	50	3	3	E
Humanities	50	3	3	C2
Information Systems & Computer Applications	50	3	0	N/A
Introduction to Educational Psychology	50	3	0	N/A
Introductory Business Law	50	3	0	N/A
Introductory Psychology	50	3	3	D9
Introductory Sociology	50	3	3	D0
Natural Sciences	50	3	3	B1 or B2
Pre- Calculus	50	3	3	B4
Principles of Accounting	50	3	0	N/A
Principles of Macroeconomics	50	3	3	D2
Principles of Management	50	3	0	N/A
Principles of Marketing	50	3	0	N/A
Principles of Microeconomics	50	3	3	D2

Social Sciences and History	50	0	0	N/A
Spanish ⁷ Level I	50	6	0	N/A
Spanish ⁷ Level II	63	12	3	C2
Trigonometry	50	3	3	C2
Western Civilization I	50	3	3	C2 or D6
Western Civilization I I	50	3	3	D6

Students must submit Official CLEP exam transcripts to the Admissions Office for use on the A.A./A.S. or GE patterns.

COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP)

*AP Computer Science Limitation: maximum 6 units for both.

AA/AS (MAJOR AND/OR GE) FOR TAFT COLLEGE

AP Examination	Minimum Score	Units/GE Area	Total Units Allowed	Course Equivalency ¹	Competency Requirement	Course Requirement
Art History	3	3 - Humanities & 3 - Elective	6	ARTH 1510	-	-
Biology	3	3 - Natural Science & 3 - Elective	6	BIOL 1500 & BIOL 1501	-	-
Calculus AB	3	3 - Communications & Analytical Thinking	3	MATH 2100	3	-
Calculus BC	3	3 - Communications & Analytical Thinking & 3 - Elective	6	MATH 2120	3	-
Chemistry	3	3 - Natural Science & 3 - Elective	6	CHEM 1510	-	-
Chinese Language & Culture	3	3 - Humanities & 3 - Elective	6	N/A	-	-
Comparative Government & Politics	3	3 - Social/Behavioral Science	3	POSC 2005	-	-
Computer Science A*	3	3 - Communications & Analytical Thinking	3	N/A	-	-
Computer Science AB*	3	3 - Communications & Analytical Thinking & 3 - Elective	6	N/A	-	-
English Language	3	3 - English Composition & 3 - Elective	6	ENGL 1500	1 & 2	C
English Literature	3	3 - English Composition & 3 - Elective	6	ENGL 1500	1 & 2	C
Environmental Science	3	3 - Natural Science & 1 – Elective	4	BIOL 1513	-	-
European History	3	3 - Humanities & 1 - Elective	4	HIST 2204	-	-
French Language & Culture	3	3 - Humanities & 3 - Elective	6		-	-
German Language & Culture	3	3 - Humanities & 3 - Elective	6		-	-
Human Geography	3	3 - Social/Behavioral Science	3	N/A	-	-
Italian Language & Culture	3	3 - Humanities & 3 - Elective	6	N/A	-	-

Japanese Language & Culture	3	3 - Humanities & 3 - Elective	6	N/A	-	-
Latin: Vergil	3	3 - Humanities	3	N/A	-	-
Macroeconomics	3	3 - Social/Behavioral Science	3	ECON 2210	-	-
Microeconomics	3	3 - Social/Behavioral Science	3	ECON 2120	-	-
Music Theory	3	3 - Humanities & 3 - Elective	3	MUSC 1510	-	-
Physics B	3	3 - Natural Science & 3 - Elective	6	N/A	-	-
Physics C (electricity/magnetism)	3	3 - Natural Science & 1 - Elective	4		-	-
Physics C (mechanics)	3	3 - Natural Science & 1 - Elective	4	N/A	-	-
Psychology	3	3 - Social/Behavioral Science	3	PSYC 1500	-	-
Spanish Language	3	3 - Humanities & 3 - Elective	6	SPAN 2001	-	-
Spanish Literature	3	3 - Humanities & 3 - Elective	6	N/A	-	-
Statistics	3	3 - Communications & Analytical Thinking	3	STAT 1510	-	-
Studio Art-2D	3	3 - Humanities	3	N/A	3	-
Studio Art-3D	3	3 - Humanities	3	N/A	-	-
Studio Art-Drawing	3	3 - Humanities	3	N/A	-	-
U.S. Government & Politics	3	3 - Social/Behavioral Science	3	POSC 1501	-	B
U.S. History	3	3 - Social/Behavioral Science & 3 - Elective	6	HIST 2231	-	B
World History	3	3 - Social/Behavioral Science & 3 - Elective	6	N/A	-	-

¹Course Equivalency is for Taft College Major ONLY as transfer credit may differ from course credit and units granted by a transfer institution. For courses with an equivalency, units not used to meet GE Area may be used in Major.

Class substitutions for AA-Transfer Degrees are under review and are not guaranteed.

Students must have the College Board send AP exam transcripts to the Admissions Office (hand carried copies will not be accepted) for use on the A.A. / A.S. or GE patterns.

AP Examination	Minimum Score	CSU GE			Total Quarter Units Allowed	IGETC		UC Transfer Subject Area
		Total Semester Units Allowed Toward Admission	Total GE Breath Units Allowed	GE Breath Area		Total Semester Units Allowed	IGETC Applicability	
Art History	3	6	3	C1 or C2	8	5.3	3A/3B	UC-H
Biology	3	6	4	B2 + B3	8	5.3	5B + lab	UC-S
Calculus AB/AB Subscore	3	3 ¹	3	B4	4 ³	2.7	2A	UC-M
Calculus BC	3	6 ¹	3	B4	8 ³	5.3	2A	UC-M
Chemistry	3	6	4	B1 + B3*	8	5.3	5A + lab	UC-S
Chinese Language & Culture	3	6	3	C2	8	5.3	3B & 6A	UC-H
Comparative Government & Politics	3	3	3	D8	4	2.7	4H	UC-B
Computer Science A	3	3 ¹	0	N/A	2	1.3	N/A	N/A
Computer Science AB	3	6 ¹	0	N/A	N/A	N/A	N/A	N/A
English Language/Composition	3	6	3	A2	8 ⁴	5.3	1A	UC-E
English Literature/Composition	3	6	6	A2 + C2	8 ⁴	5.3	1A/3B	UC-E/UC-H
Environmental Science	3	4	4	B1 + B3*	4	2.7	5A + lab	UC-S
European History	3	6	3	C2 or D6	8	5.3	3B /4F	UC-H/UC-B
French Language & Culture	3	6	3	C2*	8	5.3	3B & 6A	UC-H
German Language & Culture	3	6	3	C2*	8	5.3	3B & 6A	UC-H
Human Geography	3	3	3	D5	3	3	4E	UC-B
Italian Language & Culture	3	6	3	C2	8	5.3	3B & 6A	UC-H
Japanese Language & Culture	3	6	3	C2	8	5.3	3B & 6A	UC-H
Latin: Vergil	3	3	3	C2*	4	2.7	3B & 6A	UC-H
Macroeconomics	3	3	3	D2	4	2.7	4B	UC-B
Microeconomics	3	3	3	D2	4	2.7	4B	UC-B
Music Theory	3	3	3	C1*	8	5.3	N/A	UC-H

Physics B	3	6 ²	4	B1 + B3*	8 ⁵	5.3	5A + lab	UC-S
Physics C (electricity/magnetism)	3	4 ²	4	B1 + B3	4 ⁵	2.7	5A + lab	UC-S
Physics C (mechanics)	3	4 ²	4	B1 + B3	4 ⁵	2.7	5A + lab	UC-S
Psychology	3	3	3	D9	4	2.7	4I	UC-B
Spanish Language	3	6	3	C2*	8	5.3	3B & 6A	UC-H
Spanish Literature	3	6	3	C2*	8	5.3	3B & 6A	UC-H
Statistics	3	3	3	B4	4	2.7	2A	UC-M
Studio Art- 2D	3	3	0	N/A	8 ⁶	N/A	N/A	N/A
Studio Art-3D	3	3	0	N/A	8 ⁶	N/A	N/A	N/A
Studio Art-Drawing	3	3	0	N/A	8 ⁶	N/A	N/A	N/A
U.S. Government & Politics	3	3	3	D8 + US-2	4	2.7	4H	UC-B
U.S. History	3	6	3	(C2 or D6)+US-1	8	5.3	3B /4F	UC-H/UC-B
World History	3	6	3	C2 or D6	8	5.3	3B /4F	UC-H/UC-B

The above chart is based on the most current information from CSU and UC systems. Changes may occur.

*Tests prior to Fall 2009 may award credit in area different than stated above. Verify area of General Education Breath and/or U.S. History, Constitution, and American Ideals with the CSU Office of the Chancellor.

¹If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the CSU baccalaureate.

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

³8 quarter/5.3 units max for all exams, 4 quarter/2.7 semester units max between AB and AB sub-score

⁴8 quarter/5.3 units max for both English Language and Literature Composition

⁵8 quarter/5.3 units max for all three Physics exams

⁶8 quarter/5.3 units max for all Studio Art exams

STANDARDS FOR PROBATION

Students on probation will receive point deduction for purposes of priority registration but have an opportunity to earn registration points by participating in probation success plan.

Academic Probation – A student who has attempted at least 12 semester units at Taft College (A, B, C, D, F, FW, or P) as shown on the official academic record, shall be placed on academic probation if the student's institutional cumulative grade point average is below 2.0 in all units.

Continued Academic Probation – A student who has earned an institutional cumulative grade point average of less than 2.0 for two consecutive semesters shall be placed on continued academic probation.

Progress Probation – A student who has attempted at least 12 semester units at Taft College (A, B, C, D, F, FW, or P, W, I, or NP) as shown on the official academic record, shall be placed on progress probation when the percentage of all Taft College units for which entries of W, I, FW or NP are recorded reaches or exceeds 50 percent.

Continued Progress Probation – A student who has earned a grade of W, I, FW or NP in 50 percent or more of all Taft College units for three consecutive semesters, shall be placed on continued progress probation.

REMOVAL FROM PROBATION

Academic Probation – A student on academic probation shall be removed from probation when the student's institutional cumulative grade point average is 2.0 or higher.

Progress Probation – A student on progress probation shall be removed from probation when the percentage of W, I, FW or NP graded units drop below 50 percent in Taft College coursework.

STANDARDS FOR DISMISSAL

Academic Dismissal – A student who is on continued academic probation is subject to dismissal if their earned institutional cumulative grade point average is less than 2.0 in all units attempted in each of three consecutive semesters. Semesters are considered consecutive on the basis of the student's enrollment. For example, a fall semester followed by a fall semester will be considered consecutive if the student was not enrolled in the spring semester of that academic year. The first semester will be deemed completed when the student has attempted a total of 12 semester units (A, B, C, D, F, FW, or P).

Progress Dismissal – A student who is on continued progress probation is subject to dismissal if the percentage of Taft College units with entries of W, I, FW, NP reaches or exceeds 50 percent in at least three consecutive semesters. For purposes of progress probation, the first semester will be deemed completed when the student has enrolled in a total of 12 semester units (A, B, C, D, F, FW, P, W, I, or NP).

APPEAL OF DISMISSAL

A student who feels he/she has reason(s) to be exempt from the dismissal policy must submit a "Petition for Appeal of Academic or Progress Dismissal Status" to the Director of Admissions and Records for evaluation. Petitions will be forwarded to the Admissions and Attendance Committee if necessary.

Reinstatement

A student who has been dismissed may be reinstated after a lapse of one semester by petitioning to the Director of Admissions and Records. The petition must include sufficient evidence to indicate the likelihood of academic success for the reinstatement to be granted. A lapse of one semester does not guarantee reinstatement.

In unusual circumstances, a student may be reinstated without the lapse of a semester by petitioning the Admissions and Attendance Committee for a hearing.

Students who go on Academic Dismissal will be exempt from the mandatory petition process for dismissed students and will be allowed to attend the upcoming term at a limited number of units, not exceeding seven, if they earned at least a 2.0 GPA and completed at least 50% of their attempted units in their most recent semester.

Students who have been reinstated following academic dismissal must earn a grade point average of at least 2.0 during the first semester following reinstatement in order to enroll for the subsequent semester.

Students who have been reinstated following progress dismissal must have fewer than 50 percent of all units at Taft College in which they enroll recorded with entries of W, I, and NP during the first semester following reinstatement in order to enroll for the subsequent semester.

Students that have been reinstated after dismissal will lose their priority registration and can register during open registration.

COURSE REPETITION

A student who has earned a substandard grade of D, F, FW, and/or NP in a credit course at Taft College may repeat the course two times for the purpose of grade alleviation. A student who has earned a standard grade of A, B, C, and/or P in a credit course at Taft College may petition to repeat the course when certain circumstances apply. W's are counted in attempts for repeat purposes. A student may repeat a course for which standard or substandard work has been recorded by obtaining the written permission of the Director of Admissions and Records, **PRIOR TO THE TIME OF REGISTRATION**.

Courses repeated under this policy will be counted as part of the student's maximum study load. Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

The following may be excluded from this policy: Activity courses and other repeatable courses. Please contact the Counseling Center for details.

Reason to repeat:	Will this petition be approved?
1. Student received an A, B, C, P in a credit class and wants to improve grade.	No, unless reasons #3, 4 or 5 apply. 55042 (b)
2. Student received a D, F, FW, NP, or a W after attempting a credit class a total of three times.	No, unless reasons #3 or #6 applies. 55024 (a)(9), 55040, 58161
3. Course is mandated for training requirements as a condition of continued paid or volunteer employment. 55041(b)	Yes – student can repeat unlimited number of times. Must provide statement from employer or a signed affidavit that the course is necessary to meet legally mandated training as a condition of paid or volunteer employment. Regardless of whether or not a substandard grade was previously earned, the grades and unit credit shall be included each time for the purpose of calculating the GPA.
4. Significant Lapse of Time (55043)	Yes, for students with standard grades (A, B, C, P) and (3) three years have elapsed since the last satisfactory grade was posted at Taft College. Previous grade and credit will be alleviated by the rule. Course repetition based on significant lapse of time may only occur once.
5. Recency requirement is mandated for current coursework or degree.	Yes, for students with standard grades (A, B, C, P) and 3 years have elapsed at Taft College. Student must provide documentation of recency requirement mandate. Previous grade and credit will be alleviated by the rule
6. Extenuating Circumstances (55045) accident, illness, or other life changing events beyond the control of the student.	Yes, for students with substandard grades. Valid documentation is required to support circumstances that specifically relate to the date of the course. Previous grade and credit will be alleviated by the rule.
7. Three (3) withdrawals have been processed for the same course.	No, unless #6, extenuating circumstances, existed. Valid documentation is required to support the circumstance.
8. Repeated a course taken at another college	No, substandard grades earned at another institution will be alleviated by repeating a course at Taft College. There are no exceptions.
9. Special Course Repetition (56029) for Students with Disabilities.	Yes, there is no limit as long as the course has a "Special Class" designation for students with disabilities; and the class is required due to a disability related accommodation. Students must be receiving accommodations through DSPS. Previous grade and credit will be alleviated by the rule.

ACADEMIC RENEWAL

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Students must have achieved a grade point average of 3.0 in 12 units or 2.4 in 24 units in 12 completed at Taft College since the substandard work; the most recent work will be evaluated. And
2. At least three years must have elapsed from the time the coursework at Taft College to be removed was completed.

Up to two semesters of course work may be eliminated from consideration in the grade point average. No work taken during the disregarded terms, even if satisfactory, may apply toward the Associate Degree.

Academic renewal actions are irreversible.

The student obtains the Academic Renewal Petition form in the Counseling Center or on-line.

If the petition for academic renewal is granted, the student's permanent academic record will be annotated to clearly indicate that none of the disregarded units apply to academic requirements for any degree or program offered at Taft College. All work will remain legible on the record to insure a true and complete academic history. This policy does not guarantee that an improvement in grade point average through Academic Renewal will be evaluated by other colleges and universities in accordance with Taft College's policy on Academic Renewal. Taft College will not take into account courses taken at another college to meet any requirements for academic renewal. Only classes taken at Taft College can be disregarded through this academic renewal process.

Please contact the Counseling Center to schedule an appointment with a counselor or advisor to review your records.

Student Services

STUDENT SERVICES: PROGRAMS AND RESOURCES

ASSOCIATED STUDENT BODY (ASB)

(661) 763-7887

The student body at Taft College is organized as the Associated Student Body (ASB) of Taft College. This student organization is managed by an Executive Board composed of officers elected by ASB members plus a number of students holding appointed positions.

The ASB Activities Coordinator in cooperation with the ASB Executive Board and the Coordinator of Student Life/ASB Advisor develops a calendar of social affairs and other student activities each semester.

Student activities at the college include student government, organized athletics, drama, publications, music, social and cultural affairs, and a number of clubs within the ASB organization. Every student is encouraged to join one or more of these activities and take an active interest in the functions of the Associated Student Body committee.

Other campus clubs must complete an Associated Student Body Activity Request form and have it approved by the ASB Executive Board, the Coordinator of Student Life/ASB Advisor, and the Dean of Student Success prior to conducting an activity, event, or fundraiser.

Anyone who is interested in creating a new club on campus can contact the Coordinator of Student Life/ASB Advisor for more information.

AVID

AVID for Higher Education is an academic support program available to Taft College students to address the goals of increased learning, persistence, completion and success in and beyond college. AVID strives to promote student success for students who enter college under-prepared.

The AVID program addresses the gaps in student performance and success at Taft College by developing the skills that enable students to deal effectively with academic, cultural, and financial challenges.

AVID emphasizes active collaborative learning strategies conducted by trained facilitators to encourage successful student behavior, enhance learning, and facilitate effective communication between instructors and students.

The AVID for Higher Education Program is located in the Library/Learning Resource Center on the Taft College campus.

(661)763-7747

Lori

Sundgren

Taft College AVID for Higher Education Liaison

STUDENT RESOURCE CENTER

The Student Resource Center (SRC) at Taft College supports students by providing food, clothing, and toiletries free of charge. Students with a valid, current ID are able to use these services. The SRC has snack food, on-the-go food, weekend bags of food, and food to take home for meals. There are clothes for everyday wear. The SRC also has children's clothing, diapers, and wipes. The SRC is a non-profit service under the Foundation that accepts donations of items and money as well. The Student Resource Center is located behind the cafeteria conference room.

ATHLETICS

(661) 763-7829

Taft College offers students the opportunity to participate in several intercollegiate sports. Women may participate in volleyball, basketball, soccer, and softball and men may participate in baseball, golf and soccer. Beginning in the fall of 2017, women will be able to participate in the sport of golf.

Athletic eligibility rules and regulations adopted by the Central Valley Conference and the California Community College Athletic Association are rigidly enforced. In general, the rules require an athlete to be continuously and actively enrolled in a minimum of 12 units during the season of sport. To compete in a second season of that sport, an athlete must complete 24 units between seasons of competition, with 6 of those units being completed in the preceding academic term. The units must be completed before the beginning of the second season of the sport.

Transfers who have participated in athletics at another California Community College must complete 12 units at Taft College before becoming eligible.

Since these are only general guidelines and athletic eligibility rules are complex, questions regarding eligibility should be referred to the Athletic Director or Athletic Counselor/Advisor.

STUDENT WELLNESS

The Student Wellness Center at Taft College aims to support students with socio-emotional health and wellness needs. There are a broad range of services that include but are not limited to brief individual psychotherapy, crisis intervention, and referral services. The services aim to enhance psycho-social well-being, positive socio-emotional development, and academic advancement of a diverse student population in an effort to promote student retention and graduation from Taft College. Services are provided to all enrolled Taft College students.

The Wellness services are located inside the Taft College Workforce/Career/Veterans office next to the cafeteria. To schedule an appointment you may contact the Counseling front office at (661) 763-7748.

CALWORKS (CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS)

(661) 763-7754 or (661) 763-7723

California Work Opportunities and Responsibility to Kids

CalWORKs funds are for the purposes of assisting CalWORKs students and their families by providing educational and career opportunities. Support Services are provided that encourage students to complete their educational goals, find meaningful employment, and successful transition into the workforce. Through collaboration and advocacy between the college, the Department of Human Services, and other community agencies, we prepare a segment of California's workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

The CalWORKs program assists students with educational goals directly related to a degree or certificate. Taft College CalWORKs supports the student in meeting their Welfare to Work (WTW) plan activity requirements. Services provided include: academic, career, and personal counseling, work-study/job placement, and educational supplies.

A student is eligible if he/she is currently a CalWORKs/TANF recipient who is in good standing and has or is developing a Welfare to Work (WTW) plan with his/her local Department of Human Services. Additional requirements may apply to remain eligible at Taft College.

For further information, contact the CalWORKs Office at 661-763-7754 or 661-763-7723.

CAREER CENTER

(661) 763-7734

Undecided on your career path?

Interested in gaining experience via an internship while earning your degree?

Need assistance in preparing for your job search?

The Taft College Career Center provides the following services:

- Career Counseling – understand yourself and the world of work in order to make educated career, educational, and life decisions that will lead to success and fulfillment.
- Career and Major Exploration – assessments, field trips, guest speakers, job shadowing.
- Internships – paid and unpaid opportunities with various industry partners on and off campus.

- Job Search – Networking, Resume Building, Application Process, Interviewing, etc.
- Work Experience - earn degree applicable units while on the job by studying goals to become a much improved employee.

If you are interested in receiving any of these services, please call the Taft College Counseling Center at (661) 763-7748 to schedule an appointment or drop by the Career Center next to the Cafeteria.

Career Center tools and resources are also available 24-7 on the Taft College Career Center website.

CHILDREN'S CENTER

(661) 763-7850

The Taft College Children's Center provides a developmentally appropriate curriculum for children 0-6 years of age. Full-day child care services are provided for parents who are enrolled at Taft College, participating in a job training program, seeking employment, employed parents, or pregnant students enrolled at Taft High School or surrounding high schools in the service area.

The center maintains a state preschool half-day program for children three and four years old, and an infant/toddler program for children 0-36 months of age.

Enrollment is based on family income, need, and family size. Enrollment is based on a non-discriminatory basis and gives equal treatment and access to services without regard to race, color, creed, religion, disability, political beliefs, sexual orientation, marital or family status, or natural origin or ancestry. Children with special needs, where provisions might need to be made, will be evaluated on an individual basis.

Fees are based on a sliding scale according to family size and gross monthly income as established by the California Department of Education. For additional information call (661) 763-7850.

COMPLAINT AND GRIEVANCE PROCESS

(661) 763-7889

Student rights and responsibilities are outlined in the Student Handbook. Students who are dissatisfied are first encouraged to attempt to resolve the issue(s) by taking preliminary action and conferring with the person against who the student has the alleged complaint/grievance. If that proves impossible or unsatisfactory, the student can confer with the Vice President of Student Services, or designee. Students must complete a student complaint/grievance to initiate the process. The Vice President of Student Services or designee reviews all complaint/grievance forms, and depending on the nature of the complaint, determines if the complaint is grievable. The Vice President of Student Services or designee, following established timelines, will either determine the disposition of the alleged complaint/grievance or refer it to the appropriate committee for review. Students have the right to further pursue their complaint via the California Community College Chancellor's Office, and information on the state administered complaint process is available to students on the Taft College website.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

(661) 763-7723

Cooperative Agencies Resources for Education is a state-funded program designed to provide additional support to recipients who receive CalWORKs (California Work Opportunity and Responsibility to Kids) assistance. CARE provides support services to assist single parents to attend college and obtain the skills necessary to gain meaningful employment. Services include peer mentoring, counseling, follow-up support, meals, grants and special events as funds are available.

Students are eligible for CARE services if they:

- Are EOPS eligible (Enrolled in 12 or more units and have completed less than 70 degree applicable units)
- Have a dependent child under the age of 14
- Are at least 18 years of age and a single head of household
- Are currently receiving cash aid (TANF/CalWORKs) and can provide a Passport to Services
- Are eligible for financial aid

COUGAR TRACKS

Cougar Tracks is an on-line registration system allowing students access to search the schedule of classes, register and pay for classes, drop classes, update personal information, view financial aid information, check final grades, and more. Student login information is provided via email once an admissions application has been completed. To login, please visit the college website at www.taftcollege.edu.

COUNSELING

(661) 763-7748

Counseling Center Webpage

The Counseling Center provides a variety of resources to help students achieve the greatest possible benefit from their college experience. Each academic counselor is a specialist in several academic areas, and students may wish to see a counselor according to the major they declare. The Counseling Center is a valuable resource in exploring the options or defining the requirements in a particular field of study. All counselors have the expertise to assist with course selection, educational planning, questions concerning requirements for majors, general education, certificates, graduation, or transfer to a four-year college or university. A counselor can answer questions about course or academic requirements and serve as a valuable resource in helping students select, appropriate, as well as the best combination of courses to meet the lower division transfer requirements for specific transfer institutions. Academic Counseling Services also include the following;

- Academic counseling that helps the student in assessing, planning, and implementing both immediate and long-range academic goals
- Career counseling that helps the student assess aptitudes, abilities, and interests, and advises the student regarding current and future employment trends
- Personal counseling that helps the student with personal, family or other social concerns, when that assistance is related to the student's education
- Coordination with the counseling aspects of other campus services, including programs for students with special needs, financial assistance programs, and job placement services

These counseling services are available for all students and are located in the Student Services building. Evening hours and distance learning counseling are provided, and bilingual staff and services are available. Help is available in person and by phone, fax or email. During the fall and spring semesters office hours are typically Monday –Thursday 7:30 a.m. – 5 p.m. and Friday 7:00 a.m. – 4:00 p.m. During the summer semester office hours is typically Monday through Thursday 7:00 a.m. – 5:00 p.m., and closed Fridays. To schedule an appointment to speak with a counselor in person, or by phone, call (661) 763-7748.

The Student Success and Support Program (SSSP) is a process that enhances student access and sustains the efforts of students to be successful in their educational endeavors. The goals of SSSP are to ensure that all students complete their college courses, persist to the next academic term, graduate and/or transfer while achieving their educational objectives. As a result, SSSP will ensure that:

- New students will complete an admissions form: Taft College Admissions Application
- New Students complete an online new student orientation: New Student Orientation
- New Students complete assessment: Assessment/Placement
- Students schedule an appointment with a counselor (new student workshop) to complete an Abbreviated Student Educational Plan
- The last step is registration
- Steps to Success
- After students have completed or are in process of completing 15 units and have identified their program of study, they will need to meet with a counselor to create a Comprehensive Student Educational Plan that will detail the necessary courses to reach their academic goal.
- Students are strongly encouraged to follow up with a counselor to review and/or revise their Student Educational Plan as needed to adapt to developing education and career goals.

Comprehensive Student Educational Plan

It is important to develop a comprehensive student educational plan (CSEP) within the first or second semester at Taft College. A Student Educational Plan (SEP) outlines a suggested course of study for the individual student based on major, transfer plans and sequence of courses. Students are strongly encouraged to update their plan each semester or when a change is made to their major, transfer institution or other pertinent objectives.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

(661) 763-7799

DSPS is committed to providing equal opportunities for all students with disabilities who have the desire and ability to benefit from college-level instruction. We support open access to the full range of college instructional and support services, academic success, advocacy, and campus-community liaison. In addition, we support the entire Taft College Staff in its efforts to effectively serve all students with disabilities enrolled at Taft College.

Services are provided to meet the unique needs of students with disabilities. Services include:

- Access to adaptive educational equipment, materials, and supplies
- Test-taking facilitation for students with disabilities
- Assessment to determine functional, and education levels
- Note-taker services
- Interpreter services
- Registration, financial aid application, priority enrollment assistance and related college services

DSPS concentrates its efforts on providing services that are not available elsewhere in the college. Specific services and accommodations are determined on a case-by-case basis after assessment of the student's educational limitations based on a written verification of disability.

Taft College is committed to complying with all guidelines of the American Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The 504/ADA Coordinator is the Vice President of Student Services. Students with disabilities should contact DSPS as soon as they make the decision to attend the college. It is the student's responsibility to notify the DSPS Office of their need for services. No qualified student with a disability shall be discriminated against or excluded from participation in any services, activities, or facilities on the basis of a disability.

DISTANCE EDUCATION COURSES

DE Support Numbers: (661) 763-7917 or (661) 763-7878

Many programs at Taft College can be partially or fully completed with Distance Learning courses. Almost all Distance Learning courses offered at Taft College are web-based (online courses). A very small percentage of Distance Learning courses are off-line, where the course is conducted via e-mail and/or postal mail. Online courses are designed to facilitate your learning experience with the special advantages that Online learning offers, including:

- More individualized instruction
- Fitting college into your busy schedule
- Easy access to instructors through e-mail and voice mail
- A multimedia approach to learning

For additional information call (661) 763-7917 or visit the college web site at <https://www.taftcollege.edu/distance-education/>.

DE Support can help you with the following:

- Login assistance
- Technical support
- Contacting Instructors
- Trouble shooting various errors
- Assignment upload difficulties

FOR IMMEDIATE OR AFTER HOURS CANVAS SUPPORT CALL 1-866-551-4903.

ENGLISH AS A SECOND LANGUAGE (ESL)

(661) 763-7748

The English as a Second Language Program (ESL) is offered for students whose native language is other than English. The goal of the program is to help students who want a vocational or academic career to fully participate in regular college classes. A conference between the student and a counselor is the initial step to be placed in this program. Please contact us at the number above to set up an appointment with a counselor.

Inglés Como Segundo Idioma

El programa de inglés como segundo idioma se ofrece a las personas cuyo lengua materna no es el inglés. El objetivo principal del programa es desarrollar en el alumno las habilidades lingüísticas y culturales que necesita para tener éxito en cualquier carrera académica o vocacional que escoja. El alumno será colocado en diversos cursos después de un asesoramiento con un consejero.

Por favor llame al número arriba para hacer una cita con un consejero.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

(661) 763-7723

EOPS is a state-funded program at Taft College that provides educational support services to eligible students who have historically experienced economic and educational disadvantages. EOPS assists eligible students in obtaining their educational goals by providing additional support through academic counseling, peer mentoring, scholarship information, book service, transfer assistance and other services dependent on funding being available. The goal of EOPS is to encourage the enrollment, retention and transfer of students with educational disadvantages to facilitate the successful completion of their goals and objectives in college.

Students are eligible for EOPS services if they meet the following criteria:

- California resident (AB 540 Eligible/Dream Act)
- Qualify for Board of Governors Enrollment Fee Waiver (BOG A, B, or C with \$0 EFC)
- Full-time enrollment - 12 units per semester
- Must have less than 70 degree units from all colleges attended (transcripts are required)
- For additional information please contact the EOPS/CARE Office at (661) 763-7723.

HOUSING REGULATIONS

(661) 763-7832

Students living in a Residence Hall must be enrolled in a minimum of 12 semester units and maintain a grade point average of 2.0. Students are also required to participate in the food service program that serves meals in the Taft College Cafeteria. The Residence Hall staff includes the Dorm Supervisor, Residence Hall assistants, and the evening/weekend security guards whose primary duties are to help with problems, to enforce Residence Hall rules, and to supervise the residence halls. The dorm deposit must be submitted prior to moving into the Residence Hall and is refunded in full when a student properly checks out and if there are no unpaid charges or damages to the dorm room. An application and additional information can be obtained on-line or by contacting the Dorm Supervisor. Information can also be obtained by calling the Admissions Office at (661) 763-7741.

LIBRARY

(661) 763-7707

Taft College Library contains both a physical collection of books, periodicals, audio books, and DVDs and an extensive online collection of eBooks, journals, newspapers, and other multimedia resources geared toward the academic needs of Taft College students. Through the library's online catalog, you can explore and locate materials available in the library and from libraries worldwide. The library's databases can be accessed either on or off-campus using your "A" number (username) and password. The library offers free wireless access, desktop and laptop computers, study rooms, and a collection of approximately 30,000 items. Library staff can assist with research questions and locating materials. Help is available in person, by telephone, or email. For additional information call (661) 763-7707 or visit the library's web site at www.taftcollege.edu/library.

LOST AND FOUND

(661) 763-7872

Lost and found is located in the Public Safety Office (CIL 720). Found items can be claimed during regular business hours. *Remember to bring a photo ID to claim found items.* Further information on lost items is available on the Lost and Found web site.

PHI THETA KAPPA

(661) 763-7889

Phi Theta Kappa Honor Society recognizes students for their academic excellence and provides opportunities for the development of leadership and service. Phi Theta Kappa membership is a privilege earned by qualifications, honor, and service. Invitations are sent to new qualified students each semester. Membership requirements include a cumulative grade point average of 3.5, good moral character, and possession of recognized qualities of citizenship. Students must be enrolled at Taft College and have completed a minimum of 12 units of coursework leading to an associates' degree.

PHOTO I.D. CARD

(661) 763-7707

Taft College Photo ID cards are required for use of labs, library, and other services. Students are encouraged to secure their Photo ID card prior to the beginning of the term and must show proof of current enrollment and a form of picture identification to receive a Photo ID card. Photo I.D. cards are available in the library.

PUBLICATIONS

(661) 763-7726

Journalism students publish a campus magazine, the Black Gold. All students are encouraged to make suggestions and contributions. The magazine is financed by the college as a laboratory online newspaper/magazine for journalism students and provides practical experience in journalism. The articles are also posted online on the Cougar Echo site.

Other publications produced by students include the literary magazine A Sharp Piece of Awesome.

SOCIAL ACTIVITIES

(661) 763-2282 / (661) 763-7887 (Student Union Office)

The Associated Student Body's (ASB) Activities Coordinator in collaboration with the ASB Executive Board and the Coordinator of Student Life/ASB Advisor develops a calendar of social affairs and other student activities every month.

STUDENT BODY FEE/ASB DISCOUNT STICKER**(661) 763-7887**

Taft College students have the option of purchasing an ASB discount sticker for \$30.00 each academic year. The ASB discount sticker allows students to participate in the Taft College Textbook Rental Program at the bookstore. It also allows students to use the student union and be involved in all campus clubs under ASB. Students with the current ASB Sticker are applicable for ASB scholarships. The ASB discount sticker can be purchased from the Cashier in the Student Services Building or the Taft College Bookstore.

STUDENT SERVICES CENTER**(661) 763-7748**

The College has bond funds that were used to construct a new Student Services Center building. Services located in this building are: Admissions, Cashier, Counseling, CalWORKs, DSPS, EOPS, Financial Aid, High Tech Center, Transfer, and a number of other related student services.

STUDENT UNION**(661)-763-2282** student union front desk / **(661) 763-7887** student union office

The student union is available to all students with a current photo ID card and ASB sticker as well as Taft College faculty and staff. Located within the Student Union is the office of the Coordinator of Student Life/ASB executive board. Weekly Associated Student Body (ASB) Executive Board meetings are held in the Student Union office (G-11) and ASB committee meetings are held in the ConnExpo (cafeteria banquet room) located inside the cafeteria. Changes to the location and/or time of the weekly ASB Executive Board and/or committee meetings will be announced one week prior to the meeting.

SUPPLEMENTAL INSTRUCTION (SI)**(661) 763-7938**

Supplemental Instruction (SI) is an academic support program for students of Taft College designed to increase student performance. SI emphasizes active collaborative learning strategies focused on small groups conducted by trained facilitators. Supplemental Instructional Assistants (SIAs) are college graduates with solid academic backgrounds who work with instructors to promote student success in a broad range of subjects. SIAs attend classes with students, model successful student behavior, conduct study sessions, and facilitate effective communication between instructors and students.

The Supplemental Instructional Program is located in the Library/Learning Resource Center on the Taft College campus. SI sessions offer a comfortable and informal learning environment where students can network and access course specific learning resources.

TRANSFER COUNSELING SERVICES**(661) 763-7748**

Transfer counseling is available in the Student Services building.

The transfer counselor can provide assistance to students that are exploring transferring from Taft College to the California State University and University of California systems, private colleges, independent colleges as well as out-of-state schools.

For additional information or to schedule an appointment, call (661) 763-7748; or visit the Transfer Center website.

TRANSITION TO INDEPENDENT LIVING PROGRAM (TIL)**(661) 763-7769**

The Transition to Independent Living Program has the unique distinction of being the only such program located on a community college campus nationwide which offers a residential program. It is a 22-month program designed for young adults with Autism or Intellectual disabilities who wish to acquire the skills necessary to live independently.

The Transition to Independent Living Program has been referred to as a "one-stop shop" as a result of its inclusion of instruction and/or experiences in basic academics, career education training, independent living skills, and social/leisure skills. Upon program completion, students are provided with transition services as they integrate back into their home communities.

TUTORING PROGRAM

(661) 763-7938

Goals of Tutoring: Students master processes within discipline specific courses using the guidance of tutors. Students build self-confidence in their understanding and mastery of discipline specific processes, theory, and vocabulary.

Tutoring: Free tutoring in multiple subjects is available for all students enrolled in at least one course at Taft College. Students may schedule appointments in one (1) hour blocks. The Tutoring program is located in the Library/Learning Center on the Taft College campus. Appointments can be made by phone, in person, or by emailing learningcenter@taftcollege.edu. Tutoring appointments may be held in person or online using Cranium Café or Zoom. Students may drop by during hours of operation for answers to quick questions or assistance with essays/research papers. Math students may receive help with course content and use the lab computers to do their course work.

VETERANS

(661) 763-7748

Taft College is an approved institution of higher learning for the training of veterans and veterans' dependents that are eligible for educational benefits. Taft College will grant credit to veterans for military service upon request. Evaluation of military experience, education, and training will be made by the Veteran Administration (VA) certifying official at Taft College. Evaluations comply with the regulations and recommendations of the American Council on Education. A copy of the veteran's DD-214 (Report of Separation from the Armed Forces) is required along with military transcripts and prior college transcripts. Evaluations that are made at Taft College and credit that is awarded are subject to review and evaluation by any other college or university the veteran may transfer to upon leaving Taft College. Duplicate credit will not be given in both high school and college. If a veteran uses service credits to complete high school graduation requirements, these same units may not be used to fulfill college graduation requirements.

Credit allowed for prior education and training must be reported to the VA certifying official at the school immediately.

Any student who believes they are eligible for veterans or veterans' dependents educational benefits must apply for benefits with the Veteran Administration (VA). Veterans apply by completing VA Form 22-1990 and veterans' dependents by completing VA Form 22-5490. An application and further information may be obtained online from the VA website: www.gibill.va.gov via the Veterans Online Application (VONAPP).

In order to be reimbursed for educational training, eligible veterans and veterans' dependents must schedule an appointment with the VA Advisor/Counselor by calling 661-763-7748 to complete an educational plan and appropriate VA paperwork for Taft College. The VA will not reimburse students for courses that are not necessary for the completion of the student's educational objective. Any student who has received veterans' educational benefits while attending another college should complete VA Form 22-1995 (veterans) or VA Form 22-5495 (veterans' dependents) to request a change of program or place of training. This form is available online from the VA website www.gibill.va.gov.

VA benefits can't be paid for enrollments up to one year before the date the VA receives a student's application; however, retroactive benefits for veterans' dependents may be handled differently and may exceed one year under special circumstances.

In order to remain eligible, students receiving benefits must comply with the college's veteran standards of attendance and academic progress policy. A student who fails to maintain the school's academic standards of progress and is suspended or dismissed from school must be terminated from receiving further VA benefits for unsatisfactory attendance, conduct, or progress.

Additional information may be obtained from the Counseling Center or by calling (661) 763-7748. Also, please visit the Information for Veterans website

VETERAN RESOURCE CENTER

The Veteran Resource Center is located in the Career Development Area; between the cafeteria and testing center on campus. Student Veterans are in the area to assist with questions regarding Taft College. The space is dedicated for student Veterans to ask current students questions that they may have about Taft College. In addition, there is a space for Veterans to work on homework and print if needed. In addition, the space is used for the Veterans Club meetings. The hours of operation vary throughout the semester. The Veteran Coordinator is Tina Mendoza, tmendoza@taftcollege.edu. The Facebook page for the Veteran Club is: <https://www.facebook.com/TCVeteransClub/>

VOCATIONAL REHABILITATION SERVICES

(661) 395-2525

Students who have a medical or physical disability that results in a substantial impediment to employment may qualify for assistance from the California Department of Rehabilitation. Services include vocational counseling, assistance with college fees, transportation, and related expenses. All services are designed to lead to employment that will not be adversely affected by the disability. Additional information can be obtained in the Counseling Center, or by contacting the Department of Rehabilitation, 4925 Commerce Drive, Suite 150, Bakersfield, CA 93309, or by calling the office at (661) 395-2525.

FINANCIAL AID

Application deadlines are established each year to facilitate effective financial aid packaging and equitable disbursement of funds. Students are encouraged to apply in advance of these deadlines. Students having all materials completed on or before the deadline date will receive priority consideration. Students applying for financial aid at Taft College do so by completing a "Free Application for Federal Student Aid" (FAFSA) or a California Dream Application (Dream Act). In no case shall the total financial aid package exceed the stated individual cost of education as determined by the Financial Aid Office. Federal, state, and institutional programs are available. Please visit www.fafsa.gov or www.dream.csac.ca.gov.

FEDERAL PROGRAMS

In order to be eligible for federal aid, students are required to enroll in a program of study leading to a degree or certificate. Eligible students shall receive financial aid as long as they comply with the Taft College Satisfactory Academic Progress Policy. **Taft College does not participate in any federal student loan programs.**

Federal Pell Grant

Federal Pell Grants are financial awards to help undergraduates pay for their college education. For many students, these grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be repaid. The Federal Government established regulations limiting the duration of a student's eligibility to receive a Federal Pell Grant to the equivalent of six (6) full time years.

The proposed maximum award for 2017-2018 is \$5,920. Eligible students who have remaining lifetime eligibility are able to receive grants as long as they comply with the Satisfactory Academic Progress Policy.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is available to qualified undergraduate students with the greatest financial need and does not have to be repaid. Priority is given to Pell Grant recipients.

Eligible students may receive grants on a first come-first served basis, depending on their need, the availability of FSEOG funds at the college, and the amount of other aid awarded.

All undergraduate students who apply for financial aid are automatically considered for this grant.

Federal Work-Study Program

Work Study provides on campus jobs for eligible students. The Federal Work Study Program (FWSP) offers students the opportunity to earn money to help pay for educational expenses, learn/enhance employment skills and gain valuable experience. The hourly rate is at least the current minimum wage. The total work study award depends on the student's need, the amount of money the school has for the program and the amount of aid awarded from other programs. Taft College students currently enrolled may work up to a maximum of 20 hours per week. Students must be eligible for a Federal Pell Grant to be eligible for the Federal Work Study Program.

To participate in the program, students must maintain Satisfactory Academic Progress as determined by the college. Additional information is provided under the Satisfactory Academic Progress Policy (available in the Financial Aid Office & in the school catalog).

STATE PROGRAMS

The State of California, through the California Student Aid Commission, sponsors financial aid programs which include Cal Grants B and C and the Full Time Student Success Grant. For more information regarding these programs contact the Financial Aid Office at (661) 763-7762.

Board of Governors Fee Waiver (BOGW)

The Board of Governors of the California Community Colleges adopted regulations to implement the Student Financial Aid Plan to ensure to the greatest extent possible that no student who is eligible and desires to attend a community college is denied access as a result of the mandatory enrollment fee.

The enrollment fee will be waived for any student who is a California resident or has an AB540 status at the time of enrollment:

1. is a recipient of or a dependent of a parent who is a recipient of CalWORKs, SSI, General Assistance; has certification from the California Department of Veterans Affairs that you are eligible for a dependent's fee waiver; has certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver; is eligible as a recipient of the Congressional Medal of Honor, or as a child of a recipient; is eligible as a dependent of a victim of the September 11, 2001, terrorist attack; is eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.
2. meets the annual household income (Standard published by the U.S. Department of Health and Human Services)

Students must complete a BOGW or financial aid application and provide documentation to receive the waiver.

REFUNDS AND REPAYMENT OF TITLE IV FUNDS

Refunds

Any student who completely drops from all classes and/or receives FW grades in all classes and has received Federal Pell Grant, FSEOG or other Title IV funds will be required to repay any unearned portion to the appropriate Federal Fund.

The Financial Aid Office pulls a list of students who have withdrawn from and/or received FW grades in all classes from the enrollment management system. The list includes students who have been dropped from all classes by their instructors as well as those who have initiated the withdrawal themselves. Refund/repayment calculation worksheets are completed as soon as possible after each list is generated in the Financial Aid Office.

A refund calculation will be applied to all students who receive federal assistance and withdraw from all classes, are dropped from all classes by instructors, and/or receive all FW grades due to non-attendance.

To calculate the refund or repayment:

1. Take the calendar days completed in the payment period or period of enrollment divided by the total calendar days in the payment period or period of enrollment. Use this percentage if it is under 60 percent. If 60 percent or more, use 100 percent as Title IV funds earned.
2. Determine institutional charges for tuition, fees, etc.
3. Determine earned and unearned portions of Title IV aid disbursed (amount disbursed * percent earned = earned) and (amount disbursed-earned = unearned).
4. If Title IV aid earned is greater than the funds disbursed, a refund is due to the student.
5. If Title IV aid earned is less than the funds disbursed, this is the amount of Title IV aid that must be returned:
 - a. By the school: institutional charges * unearned Title IV aid percentage; compare this to unearned Title IV aid disbursed, taking the lesser of the two.
 - b. By the student: take unearned Title IV aid disbursed less the amount due by the school.

Refunds are made to the appropriate programs within 45 days of completing the refund/repayment calculation.

Unearned funds must be returned to the programs in this order:

School	Student
Pell Grants	Pell Grant *50%
FSEOG	FSEOG *50%
Other Title IV programs	Other Title IV programs(*50% for grant funds)

Repayments

Taft College takes the following steps to contact students who owe repayments to the federal financial aid programs:

1. A letter of explanation/invoice is mailed to the student.
2. The debt is posted to the student's account. The student will be unable to enroll in classes and academic transcripts will not be released until the debt is cleared.

Repayments are made to the appropriate programs within 45 days of receipt of the student's payment.

A student who owes a repayment to any Title IV programs is ineligible for further Title IV assistance until the full repayment has been made.

Common refund/repayment examples are available from the Financial Aid Director.

INSTITUTIONAL PROGRAMS

Work Study Program

Work Study provides on campus jobs for eligible students. The Work Study Program offers students the opportunity to earn money to help pay for educational expenses, learn/enhance employment skills and gain valuable experience. The hourly rate is at least the current minimum wage. The total work study award depends on the amount of money the school has for the program and enrollment status. Taft College students currently enrolled may work up to a maximum of 20 hours per week.

To participate in the program, students must maintain Satisfactory Academic Progress as determined by the college. Additional information is provided under the Satisfactory Academic Progress Policy (available in the Financial Aid Office & in the school catalog).

Scholarship Programs

A Scholarship Program has been established at Taft College. The Board of Trustees of the West Kern Community College District determines funds available for this program annually.

Criteria for Scholarships

To qualify, a student must show excellence in past academic achievement by receiving a minimum 3.00 cumulative grade point average or better, in either high school or 12 or more units of college work in the last semester enrolled; must be approved for admission to Taft College and have applied by the fifth Friday of each semester. Applications are available via the Taft College website or in the Financial Aid Office and are returned to the same office. These applications are submitted each year.

Recipients are awarded contingent upon available funding and the students overall cost of attendance.

Taft College Scholarship

A \$125 per semester scholarship is given to California residents or AB540 students who meet the scholarship criteria. A recipient must maintain a 3.00 cumulative grade point average, pass 12 units with a 3.00 grade point average in the previous semester and enroll in 12 units or more in the next semester to maintain the Taft College Scholarship. A student can earn this scholarship a maximum of four semesters. It is highly recommended all students complete the FAFSA or a California Dream Application.

Taft College Non-Resident Scholarship

A student entering Taft College with a 3.00 or better cumulative grade point average and enrolls as a full-time student is eligible to receive the Non-resident scholarship for two semesters. This scholarship is applied to the non-resident tuition fees and can be earned a maximum of two semesters. To receive the second semester non-resident scholarship the student must maintain a 3.00 or better grade point average and re-enroll as a full-time student. A student who enters Taft College with a grade point average of less than 3.00 and earns a 3.00 or better at Taft College will receive a non-resident scholarship for one semester. It is highly recommended all students complete the FAFSA.

Taft College District High School Academic Merit Award

A \$600 Merit Award is given to any graduating high school senior in the West Kern Community District (Taft and Maricopa High Schools) who has a cumulative grade point average of 3.00 or better and enrolls in 12 or more units at Taft College as a first time college student, within one year of receiving the award. A student will receive \$300 the first semester of enrollment. In order to retain this award a student must pass 12 units with a 3.00 or better grade point average and enroll in 12 or more units the following semester. A Merit Award recipient is not eligible for the Taft College scholarship during the semesters of their Merit Award eligibility. No financial aid form is required however a final high school transcript **IS** required. Additional information can be obtained in the Financial Aid Office.

Community Scholarships

Various individuals, community organizations, and businesses annually provide scholarships to Taft College students. Applications are available in the Financial Aid Office or on our web site at www.taftcollege.edu. Scholarship awards are presented at the college's scholarship/awards luncheon. Most awards require confirmation of subsequent enrollment in a post-secondary institution before the scholarship is paid.

Gainful Employment Disclosures

FINANCIAL AID PACKAGING PRIORITIES

The following order of priorities will be used in packaging students for the Taft College Financial Aid Program. All "resource aid" will be deducted from the student's budget before awarding (resources are: BOGW, EOPS, CARE, outside scholarship or loans). The college reserves the right to vary priorities when deemed necessary by the financial aid office.

1. BOGW eligibility
2. Federal Pell Grant eligibility
3. FSEOG eligibility
4. Cal Grant eligibility
5. Full Time Student Success Grant
6. Merit Award
7. Taft College Scholarship eligibility
8. FWS eligibility

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Preface

Taft College is dedicated to providing financial aid to those eligible students who are achieving consistent progress toward a specific educational objective. The student is responsible for setting an objective, achieving adequate grades and completing the courses required.

In order to be eligible to receive financial aid, students are required to enroll in a course of study leading to a degree, a transfer program (Ex: to a 4-year institution), or a vocational certificate, maintain Satisfactory Academic Progress (SAP) and have not reached their lifetime eligibility limit. Effective with the 2012-2013 Academic Year new federal regulations defines the lifetime eligibility limit as six (6) full time years for Pell Grants. Recipients in all Federal, State, and Institutional programs are determined to be making satisfactory academic progress under the following circumstances.

Introduction

Federal regulations require schools to establish satisfactory academic progress standards for students applying for and receiving federal aid. These regulations require the Financial Aid Office to review all periods of a student's enrollment history, regardless of whether financial aid was received, to determine if a student is making satisfactory academic progress towards an educational objective. A student's progress will be evaluated at the end of the fall, spring and summer semesters by the standards outlined below. All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Any official academic transcripts from other colleges received by Taft College will be utilized in the review of our Satisfactory Academic Progress standards once the transcript has been evaluated and units have been posted to the Taft College transcript.

These standards apply to all students who apply for and receive financial aid from the following programs:

- Cal Grant B and C and the Full Time Student Success Grant
- Federal Work Study
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Institutional Work Study Program (IWSP)
- AmeriCorps
- Chaffey Grants

Satisfactory Academic Progress Criteria

In order to satisfy Satisfactory Academic Progress requirements, financial aid recipients must:

Earn a minimum cumulative GPA of 2.00 for all classes attempted. Grade symbols of A, B, C, D, P, or CR earned during fall, spring or summer will be considered as acceptable for courses completed and Satisfactory Academic Progress consideration.

Courses completed with an F, FW, I, NC, NP, IP, or W will not be considered acceptable for satisfactory academic progress. Courses completed with a MW (withdrawal for military service) are excluded from the determination.

Grade Point Average

Grade symbols of A, B, C, D, F or FW will be used in grade point average calculation. Courses completed with a P, NP, CR, NC, I, IP, UG or W will not be used in grade point average calculation. However, please note non-passing grades, which are not used to determine grade point average, will be used to determine minimum unit requirements. Additionally, even though a "D" is considered a passing grade, the total cumulative GPA must not fall below 2.00 for each semester. Repeated courses may be considered in the GPA calculation.

Pace of Progression

Federal regulations require institutions to measure a student's pace toward his/her educational objective to ensure completion within the maximum time length for his/her program.

For a student pursuing an Associate Degree or Certificate the pace cannot be less than 67%.

67% of the cumulative units attempted for each pay period (fall, spring and summer) must be completed with a passing grade. The total number of successfully completed units must be equal to or greater than the calculated total of attempted units multiplied by .67.

Maximum Time Length

Federal regulations require institutions to establish a maximum time period or unit total for a student to complete an educational objective (degree/certificate) if financial aid is received. Financial aid recipients will be considered to be making satisfactory academic progress if they complete their educational objective in the time frame indicated below. Students must not have completed 90 or more non-remedial/basic skills units. The educational objective as indicated by the student's choice of major/program of study will be used for this determination.

1. For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published program length.
2. For an undergraduate program measured in clock hours, a period no longer than 150 percent of the published program length, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. All **English as a Second Language** classes and up to 30 units of remedial course work are deducted from the units attempted when determining satisfactory academic progress for maximum time.

Educational Objective

Students receiving financial aid at Taft College must be enrolled in a course of study leading to an A.A. or A.S. degree or a certificate.

Associate Degree: This requires completion of a minimum of 60 units. Students must complete their objective by the time they have attempted 90 units.

Certificate: Taft College offers a number of certificate programs each requiring a specific number of units for completion. Students enrolled in certificate programs must complete their objective by the time they have attempted 150% of the number of units required for the specific requirement. For example: a student enrolled in an 18 unit certificate program, must complete their objective by the time he/she has attempted 27 units.

Transfer Students to Taft College: Students are encouraged to submit official transcripts from all previous colleges attended to Taft College's Admissions and Records office. Degree applicable units posted on the Taft College transcript and will be included in academic progress calculations.

FINANCIAL AID WARNING/DISQUALIFICATION

The Financial Aid Office will evaluate each financial aid recipient's academic progress each semester. Each evaluation will include a GPA review, an assessment of the Pace of Progression calculation, as well as Maximum Time Length standard. Students placed on financial aid warning or disqualification will be notified as to his/her change in status.

Financial Aid Warning: Students will be placed on financial aid warning for one semester if they earn less than a 2.00 cumulative GPA for all courses attempted or do not meet the Pace of Progression calculation. Financial assistance will be continued during this warning semester.

If, at the end of the warning semester, a student completes the Pace of Progression calculation with a minimum cumulative GPA of 2.00, they will be removed from financial aid warning. Students not completing sufficient units to meet the Pace of Progression calculation requirement and/or the minimum GPA requirement during the warning semester will be subject to disqualification from financial assistance.

Financial aid disqualification: Financial aid recipients will be disqualified from financial assistance if, for two consecutively enrolled semesters they earn less than a 2.00 cumulative GPA and/or do not meet the Pace of Progression calculation.

Financial aid recipients will also be disqualified from financial assistance if they exceed the Maximum Time Length standard.

Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring students are advised about the student support services available to assist them in maintaining and reestablishing eligibility for the BOG Fee Waiver. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code Section 66025.9(c).

REINSTATEMENT/APEALS PROCEDURES

Reinstatement: A student, who was previously disqualified, may have their financial aid reinstated if they meet the Pace of Progression calculation and a minimum cumulative GPA of 2.00.

Appeals/probation status: Students who feel they do not meet the above criteria due to special circumstances may appeal to the Financial Aid Advisory Committee (FAAC) for review. Special circumstances may include, but are not limited to, illness, accident, death in the family, remedial/basic skills course work, or a change in educational goal. Steps to be taken:

1. A student who wants to appeal his or her disqualification status must meet with the Financial Aid Director to obtain a **Petition for Appeal of Financial Aid** form. The Director will explain the form and the steps the student must follow to complete the required paperwork for submission to the FAAC.
2. The FAAC will review the student's appeal and make a decision regarding the student's financial aid status. A written notification will be mailed to the student within three (3) working days of the committee's decision. All decisions made by the FAAC are final and binding.

Any student who is on financial aid disqualification due to a change in major is required to meet with a counselor to establish a new educational plan and must appeal to the FAAC for review.

A student who has been placed on financial aid disqualification will not automatically be reinstated simply by paying for his/her own classes (i.e., not receiving Title IV aid) for a semester or by sitting out a semester. The student must bring his/her cumulative GPA up, complete the required units for his/her enrollment status, or go through the appeal process for review if a special circumstance exists.

Barring an approved petition for unusual or mitigating circumstances, a student can reestablish eligibility only by taking action which brings the student into compliance with the required GPA of 2.00, the Pace of Progression calculation, and Maximum Time Frame standard.

Ineligible to Appeal

Students who do not meet the Satisfactory Academic Progress guidelines based on the Pace of Progression calculation or GPA may not be eligible to appeal again if, in the last semester enrolled at Taft College, the student appealed and the appeal was approved. Unless the student has made Satisfactory Academic Progress or the institution determines the student met the requirements specified by the institution in the academic plan for the student, another appeal could not be filed for the next enrolled semester. The student would need to reinstate themselves (without financial aid) by meeting the Pace of Progression calculation with a minimum cumulative GPA of 2.00 while enrolled in classes at Taft College.

Incomplete Grade

In the case of a student receiving an incomplete grade (I), the student must complete all work necessary to remove the incomplete grade within 8 weeks from the beginning of the semester.

A progress report signed by the instructor involved must be submitted to the Financial Aid Office by the end of the 4th week of the semester. If the incomplete grade is not made up, the letter grade to be assigned will be used to determine the financial aid status.

Incoming Transfer Students

Transfer students must meet the same criteria as students matriculating at Taft College. Students must be enrolled in a program of study approved by a counselor/academic advisor. Repeated courses for which the student has petitioned with approval will be considered as part of the academic load.

Requirements for Associate Degrees and Certificates

Associate Degrees and Certificates are awarded to students who fulfill the requirements prescribed by the Board of Governors of the California Community Colleges and the West Kern Community College District. There are several different types of Associate degrees. There are Associate degrees in Arts and Associate degrees in Science. In each of these, there are transfer degrees and non-transfer degrees with the expectation that you will have employable skills upon completion. Below is general information about the degrees and certificates. Taft College grants several different types of certificates. An explanation of those follows the associate degrees explanation.

Associate Degrees General Information Applies to All Associate Degrees

- *General Competencies in Math and English*

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For the Associate in Arts, Associate in Science degree or any of the Associate Degrees for Transfer (AA-T or AS-T), a student must demonstrate competency in reading, written expression, and mathematics. This can be accomplished through an assessment test or completion of a course that covers the area with a grade of "C" or better. For graduation purposes, the courses to show competency are Math 1060 (Intermediate Algebra) or the equivalency and English 1500 (Composition and Reading).

- *Minimum 60 Units Required*

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60 units required for graduation, for all degrees, 12 degree applicable units must be completed in residence at Taft College (units taken at Taft College) and used toward the degree before a degree can be granted. Request for an exception to the residency requirement can be made to the Board of Trustees when an injustice or undue hardship would result. Only the Board of Trustees can grant an exception. Students should contact the counseling office for assistance with the exception.

- *Minimum Units Taken in Residence*

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A minimum of 12 degree applicable units must be completed in residence at the college granting the degree. The 12-unit in residence requirement is effective for all degrees awarded regardless of catalog year.

- *Minimum 18 Units in Major*

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The coursework must include at least 18 semester units in general education, and at least 18 semester units in an area of emphasis or major.

- *Minimum 18 units of General Education*

The general education requirements must include a minimum of work in natural sciences, social and behavioral sciences, humanities, English composition, communications and analytical thinking. One course must also meet the Ethnicity Studies requirement. See General Education Matrix to identify what areas the courses fit into. Local general education is 18 units. Students who are seeking the Associate Degree for Transfer to the CSU in AA-T or AS-T must follow the California State University General Education-Breadth pattern (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students with long range goals should review the Transfer Requirement section of the catalog.

Taft College has additional local requirements that include: health education, American history and institutions, and information competency. **Note: This does not apply to students who are seeking the Associate Degree for Transfer to the CSU in AA-T or AS-T as they are exempt from this requirement. U.S. Veterans and active U.S. military personnel may meet the Health Education requirement via military service. See Veterans Counselor for additional information and advisement.**

Each course is worth varying numbers of units. Course descriptions are found at the end of the catalog under Courses of Instruction. There are three category of courses within a degree in the field of study: major courses or area of emphasis, general education, and the rest are electives. The degree must be completed with a minimum of an overall 'C' (2.0) grade point average (GPA) and a minimum grade of 'C' in all courses in the major (field of study) and competency areas. Double counting of coursework is permitted, meaning a course may be used to satisfy both a major requirement and a general education requirement, but not two general education areas.

TYPES OF COURSES WITHIN THE ASSOCIATE DEGREE

Types of Courses within the Associate Degree

Within an Associate degree, there are three types of courses: courses in the major, general education courses, and electives to bring the total number of units to a minimum of 60.

- **Major courses.** Each major has a minimum of 18 units, however, some majors might have more than 18 units required in the core classes. Each course is worth a certain number of units. Major requirements can be found under "Fields of Study" in the catalog.
- **General Education courses.** The Associate degree also has general education courses. Students choose one of three options depending on their education needs. There are three patterns of General Education: 1) local requirements, 2) General Education Breadth requirements as outline by the California State University system (GE-B) and 3) Intersegmental General Education Transfer Curriculum (IGETC) as outlined by both the California State University system and the University of California. Depending on the General Education pattern that is followed, there are 18 to 39 units. General education courses are covered later in the catalog. Students should complete the Ethnic Studies requirement. Some of the courses listed in this requirement also meet the general education requirements.

- **Elective courses.** The remaining units to make up the 60 units to graduate will be elective units, meaning units of your choosing. Some majors restrict the type of electives, so read the “Programs of Study” area of the catalog carefully. Recency of Coursework Limitations
Academic departments may require that courses for the major be completed within a specified period of time prior to granting of the Associate degree or certificates. Students with questions about the application of previous coursework are advised to consult with the Department or their counselor as early as possible. Recency is calculated on the calendar year.

Courses from Other Schools
For courses used to award a Taft College degree or certificate, official transcripts from other institutions must be submitted to the Admissions Office before a complete graduation evaluation can be made. The Academic Records Office will post degree-applicable, passing, non-repeating courses to the student's official Taft College transcript. Courses used for awarding the degree will follow the transfer credit evaluation process. Taft College will award the minimum amount of units to ensure students who transfer will have met the 60 unit requirements at the receiving institution that is the school they plan to transfer to.

Other Courses Acceptable Toward Graduation

- **Military Service**-Courses taken during military service courses are credited in accordance with the recommendations of the American Council on Education. A maximum of 18-20 units for military service may be applied to Associate Degree requirements.
- **Extension or correspondence courses** taken through accredited post-secondary institutions will be accepted toward fulfilling graduation requirements.
See catalog under Awarding of Alternative Credit for additional information

ASSOCIATE DEGREES FOR TRANSFER

Students who are awarded an AS-T or AA-T have a transfer degree with a guarantee to the California State University system. These are referred to as Associate Degrees for Transfer. Student Transfer Achievement Reform Act (Senate Bill 1440, now coded in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus to any community college student who completes an “associate degree for transfer”, an established variation of the associate degrees traditionally offered at California community colleges. Associate in Arts for Transfer (AA-T) of the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Any variations to the transfer degrees may not result in a guaranteed admission to the CSU system. If you are CSU or UC bound, be sure the units in the electives will transfer to the receiving college or university. For out-of-state, other universities or independent colleges, check with those schools to see what units they will accept. You can check with the Transfer Counselor if you have any questions. Check out Transfer Planning in the catalog. UC bound students are encouraged to check with the UC Pathways website. Students should check with their counselor to determine the most appropriate general education pattern to follow.

The Historically Black Universities and Colleges also will accept the AD-T with a guarantee. See Transfer Planning section of the catalog for details.

Taft College offers the following Associate Degrees for Transfer:

Administration of Justice (p. 110)	Business Administration (p. 124)	Early Childhood Education (p. 137)
English (p. 158)	History (p. 162)	Mathematics (p. 194)
Psychology (p. 205)	Sociology (p. 208)	Art History (p. 119)
Studio Art (p. 210)	Kinesiology (p. 175)	Anthropology (p. 116)
Biology (p. 121)		

As of April 2017 transfer degrees pending approval are Journalism and Spanish. Check with your counselor to see if these degrees have been approved by the California Community College's Chancellor's Office.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is granted upon successful completion of a courses in the degree. The following is required for all AD-T degrees for transfer to the California State University system.

1. Completion of a minimum of 60 CSU-transferable semester units.
2. A minimum grade point average (GPA) of at least 2.0 (C) in all CSU-transferable coursework, that is courses numbered 1500 and above. Note that while a minimum GPA of 2.0 (C) is required for admission to a CSU, some transfer institutions for certain majors may require a higher GPA. Please consult with the transfer counselor, transferring institution for details. Students are advised to check on ASSIST.org for the most recent information.
3. Completion of a minimum of 18 semester units in an AA-T or AS-T major courses as detailed in section of the catalog under Fields of Student. Please see a counselor for more information.
4. Certified completion of the California State University CSU GE Breadth or IGETC for some majors. Students pursuing an Associate Degree for Transfer in Biology are eligible to take IGETC for STEM, deferring two lower-division GE courses until after transfer. Students may delay one general education course in Area 3 (Arts and Humanities) and one general education course in Area 4 (Social and Behavioral Sciences). It is strongly recommended students consult with a counselor to determine the most appropriate general education pattern that is most appropriate for their individual educational goals.

OTHER ASSOCIATE DEGREES

Taft College also offers additional transfer majors. These are not covered under the transfer degrees with a guarantee.

Engineering (p. 156)	Life Science (p. 190)	Physical Science (p. 203)
Multi-media Journalism (p. 197)	Physical Education (p. 200)	Recreation (p. 207)

Additional Information
 Completion of Associate Degree requirements does not necessarily complete all transfer requirements to a bachelor-level school. (See transfer counselor for information and advice on transfer requirements). Students who plan to transfer to the University of California system should review the UC Pathways website to make sure they are taking the appropriate courses for UC transfer. It is highly recommended that students meet with Taft College's transfer counselor. Please read Transfer Planning section of the catalog.

Associate Degree Credit Courses
 Beginning July 1, 1968, only courses that conform to the standards specified in Title 5 of the California Administrative Code and fall into the following categories will be offered for Associate Degree credit at Taft College:
 A. All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or intended for such transfer;
 B. Courses that apply to the major in non-baccalaureate career technical fields, numbered 1000 or higher. Some Career Technical Education (CTE) courses may be degree applicable but not transferrable. An English/Reading course not more than one level below the first transfer level composition course, typically known as English 1500 (i.e. English 1000 and Reading 1005). Each student may count only one such course as credit toward the Associate Degree, but not both English 1000 and Reading 1005;
 C. All mathematics courses above and including elementary algebra (Math 1050); and
 D. Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the Board of Trustees, require entrance skills at a level equivalent to those necessary for the courses specified in B and C above.

Associate Degrees Not Intended for Transfer- Career Technical Education Degrees
 Taft College offers degrees that are intended to provide students with employable skills to enter the workforce without continuing their education to bachelor's awarding institution. These degrees follow the local general education pattern of only 18 units and students are also responsible to complete some additional requirements of Information Competency and Bibliography, Health Education, and an American Institution requirement. Some of the course units in these majors are not transferrable to either the California State University system or University of California.

Taft College offers the following Career Technical Education Degrees:

Accounting (p. 108)	Administrative Services* (p. 112)	Court Reporting (p. 126)
Criminal Justice Administration (p. 129)	Criminal Justice Administration- Corrections (p. 130)	Dental Hygiene* (p. 132)
Early Care, Education, and Family Studies (p. 139)	Energy Technology* (p. 151)	General Business* (p. 159)
Information Management & Technology* (p. 172)	Industrial Health and Safety* (p. 166)	Liberal Arts Areas of Emphasis* (p. 177)
Management* (p. 191)	Welding Technology (p. 212)	

*courses may have recency requirements for prerequisites or major courses

CERTIFICATE PROGRAMS

Certificate of Achievement and Local Certificates are designed for students interested in programs of instruction with a high degree of specialization without completing General Education. Programs vary in length and generally require less than two years of full-time study to complete. If the student prefers, they may also be completed on a part-time basis. Students are encouraged to check with their counselor for help with planning their courses. Certificates can be found in the "Programs of Study (p. 103)" section of the catalog.

Successful completion of the Certificate of Achievement is notated on official college transcripts. Local Certificates (those of less than 12 units) are not posted on the official transcript. There is no limit on the number of certificates a student can earn. Many certificates have been designed on the ladder concept where courses taken to meet the lower-unit Local Certificate requirements meet part of the higher-unit Certificate of Achievement requirements; and those Certificate of Achievement courses can be applied to the corresponding associate degree requirements. Before a certificate will be awarded, the prescribed number of courses for each certificate is required. The student must satisfactorily complete the required units with a minimum of a 'C' in all courses in the certificate.

GRADUATION

Units in Residence Requirement
Of the 60 units required for graduation, 12 degree applicable units must be completed in residence at Taft College and used towards the degree, before a degree can be granted.

Application for Graduation
Degrees and certificates are not automatically awarded. Candidates for graduation must initiate a petition for graduation, and must meet with a counselor to apply. Students should submit a candidacy for graduation form by the established deadline of the semester in which they plan to complete the requirements. Deadlines and petition forms can be found on the Taft College web site or on the Admissions webpage.

Commencement Exercises
Degrees and certificates are acknowledged at the May commencement exercises only, and all students receiving degrees or certificates are encouraged to participate. Students must have completed graduation requirements by the May commencement date of each year in order to be eligible for that academic year's commencement exercise. Students completing work in the following summer session may be eligible to participate in May's commencement ceremony if the following apply:

- Students must have no more than 2 courses and a maximum of 6 units needed, which must be completed in the summer.

- A graduation application must be done through the counselor and has to be completed by May 1st to be able to participate in May commencement. A copy of the student's summer schedule must be attached.
Scholastic Honors
"Scholastic Honors" at graduation are granted to those who meet the Associate Degree requirements and earn a cumulative grade point average of between 3.00 and 3.49. Students who earn a GPA of 3.50 or above will be awarded Highest Scholastic Honors.

A minimum of 30 semester units must have been completed at Taft College in order to qualify for either of these awards. Students who earn the highest grade point averages in the transfer and career/technical divisions of instruction will receive scholastic plaques. Students are classified as transfer or career/technical on the basis of their majors. In order to qualify for either award, a student must have earned a grade point average of 3.0 or higher in at least 30 semester units.

Life membership awards in Phi Theta Kappa, the community college scholastic honor society, are made according to standards prescribed in the constitution governing all PTK chapters in California.

ADDITIONAL DEGREES

Additional Degrees (A second Associate degree from Taft College or any other institution)

Taft College will award an additional Associate Degree under the following conditions:

- Students who have earned an Associate Degree at Taft College or another institution may earn an additional Associate in Arts Degree or Associate in Science Degree at Taft College. The college will award only one additional Associate Degree.
- General Education requirements earned for one degree can be applied toward the additional degree and any deficiencies regarding current general education requirements must be completed. Competency and local requirements may be waived. Units may be counted to meet both general education and major requirements for an additional degree.

CATALOG RIGHTS

Taft College issues a new catalog every year in the fall. New programs may be introduced and course requirements for specific majors may change from one catalog to the next. Students retain catalog rights by maintaining continuous enrollment. Continuous enrollment is defined as enrollment in at least one course per academic calendar year (summer, fall, and spring) with any of the following evaluative grade notation recorded on an official transcript: A, B, C, D, F, P, NP, or FW. A course in which a student receives a "W" is a non-evaluative grade and does not count towards retaining catalog rights. If the student breaks continuous enrollment at Taft College, then the catalog rights change to the year in which continuous enrollment is re-established.

For the purposes of meeting Taft College degree and/or certificate requirements, students may choose from the following Taft College catalog options:

- The catalog in effect at the time the student first enrolled at Taft College or any year thereafter, as long as continuous enrollment has been maintained.
- The catalog in effect at the intended term of graduation.

New Students: Students enrollment in the summer session will establish catalog rights the subsequent fall term. An addendum to the catalog is published in November to include any new courses approved by the Chancellor's Office or approval of new degrees or certificates during the fall term to be used during the spring term.

The material in this publication has been prepared for the 2017-2018 Taft College Catalog as carefully as possible. However, the college does not assume responsibility for inaccuracies or changes in information contained in this catalog after the date of publication. Please consult the addendum to the catalog located on the Taft College website.

GENERAL EDUCATION

Philosophy

The philosophy and criteria for the associate degree and general education address the considerations referenced in Title 5, Sections 55061; Accreditation Standard II.A.12. These include, but are not limited to the following:

1. The programs of the District are consistent with the institutional mission, purposes, demographic, and economics of its community.
2. The philosophy and criteria regarding the associate degree reflects the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including:
 - a. The ability to think and communicate clearly and effectively orally and in writing;
 - b. Using mathematics;
 - c. Understanding the modes of inquiry of the major disciplines;
 - d. Being aware of other cultures and times;
 - e. Achieving insights gained through experience in thinking about ethical problems;
 - f. Developing the capacity for self-understanding.
3. The philosophy and criteria regarding general education reflects the policy of the Board of Governors that general education should lead to better self-understanding, including:
 - a. General education is designed to introduce students to the variety of means through which people comprehend the modern world
 - b. General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.

The Curriculum and General Education Committee recommends to the Superintendent/President and the Board of Trustee courses which exemplify the District's philosophy on the associate degree and general education.

General	Education	Student	Learning	Outcomes	(GE	SLO's)
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GE SLO's are the knowledge, skills, and abilities a student is expected to demonstrate by the time of graduation from Taft College. The outcomes are obtained through a series of courses in general education designed with a common core of knowledge consistent with a liberal arts education for a literate citizen. Here are the general education learning outcomes by area for Taft College.

GE-Natural Science

1. Develop an understanding of the relationship between science and other human behaviors.
2. Student should be able to demonstrate the scientific method.

GE- Language and Rationality

GE-Communication and Analytical Thinking

1. Student demonstrates the ability to communicate knowledge, information, ideas, and feelings, and enhance the ability to evaluate, problem solve, and make decisions.

GE-English Composition

1. Student writes clearly and effectively at an associate degree (Freshman English) level upon graduation.

GE-Humanities

1. Student develop an awareness of ways in which people through the ages and in different cultures respond to the world around them through artistic and cultural creations.
2. Student to demonstrate an understanding of human diversity and tolerance for different perspectives, ideas, and values.
3. Students to describe how through the arts, literature, philosophy, foreign languages, or religion reflect the historical, intellectual context and aesthetic tastes of various cultures using value judgments.

GE-Social and Behavioral Science

1. Discuss the influence of major social, cultural, economic, and political forces on human behavior and institutions using the major concepts, models, and concerns developed through the social sciences in contemporary as well as historical settings and in a variety of cultural contexts.
2. Explain the methodologies employed in social scientific inquiry.
3. Explain the principles, concepts, models value systems, and ethics employed in social scientific inquiry.

Ethnic Studies-Requirement

1. Effectively address significant issues from diverse perspectives.
2. Applies knowledge to implement sophisticated, appropriate, and workable solutions to address complex issues from a multidisciplinary perspective.

General Education Requirements for the Associate's Degree

Students have three options in meeting the General Education requirements towards earning an Associate in Arts or Associate in Science at Taft College. Option One, complete the local general education pattern including the local competencies, or Option Two, complete the California State Universities (CSU) GE Breadth Pattern requirements (full certification), Option Three, complete the Intersegmental General Education Transfer Curriculum (IGETC) (full certification unless IGETC for STEM in restricted majors). Options depend on the student's degree. The cross walk between the General Education Pattern can be found here.

Option**One**

Option One is the local Taft College General Education pattern which consists of 15 units in five area of general education and three additional units in one of the areas (total 18 units) in addition to competency requirements for graduation in math, writing and mathematics as defined by Title 5 of the Education Code. Local requirements also include a health education requirements, American History & Institutions requirements as well as INCO 1048 which is Information Competency and Bibliography.

Option**Two**

Option Two is the California State University General Education Breadth (CSU GE Breadth) certification pattern which consists of 39 units in various disciplines to include Written Communication, Oral Communication, Critical Thinking, and Quantitative Analysis (known as the Four Golden) along with U.S. History, Constitution and American Ideals. See Transfer Planning section of the catalog for details.

Option**Three**

Option Three is the Intersegmental General Education Transfer Curriculum (IGETC) pattern required for all UC bound students. This pattern can also be used at CSU schools and many independent schools. The pattern consists of 36 units, some additional units if using the IGETC for CSU schools. Students should note that IGETC requires a language other than English that can be completed with two years of a high school foreign language. This is a UC requirement only. For CSU schools, student still need to complete the U.S. History, Constitution and American Ideals requirements. See Transfer Planning section of the catalog for details.

Check with the major or your counselor as to which option for general education to follow.

COMPETENCY REQUIREMENTS

In addition to the specific general education degree requirements listed on the following page, students are required to meet competency requirements in three different areas: reading, written expression, and math.

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|-----------------------|--|-----------|
| 1. Reading | Competency in Reading for Associate Degrees shall be demonstrated by obtaining a satisfactory grade in a reading course at the level of Reading 1005: Practical Reading, or a higher level with a grade of "C" or better; or placement in English 1500 or a satisfactory reading score on the basis of placement testing. | Completed |
| 2. Written Expression | Competency in Written Expression for Associate Degrees shall be demonstrated by obtaining a satisfactory grade in English at the level of English 1500: Composition and reading or a higher level with a grade of "C" or better | Completed |
| 3. Mathematics | Competency in Mathematics requirements for Associate Degrees shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of Math 1060: Intermediate Algebra, or a higher level with a grade of "C" or better; or placement in transfer level mathematics on the basis of placement testing. | Completed |

A course may be used to satisfy both a competency requirement and another degree requirement.

Course Requirements: ✓ = Course Completed or IP = In Progress

A. Health Education (3 units)

This requirement can be met by completing:

HLED 1510	Principles of Healthful Living	3.00 Credits(s)
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Veterans who have successfully completed basic training and at least one year of military service are exempt (upon providing a copy of DD-214).

B. American History and Institutions (3 units)

This requirement can be met by completing:

HIST 2231	History of the United States to 1877	3.00 Credits(s)
HIST 2232	History of the United States Since 1877	3.00 Credits(s)
POSC 1501	Government	3.00 Credits(s)

C. Information Competency (1 unit)

This requirement can be met by completing:

INCO 1048	Information Competency and Bibliography	1.00 Credits(s)
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D. General Education Requirements (18 units – one course from each category)

Natural Science (3 units)

Complete a minimum of 3 semester units from the courses below

ANTH 1501	Introduction to Biological Anthropology	3.00 Credits(s)
ASTR 1511	Introduction to Astronomy with Lab	4.00 Credits(s)
BIOL 1500	Fundamentals of Biology	3.00 Credits(s)
BIOL 1501	Fundamentals of Biology Laboratory	1.00 Credits(s)
BIOL 1510	Fundamentals of Biology with Lab	4.00 Credits(s)
BIOL 1513	Introduction to Environmental Studies with Lab	4.00 Credits(s)
BIOL 2201	Introductory Biology - Cells	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
BIOL 2370	Basic Nutrition	3.00 Credits(s)
CHEM 1510	Introductory College Chemistry	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
ENER 1510	Introduction to Energy	3.00 Credits(s)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4.00 Credits(s)
GEOG 1510	Physical Geography	3.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
GEOL 1501	Historical Geology	4.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)
PSYC 2050	Introduction to Biological Psychology	3.00 Credits(s)

Social and Behavioral Science (3 units)

Complete a minimum of 3 semester units from the courses below

ANTH 1512	Cultural Anthropology	3.00 Credits(s)
ANTH 1524	Indians of the Southwest	3.00 Credits(s)
BUSN 1500	Introduction to Business	3.00 Credits(s)
COMM 1510	Mass Communication and the Individual	3.00 Credits(s)
DS 1504	Cultural Competency Towards Disabilities	3.00 Credits(s)
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
GEOG 1520	Cultural Geography	3.00 Credits(s)
HIST 2202	Western Civilization to 1600	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)
HIST 2210	World Civilization to 1500	3.00 Credits(s)
HIST 2231	History of the United States to 1877	3.00 Credits(s)
HIST 2232	History of the United States Since 1877	3.00 Credits(s)
HIST 2270	California History	3.00 Credits(s)
JRNL 1510	Mass Communication and the Individual	3.00 Credits(s)
POSC 1501	Government	3.00 Credits(s)
POSC 2005	Contemporary Political Topics	3.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2003	Child Growth and Development	3.00 Credits(s)
PSYC 2030	Human Sexuality	3.00 Credits(s)
PSYC 2033	Personal and Social Adjustment	3.00 Credits(s)
PSYC 2038	Gender Studies	3.00 Credits(s)
PSYC 2080	Introduction to Lifespan Psychology	3.00 Credits(s)
RECR 1510	Introduction to Recreation and Leisure Service	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2038	Gender Studies	3.00 Credits(s)
SOC 2110	Minority Group Relations	3.00 Credits(s)
SOC 2120	American Social Problems	3.00 Credits(s)
SOC 2141	Sociology of Marriage	3.00 Credits(s)

COMM 1510, JRNL 1510: May be used to meet either Humanities or Social Science requirements, but credit will be given for only one of the courses in this pair.

Humanities (3 units)

Complete a minimum of 3 semester units from the courses below

ART 1600	Basic Design	3.00 Credits(s)
ART 1610	Advanced Design	3.00 Credits(s)
ART 1620	Drawing and Composition	3.00 Credits(s)
ART 1630		
ART 1640	Painting	3.00 Credits(s)
ART 1800	Introduction to Digital Art	3.00 Credits(s)
ART 1811	Graphic Design	3.00 Credits(s)
ART 2010	Introduction to Printmaking	3.00 Credits(s)
ARTH 1500	Art Appreciation	3.00 Credits(s)
ARTH 1510	Prehistoric to Renaissance Art History	3.00 Credits(s)
ARTH 1520	Renaissance to Contemporary Art History	3.00 Credits(s)
ARTH 2030	Survey of Asian Art	3.00 Credits(s)
ARTH 2040	Survey of African, Oceanic, and Indigenous North American Art	3.00 Credits(s)
COMM 1510	Mass Communication and the Individual	3.00 Credits(s)
DRAM 1510	Introduction to Theatre	3.00 Credits(s)
DRAM 1535	Elementary Acting	3.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
ENGL 1700	Introduction to Creative Writing	3.00 Credits(s)
ENGL 1725	Creative Writing: Poetry	3.00 Credits(s)
ENGL 1750	Creative Writing: Fiction	3.00 Credits(s)
ENGL 1775	Creative Writing: Nonfiction	3.00 Credits(s)
ENGL 2100	American Literature I	3.00 Credits(s)
ENGL 2150	American Literature II	3.00 Credits(s)
ENGL 2600	World Literature I	3.00 Credits(s)
ENGL 2650	World Literature 2	3.00 Credits(s)
ENGL 2700	British Literature 1	3.00 Credits(s)
ENGL 2750	British Literature 2	3.00 Credits(s)
HUM 1500	Introduction to the Humanities	3.00 Credits(s)
HUM 2010	Introduction to Film Studies	3.00 Credits(s)
JRNL 1510	Mass Communication and the Individual	3.00 Credits(s)
MUSC 1510	Music Appreciation	3.00 Credits(s)
MUSC 1520	History of American Jazz	3.00 Credits(s)
PHIL 1501	Introduction to Philosophy	3.00 Credits(s)
PHIL 1531	The World's Living Religions	3.00 Credits(s)
SPAN 1601	Elementary Spanish I	4.00 Credits(s)
SPAN 1602	Elementary Spanish II	4.00 Credits(s)
SPAN 2001	Intermediate Spanish III	5.00 Credits(s)
SPAN 2002	Intermediate Spanish IV	5.00 Credits(s)

COMM 1510, JRNL 1510: May be used to meet either Humanities or Social Science requirements, but credit will be given for only one of the courses in this pair.

English Composition (3 units)

Complete a minimum of 3 semester units from the courses below

ENGL 1500	Composition and Reading	3.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)

Communications and Analytical Thinking (3 units)

Complete a minimum of 3 semester units from the courses below

ART 1850	Web Site Production	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
COSC 1850		
COSC 2000	Computer Operating Systems	1.50 Credits(s)
COSC 2002	Computer Operating Systems	1.50 Credits(s)
MATH 1060	Intermediate Algebra	4.00 Credits(s)
MATH 1500	Math for a Modern Society - A Liberal Arts Course	4.00 Credits(s)
MATH 1520	Finite Mathematics	3.00 Credits(s)
MATH 1530	Plane Trigonometry	4.00 Credits(s)
MATH 1540	Precalculus Mathematics	4.00 Credits(s)
MATH 1560		
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
PHIL 1520	Critical Thinking	3.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
SPCH 1507	Group Discussion	3.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

Transfer Planning

TRANSFERRING FROM TAFT COLLEGE

Many students use Taft College as the freshman and sophomore years of a four-year college plan. Each of these institutions has a list of courses that must be completed to satisfy:

- General education requirements,
- Lower division pre-major requirements, and
- Elective requirements.

How credit for a course at Taft College transfers to another educational institution depends on how that college or university will accept the course and how clearly defined a student's transfer goal is.

An overview of the transfer process and IGETC and General Education certification is presented below. For details, visit the Transfer/Counseling Center, call (661) 763-7748, or visit the Transfer website for information available online.

ABOUT TRANSFER UNITS

Typically, for admission to the UC or CSU system, a student will need to have completed 60 or more transferable semester units by the end of the Spring semester for Fall admission, or by the end of the Fall semester for Spring admission, with the required grade point average. However, these institutions do not look just at the number of units that have been completed—they also look at how to apply those units to a student's educational goal, e.g., how many of the units meet the general education requirements, how many of these units meet the pre-major requirements, and so on.

Taft College has worked out transfer agreements—usually referred to as articulation agreements—with most local colleges and universities on how TC's units of credit will transfer to meet these particular requirements. Students can look up this transfer information themselves (go to www.assist.org for details), but they are strongly encouraged, and will probably find it much easier, to use the assistance of a counselor at the Transfer/Counseling Center. To schedule an appointment to discuss transfer information with a counselor, call (661) 763-7748.

IGETC & General Education Certification

Nearly every college and university requires the completion of a series of lower-division general education courses prior to awarding their bachelor's degrees. Taft College offers a selection of general education courses broad enough to satisfy almost any lower division general education graduation requirement. However, each college and university has a unique pattern that it requires of its native or non-transfer students.

Caution: Because there are numerous general education patterns, all potential transfer students SHOULD see a counselor to determine which pattern is best for them and to develop an appropriate transfer course plan. Students are urged NOT to attempt to plan a transfer without professional advice.

The fact that so many different patterns exist creates some problems for the community college transfer student. Fortunately, the California State University (CSU) and the University of California (UC) systems have addressed this problem. CSU has developed a 48 unit general education plan for community college transfer students that meet the lower-division general education requirements for all of the CSU campuses. Also, CSU and UC have developed a 37 unit Intersegmental General Education Transfer Core (IGETC) that applies to all UC and CSU campuses throughout California.

What Certification Means

Certification guarantees that no additional lower-division general education courses can be imposed on a student as a condition of graduation. "Certified" community college students are deemed to have satisfied the lower-division general education requirements of their chosen transfer institution. "Uncertified" UC and CSU transfer students will have their transfer coursework applied to the graduation requirements of their new UC or CSU campus, but will find that they must complete more lower division, general education units than are required of a "certified" transfer. For this reason, "fully certified" transfer is strongly recommended.

CSU System Certification

The California State University (CSU) system will extend Full Certification to students who have completed all sections of the CSU General Education Pattern. Partial Certification is awarded for completion of any of the five general education subsections. CSU Certification should be requested during your last semester at Taft College. If you are only partially certified, most CSU campuses will allow you to work on your full certification by taking TC courses during a summer session or during concurrent TC-CSU enrollment.

IGETC Certification

When Taft College is the last school of attendance, TC can certify the completion of the Intersegmental General Education Transfer Curriculum (IGETC), which satisfies the lower-division general education requirements for both UC and CSU transfer students. All IGETC coursework **MUST** be completed before a student's transfer to receive complete IGETC Certification. Students may be partially certified under the IGETC pattern if they are missing no more than two courses from the IGETC pattern. Courses completed must have a "C" grade or better to be certified by Taft College.

Authorization to Certify

Taft College is authorized to certify students who have satisfactorily completed the required courses for the IGETC or the CSU General Education Pattern. Certification includes not only courses taken at TC, but also selected coursework taken at other regionally accredited colleges and universities. Therefore, it is critically important for every student who transfers into TC from another college or university to have official transcripts sent directly from the other institution(s) to TC's Admissions Office.

Requesting Certification

Students whose transfer plan is the IGETC or the CSU General Education Pattern should request certification during the term in which they expect to complete their general education or IGETC requirements. Requests for certification should be filed in the Records Office.

Students are responsible for making the request for certification; Taft College does not automatically certify. Certification request forms are available online at and in the Records Office.

PREPARATION FOR TRANSFER

PLEASE NOTE: The requirements listed on the following pages are **SUBJECT TO CHANGE WITHOUT NOTICE**. For updated information, please check with your Taft College counselor periodically.

Preparation for Advanced Standing at Four-Year Colleges and Universities

Students whose goal is to transfer to a four-year institution should identify which transferable courses are required for both their major and general education. Students are strongly encouraged to meet with a counselor to develop an academic program best suited for their transfer institution and intended major.

The following checklist should help a student establish transfer goals:

1. ***Identify admission requirements.***
2. ***Identify general education courses.***
3. ***Identify preparation for the major.***
4. ***Determine whether the program is "impacted."***
5. ***Determine the competitive GPA for the major.***
6. ***Establish a relationship with a counselor who will help to make the student the most competitive applicant possible!***

Taft College offers courses similar to courses offered in the lower division (i.e., the first two years) of four-year universities and colleges. Course requirements for graduation vary from one institution to another, so it is to a student's advantage to choose his or her transfer university or college as early as possible. Students are advised to complete the courses at TC that best satisfy the lower-division course requirements of their particular transfer institution. Lower-division course requirements typically include a set of "general education" courses and a sequence of courses in the student's chosen "major" field of study.

For more up-to-date, detailed or extensive information regarding transfer requirements, students are encouraged to drop by the Transfer/Counseling Center or visit the Virtual Transfer Center online. The Transfer/Counseling Center also maintains and provides "transfer sheets" and "major sheets" that summarize the current course and major requirements of various local colleges and universities. Students can also access this information online (go to www.assist.org). Students are invited to visit the Transfer/Counseling Center to discuss their transfer strategy with a counselor or with one of the representatives of colleges or universities, who periodically visit the Center.

Students interested in transferring should also be aware of critical application filing periods and procedures. This information—as well as applications to most four-year institutions in California—can be obtained online.

Student Responsibility for Meeting Transfer Requirements

Students are strongly advised to gather as much information as possible about their chosen transfer college or university. Counselors will assist students with the transfer process, including appropriate course selection and information regarding the admission process and requirements. However, it is up to each individual student—working with a counselor—to decide upon an educational goal, to take responsibility for devising a long-range educational plan to achieve this goal, to read the catalog of his or her chosen transfer institution, and then to choose the appropriate Taft College courses to satisfy the requirements for transfer to that college or university.

Transfer to California State University (CSU) System and University of California (UC) System

Students at a California Community College may use the Intersegmental General Education Transfer Curriculum (IGETC) to fulfill lower-division general education requirements for almost all schools in either the CSU or UC system.

Completion of IGETC does NOT constitute completion of all admission requirements. Please consult with a TC counselor to develop a comprehensive transfer strategy. For more information please refer to the IGETC form.

Identification of CSU and UC Transfer Courses in this Catalog

Courses designated "CSU" in the Course Descriptions section of this catalog have been determined by Taft College to be baccalaureate appropriate and acceptable for transfer to the California State University as at least elective credit.

Courses designated "UC" in the Course Descriptions section of this catalog will transfer as baccalaureate credit for at least elective credit to the University of California. Students should be aware that some courses satisfy specific transfer requirements designated in the major fields of study, some courses satisfy general education requirements, and some courses transfer only as elective credit. Variable topic courses may be transferrable; however, credit will be given only after the UC campus reviews the content and scope of the course. The course should not be counted as part of the 60 unit entrance requirements. For more information please refer to the CSU General Education Breadth form.

Transfer to Independent Colleges and Universities

Admission requirements of independent colleges and universities vary. Course transferability and course credit allowed at independent colleges and universities also vary. Students should consult the transfer school's catalog for specific requirements and transferability, or better yet, make an appointment at the Transfer/Counseling Center to clarify admission standards.

TAFT COLLEGE ARTICULATION AGREEMENTS

Articulation is the planned process linking together two educational institutions to help students make a smooth transition—without experiencing a delay or duplication of coursework—from the community college to the four-year College or university. Taft College has articulation agreements with a variety of institutions of higher education. Students planning to transfer from Taft College to a CSU or UC campus can find articulation information online (go to www.assist.org) or in person at the Transfer/Counseling Center. ASSIST (www.assist.org) is a database that contains information on lower-division major requirements and general education requirements and their equivalent at the Community College.

Taft College also has articulation and transfer agreements with a variety of private, independent, and out-of-state institutions. These agreements can contain general education requirements, lower-division major requirements, or both. For further information, please drop by the Transfer/Counseling Center. Taft College has articulation with the following institutions of higher education:

The independent colleges and universities include:

Alliant International University*
 Azusa Pacific University*#
 Biola College*
 California Baptist College*#
 California College of Arts and Crafts*#
 California Lutheran University*
 Concordia University*#
 Fashion Institute of Design and Merchandising*#
 Fresno Pacific University
 Golden Gate University*
 Holy Names College*#
 Marymount California University
 Menlo College*
 The Master's College
 National University*#
 Notre Dame de Namur University*#
 Occidental College*#
 Pacific Oaks College*
 Pacific Union College
 Pitzer College*
 University of LaVerne*#
 University of Phoenix
 University of the Pacific*#
 Vanguard University*#

* Schools that accept the IGETC

Schools that accept the GE breadth pattern

Taft College has transfer agreements with the following schools:

National University
 Northcentral University
 University of Phoenix

Taft College has transfer guarantees with:

CSU Bakersfield
 Fresno Pacific University
 UC Davis
 UC Irvine
 UC Merced
 UC Riverside
 UC Santa Cruz

University of LaVerne
University of the Pacific

See your counselor or advisor regarding the transfer guarantees.

TRANSFER TO THE CALIFORNIA STATE UNIVERSITY SYSTEM (CSU)

The majority of Taft College transfer students transfer to the California State University system, which consists of 23 campuses located throughout the state. Admission representatives from local CSU campuses visit TC's Transfer/Counseling Center on a regular basis. Please check with the Center for more detailed information.

CSU Applications

Applications for admission to the CSU system are available online at www.csumentor.edu. Applications to impacted programs must be filed during the priority-filing period, which is the first month applications are accepted for a given term. Many CSU campuses are approaching capacity in a number of academic disciplines, and they are likely to stop accepting applications for admission after the first month of the filing period. Campuses that are less impacted **may** accept applications up to one month prior to the opening day of the term, although individual programs may close earlier. Applications should be filed as early in the filing period as possible to ensure priority consideration!

CSU Priority Application Filing Periods

Students are encouraged to attend an application workshop before beginning application procedures. The priority application filing periods are:

Quarter System Campuses

Summer Quarter: Feb 1–28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1–30

Spring Quarter: Aug 1–31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1–31

ASSOCIATE DEGREES FOR TRANSFER TO THE CSU SYSTEM

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," which is a newly established variation of the Associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing the AA-T or AS-T degree program are guaranteed admission to the CSU system, but NOT to a particular campus or major. In order to earn an AA-T or AS-T degree, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0 (C). Students transferring to a CSU campus that does accept the AA-T or AS-T degree will be required to complete no more than 60 units after transfer to earn a Bachelor's degree (unless the major is a designated to be a "high-unit" major). Students planning to complete the AA-T or AS-T degree should consult with a counselor for more information on university admission and transfer requirements.

As this edition of the 2017-18 TC catalog is published, students at Taft College may earn an Associate degree for Transfer in:

Administration of Justice (AS-T)
Anthropology (AA-T)
Art History (AA-T)
Biology (AS-T)
Business Administration (AS-T)
Early Childhood Education (AS-T)
English (AA-T)
History (AA-T)

Mathematics (AS-T)
 Kinesiology (AA-T)
 Psychology (AA-T)
 Sociology (AA-T)
 Studio Arts (AS-T)

Additional majors are being developed. Please see a counselor and the Taft College website for more information.

ADMISSION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY (CSU)

Transfer Applicants with 60 or More Transferable Semester Units

Transfer applicants with 60 or more transferable semester units must have a grade point average of 2.0 (C) or higher (2.4 for nonresidents) in all transferable semester units attempted, be in good standing at the last college or university attended, and meet any of the following eligibility standards:

1. Complete all subject requirements in effect at the time of high school graduation (both high school and college coursework may be used to meet the college preparatory course requirements), or
2. Complete with an overall grade of C (2.0) or higher a minimum of 30 semester (45 quarter) units selected from courses in English, arts and humanities, social science, science, and mathematics that are at least equivalent in level to courses that meet CSU General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) requirements. All CSU general education requirements in communication in the English language (at least 9 semester units) and in mathematics (usually 3 semester units) must be completed as part of the 30-semester-unit requirement. The remainder of the units can be selected from any of the designated areas.

Applicants Who Graduated from High School Prior to 1988:

Applicants who graduated from high school prior to 1988 must meet any of the following eligibility standards:

1. Complete 4 years of high school English and 2 years of high school mathematics, with grades of C (2.0) or higher; or
2. Complete with a grade of C (2.0) or higher a baccalaureate course that meets CSU general education requirements in written communication and a course with a grade of C (2.0) or higher that meets the general education requirement in mathematics/quantitative reasoning; or
3. Complete IGETC requirements in English composition and mathematical concepts and quantitative reasoning (course meeting the general education mathematics requirement must be above the level of intermediate algebra).

(Information Source: **CSU Admissions Handbook**. Go to www.csumentor.edu for more information.)

CSU General Education Certification Pattern

Students may follow either the pattern of study outlined below or the Intersegmental General Education Transfer Curriculum (IGETC) to meet lower-division general education requirements for the CSU system.

TC does not accept foreign coursework from non-US regionally accredited institutions to meet CSU GE requirements.

To Transfer

A student must complete 60 or more transferable semester units with a minimum GPA of 2.0 (C) or higher (2.4 for nonresidents), be in good standing at the last college or university attended, and have completed or made up any missing college preparatory subject requirements.

Students must complete the 60 CSU-transferable semester units with an overall GPA of 2.0 or higher, a minimum of 30 semester/45 quarter units in general education courses that include *all CSU general education requirements in Area A, Communication in the English Language (at least 9 semester units) in Area B4, and mathematics (usually 3 semester units)*. The remainder of the units can be selected from any of the designated areas. However, it is strongly recommended that, prior to transfer, students complete the CSU GE pattern in full, to include the American Institution graduation requirement.

Certain programs have more applicants than there are spaces available. These "impacted programs" have additional screening requirements. Please see a TC counselor for details.

CSU Certification

“Certification” means that Taft College has verified that a student has completed the lower-division general education requirements for the California State University system.

Certification from a community college is important, because without it, students will be held to the general education requirements specific to the CSU campus to which they are transferring. This typically involves additional lower-division coursework. Once a student is “certified,” however, the CSU campus of choice will identify the student as having completed the lower-division requirements that were spelled out in the articulation agreement established between the particular CSU campus and Taft College. (Students should note that 9 units of upper-division general education courses must be completed after transfer).

Courses from other schools may be considered for certification by petition through a process called “pass along certification.” Please see a TC counselor for assistance.

It is the student’s responsibility to request certification. Petitions for certification may be filed in the Records Office. Certification petitions are available in the Records Office and online (go to <http://www.taftcollege.edu/administration/registrar.shtml>).

GENERAL EDUCATION-BREADTH REQUIREMENTS FOR GRADUATION FROM THE CALIFORNIA STATE UNIVERSITIES

Forty-eight units of general education are required to graduate from campuses of the CSU system. A maximum of 39 units may be certified by community colleges; nine units must be taken at the upper division level. Acceptable courses are grouped in five areas, A through E. A maximum of 30 units may be certified from Areas B through D collectively. Each area must be completed before it can be certified. The list of certifiable courses will be subject to change year to year, but students are assured that courses taken to meet General Education Breadth requirements will be honored if they are on the list during the year taken.

For full certification, no fewer than 39 units will be certified; for partial certifications, no fewer than 24 units will be certified. Certification includes not only courses taken at Taft College but also selected coursework taken at other regionally accredited colleges and universities. A single course will fulfill only one general education requirement even though it may be listed in more than one area.

The CSU General Education –Breadth Pattern is structured so that a student who completes the pattern will be assured of properly meeting the General Education-Breadth Requirements of CSU schools. Cumulative grade point average must be 2.0 or better for certification, and ‘C’ or better grades are required for areas A1, A2, A3 and B4. A maximum of 14 units of pass grades (formerly credit) can be used. Students who have attended other colleges are urged to consult with a counselor for advice on satisfying General Education-Breadth Requirements.

These are minimum requirements. Individual campuses of the CSU system have the authority to add to the General Education Breadth Requirements. Students are urged to contact a counselor for additional information regarding catalog rights.

CSU bound students can also choose to fulfill their lower division general education requirements by completing the Intersegmental General Education Transfer Curriculum (IGETC). The IGETC can be used for either CSU or UC campuses. For full certification, no fewer than 37 units will be certified; for partial certifications, no more than two courses may be missing from the IGETC pattern. Courses completed must have a ‘C’ or better grade to be certified by Taft College.

TAFT COLLEGE GENERAL EDUCATION CERTIFICATION

Breadth Pattern for the California State University System

A	ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 semester or 12-15 quarter units required with at least one course each from A1, A2, and A3)	Units	Grade	✓ if CERTIFIED
	A1-Oral Communication: SPCH 1507, SPCH 1511	A1 _____	_____	_____
	A2-Written Communication: ENGL 1500	A2 _____	_____	_____
	A3-Critical Thinking: ENGL 1600; PHIL 1520	A3 _____	_____	_____
	Courses from other colleges: _____			
	AP Exam: _____			
B	SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 semester or 12-15 quarter units required with at least one course each from Physical Science, Life Science [at least one to contain a lab component] and Mathematics/Quantitative reasoning)			
	B1-Physical Science: ASTR 1511; BIOL 1513; CHEM 1510, CHEM 2211; ESCI 1520; GEOG 1510; GEOL 1500, GEOL 1501; PHYS 1510, PHYS 2221; PSCI 1520	B1 _____	_____	_____
	B2-Life Science: ANTH 1501; BIOL 1500, BIOL 1510, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2255, BIOL 2257, BIOL 2260; CHEM 1520	B2 _____	_____	_____
	B3-Laboratory Activity: ASTR 1511; BIOL 1501, BIOL 1510, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2256, BIOL 2257; CHEM 1510, CHEM 2211; ESCI 1520; GEOL 1500, GEOL 1501; PHYS 2221; PSCI 1520	B3 _____	_____	_____
	B4-Mathematical/Quantitative Reasoning: MATH 1500, MATH 1520, MATH 1530, MATH 1540, MATH 2100; PSYC 2200; STAT 1510	B4 _____	_____	_____
	Courses from other colleges: _____			
	AP Exam: _____			
C	ARTS AND HUMANITIES (9 semester or 12-15 quarter units required with at least one course each in Arts and Humanities)			
	C1-Arts: ARTH 1500, ARTH 1510, ARTH 1520, ARTH 2030, ARTH 2040; DRAM 1510, DRAM 1535; HUM 2010; MUSC 1510, MUSC 1520	C1 _____	_____	_____
	C2-Humanities: ENGL 1600, ENGL 2100, ENGL 2150, ENGL 2600, ENGL 2650, ENGL 2700, ENGL 2750; HIST 2202, HIST 2204, HIST 2231, HIST 2232; HUM 1500, HUM 2010; PHIL 1501, PHIL 1531; SPAN 1601, SPAN 1602, SPAN 2001, SPAN 2002	C2 _____	_____	_____
	Courses from other colleges: _____	C1 or 2 _____	_____	_____
	AP Exam: _____			
D	SOCIAL SCIENCES (9 semester or 12-15 quarter units required)			

D0-Sociology and Criminology: ADMJ 1501, ADMJ 1502; SOC 1510, SOC 2110, SOC 2120, SOC 2141

D1-Anthropology & Archeology: ANTH 1512, ANTH 1524; ARCH 1501

D2-Economics: ECON 2120, ECON 2210

D3-Ethnic Studies: SOC 2110

D4-Gender Studies: PSYC 2038, SOC 2038

D5-Geography: GEOG 1520

D6-History: HIST 2202, HIST 2204, HIST 2210, HIST 2231, HIST 2232, HIST 2270

D7-Interdisciplinary Social or Behavioral Science: ECEF 1531; RECR 1510

D8-Political Science, Government & Legal

Institutions: POSC 1501, POSC 2005

D9-Psychology: PSYC 1500, PSYC 2003, PSYC 2030, PSYC 2033, PSYC 2038; SOC 2038

Courses from other colleges:

AP Exam: _____

E LIFELONG LEARNING & SELF-DEVELOPMENT (3 semester or 4-5 quarter units, not all in physical activity)

ECEF 1531; HLED 1510; PSYC 1500, PSYC 2030, PSYC 2033; RECR 1510; SOC 2141

Physical Education Activity Course (limit 1 unit):

PHED 1510, PHED 1542,

Courses from other colleges:

AP Exam: _____

U.S. HISTORY, CONSTITUTION AND AMERICAN

IDEALS (This is not a General Education Breadth Pattern requirement; however, these courses should be completed prior to transferring to any CSU campus)

Complete two (2) courses, one from group 1 and one from group 2 Group 1: HIST 2231, HIST 2232 Group 2: POSC 1501

D _____ Area D

D _____

D _____

E _____ Area E

E _____

_____ Complete

TOTAL UNITS CERTIFIED _____ Certified

CSU Graduation Requirements

The CSU graduation requirements listed below are NOT part of the CSU GE Requirements, but may be completed prior to transfer.

AMERICAN HISTORY AND INSTITUTIONS – 6 semester units or 9-12 quarter units, with one course selected from each group (American History and Institutions courses may also be credited toward satisfying GE requirements from Areas C and D):

US-1: Historical development of American institutions and ideals— **HIST 2231** (formerly History 17A); **HIST 2232**, (formerly History 17A); score of 3 or higher on Advanced Placement US History

US-2: U.S. Constitution and government—POSC 1501; score of 3 or higher on Advanced Placement US Government and Politics (**NOTE:** Advanced Placement Government and Politics only meets US-2 requirement, not US-3 requirement. If using AP credit to meet US-2, students will still need to complete an additional class in California State Government after transfer)

US-3: California state and local government—POSC 1501

Advanced Placement (AP) Examination in CSU General Education–Breadth Certification

The Advanced Placement examinations listed in Figure 2-4 at the end of this chapter may be incorporated into the certification of completion of CSU General Education-Breadth requirements by any participating institution. Students must have scored 3, 4 or 5 on an Advanced Placement examination listed below to receive the credit indicated. All CSU campuses will accept the minimum units shown below and apply them toward fulfillment of the designated General Education-Breadth area, if the examination is included as part of a full or subject-area certification, and units toward admission.

Please note: Individual CSU campuses may choose to accept more units than those specified in the “Advanced Placement Examination in CSU GE” chart (See Academic Policies and Procedures section) toward completion of General Education-Breadth or admission requirements. The CSU campus to which the student is transferring determines the total number of units to be awarded for successful completion of Advanced Placement examination(s) and how the exam scores may apply to other graduation requirements.

See the chart in the Academic Policies and Procedures section for details on the AP credit CSU allows.

International Baccalaureate (IB) Examination in CSU General Education–Breadth Certification

Some IB exams may be used on the CSU GE pattern. Please see a counselor for a list of the International Baccalaureate (IB) exams that may be used on the CSU GE pattern.

College Level Examination Program (CLEP) in CSU General Education–Breadth Certification

Some CLEP exams may be used on the CSU GE pattern. See the chart in the Academic Policies and Procedures section for a list of the College Level Examination Program exams that may be used on the CSU GE pattern.

TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC) SYSTEM

The UC system has ten campuses, the following nine of which have undergraduate programs: UC Berkeley, UC Davis, UC Irvine, UCLA, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, and UC Santa Cruz.

UC Priority Application Filing Periods

To Attend:	Apply:
Fall	November 1-30
Winter	July 1-31
Spring	October 1-31

All UC campuses accept applications for Fall admission. To determine which UC campuses accept in Winter and/or Spring, call the specific campuses or check www.universityofcalifornia.edu/admissions for details.

Admission Requirements for the University of California (UC)

Students transferring to the UC system from Taft College may, in most cases, follow the Intersegmental General Education Transfer Curriculum (IGETC) to meet lower-division general education requirements for the UC system.

To meet the **minimum UC system eligibility requirements**, residents of California must have a grade point average of 2.4 and nonresidents must have a grade point average of 2.8. However, higher grade point averages are required to be a **competitive** transfer applicant to most UC campuses. Students are advised to visit TC’s Transfer/Counseling Center for a realistic estimate of the current grade point average actually required for admission to various major programs at various campuses, and to verify whether IGETC will meet their lower-division general education requirements.

To determine eligibility of high school students for admission as freshmen, the University of California requires completion of an “a to g” pattern of high school subjects. (As used here, “a to g” refers to categories of subjects rather than course grades in these subjects). The “a to g” pattern of high school subjects includes one year of history, four years of English or college preparatory courses in English composition and literature, three years of mathematics, one year of laboratory science, two years of a single foreign language, and two advanced courses in at least two of the following areas: History, English, Advanced Mathematics, Laboratory Science, Foreign Language, Social Science, Visual & Performing Arts. This “a to g” pattern of courses is still a consideration when students transfer to the UC system from other colleges, as shown below.

To be minimally eligible to transfer to the UC system, and assuming ineligibility from high school, a student with California residency must accumulate a minimum of 60 UC-transferable semester units from an accredited college or university while maintaining a minimum 2.4 grade point average. Nonresidents must accumulate 60 UC-transferable semester units and have a minimum grade point average of 2.8.

All branches of the University of California allow up to 70 transferable semester units from a community college. Students who have already completed 70 or more transferable semester units at a community college may still complete courses for credit (e.g., to finish IGETC or major requirements) at a community college, but will not be able to transfer more than 70 semester units of credit to the University of California.

In addition to having a competitive record, one of the sets of requirements listed below must be met in order for students to transfer.

1. If students were eligible for admission to the UC System when they graduated from high school—meaning they satisfied the Subject, Scholarship, and Examination requirements, or they were identified by the University as eligible in the local context and they completed the Subject and Examination Requirements in the senior year—the students are eligible to transfer if they have a C (2.0) or higher grade point average in their transferable college coursework, and the campus they apply to is accepting lower-division transfer students. **NOTE: Being “eligible” for admission in NO way guarantees admission. Higher grade point averages are required by most UC campuses, and students with 60 or more transferable semester units receive priority consideration for transfer admission.**
2. If, out of high school, students met the Scholarship requirement but did not satisfy the Subject requirement, they must take transferable college courses in the subjects they are missing, earn a grade of C (2.0) or higher in each of the required courses, and earn an overall grade point average of C (2.0) or higher in all transferable college coursework to be eligible to transfer. **Please see NOTE above.**
3. If students were not eligible for admission to the UC System when they graduated from high school because they did not meet the Scholarship requirement, they must:
 - a. Complete 60 semester or 90 quarter units of transferable college credit with a grade point average of at least 2.4, and
 - b. Complete a course pattern that includes (1) two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and (2) one transferable college course (3 semester or 4-5 quarter units) in Mathematical Concepts and Quantitative Reasoning; and four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences. **NOTE: This seven course pattern will be met automatically if the Intersegmental General Education Transfer Curriculum (IGETC) is followed.**

UC General Education Requirements

There are two ways for a student to complete general education requirements for the UC system: (1) complete the general education pattern specific to a particular UC campus, or (2) complete the IGETC.

UC Impacted Majors

Some majors at UC campuses are highly competitive, or “impacted.” This means that certain courses in the major must be completed with achievement of a high GPA prior to transfer. Please consult with TC’s Transfer/Counseling Center for details.

Advanced Standing Selection Criteria for the University of California

The University of California tries to provide a place on one of its campuses for all California resident applicants who meet the minimum admission requirements and file an application during the appropriate filing period.

In recent years, the number of applicants for some campuses and some majors has far exceeded the number of spaces available. When a campus cannot accept all eligible applicants, it uses standards that are more demanding than the minimum requirements to select students. These criteria are:

- Completion of a specified pattern of courses that provide continuity with upper-division courses in the major;
- Completion of a specified pattern of courses that meet general education or breadth requirements;

- Attainment of a specified GPA in all transferable courses;
- Participation in academically selective honors courses or programs;
- Special talents, achievements, and awards in a particular field, such as the visual and performing arts or in athletic endeavors; special skills, such as demonstrated written and oral proficiency in other languages; special interests such as intensive study and exploration of other cultures; or experiences that demonstrate unusual promise for leadership, such as significant community service or significant participation in student government; or significant experiences or achievements that demonstrate the applicant's promise for contributing to the intellectual vitality of a campus;
- Completion of special projects undertaken either in the context of the college/university curriculum or in conjunction with special school events, projects or programs cosponsored by the college/university, community organizations, post-secondary educational institutions, other agencies, or private firms, which offer significant evidence of an applicant's special effort and determination or that may indicate special suitability to an academic program on a specific campus.
- Academic accomplishments in light of the applicant's life experiences and special circumstances, which may include, but are not limited to, disabilities, low family income, first generation to attend college, need to work, disadvantaged social or educational environment, difficult personal and family situations or circumstances, refugee status, or veteran status; and/or
- Location of the applicant's college of residence, which will be considered to provide for geographic diversity in the student population, and also to account for the wide variety of educational environments existing in California.

(Information Source: **Introducing the University of California**, a publication of the UC Office of the President. For your own copy, please check www.universityofcalifornia.edu for details.)

UC Transfer Requirements for Admissions in Advanced Standing (Junior Transfers)

Students planning to transfer as juniors to a UC campus should keep the following in mind:

- Applications for Fall transfers are due November 30th for priority consideration.
- Not all UC campuses accept in Winter/Spring. Check with a counselor.
- Complete 60 UC-transferable semester units
- Earn at least a 2.4 GPA or 2.8 GPA for California nonresidents (PLEASE NOTE: a 2.4 GPA is the minimum GPA for UC eligibility. However, many UC campuses require a higher GPA to be competitive. Consult your TC counselor for specific information)
- Complete a specific pattern of courses: two transferable English courses, one transferable math course, four transferable courses chosen from at least two of the following areas: Art and Humanities, Social and Behavioral Sciences, Physical and Biological Sciences

Completion of IGETC will automatically fulfill these requirements. Please refer to www.assist.org for information on major requirements.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students may use to fulfill lower-division general education requirements in either the UC or the CSU system without the need, after transfer, to take additional lower-division general education courses. The IGETC pattern is most useful for students who want to keep their options open before making a final decision about transferring to a particular UC or CSU campus. Completion of IGETC does NOT guarantee admission, nor is it required for admission.

Some students may be better served by taking courses that fulfill the CSU General Education-Breadth requirements or the requirements of the UC campus or other college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors. UC San Diego Colleges of Roosevelt and Revelle, UC Berkeley Haas School of Business and College of Environmental Design (Architecture & Landscape Architecture majors) will not accept the IGETC. Schools of Engineering do not generally recommend the IGETC. Before selecting any courses, please see a counselor for assistance in planning your program.

Courses completed at a California Community College will be applied to the subject area in which they were listed by the institution where the work was completed. Coursework from other United States regionally accredited institutions may be used on IGETC. Coursework must be evaluated by a counselor. All courses must be completed with a grade of C (2.0) or higher. A "Credit" or "Pass" that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to meet IGETC requirements. **Foreign coursework from non-US regionally accredited institutions may not be used.** Course credit earned on the basis of acceptable scores on Advanced Placement (AP) or International Baccalaureate (IB) exams can be applied toward IGETC certification (see the charts at the end of this chapter for a list of acceptable AP/IB courses and scores.)

IGETC Certification

The IGETC requirements should be completed and certified prior to transfer. "Certification" means that the last California Community College a student attended for a regular term (Fall or Spring for semester schools or Fall, Winter, Spring for quarter schools) prior to transfer to the UC or CSU system will verify that the student has completed the IGETC requirements. **It is the student's responsibility to request IGETC certification during the last semester of attendance at TC prior to transfer.** Requests for IGETC certification may be filed in the Records Office.

Before petitioning for IGETC certification, students are strongly urged to consult with their TC counselor and verify that they have fulfilled their IGETC requirements.

Some private and out-of-state colleges and universities will accept the completed IGETC to meet their lower-division general education requirements. See a list of schools in the Private and Out-of-State Schools that accept IGETC section below.

Intersegmental General Education Transfer Curriculum (IGETC) Requirements

Important: All courses must be completed with grades of C (2.0) or higher. Courses used to meet IGETC requirements must have a minimum of 3 semester or 4 quarter units. (Exceptions may be made for English Composition and math. See a counselor for details.)

Courses with a laboratory component are designated in **bold** in the pattern below.

College courses, including TC courses, with similar content to an AP exam may yield transfer credit. Unit and subject credit is determined by each transfer institution. Check with a counselor for details.

TAFT COLLEGE IGETC

Intersegmental General Education Transfer Curriculum

A minimum "C" grade is required in each college course for IGETC. A "C" is defined as a minimum 2.0 on a 4.0 scale.

AREA 1: ENGLISH COMMUNICATION (CSU – 3 courses, one each from group A, B, and C) (UC – 2 courses, one each from group A and B)

	Course	Units	Grade
1A – English Composition: ENGL 1500	1A _____	_____	_____
1B – Critical Thinking – English Composition: ENGL 1600* (AP Credit not accepted)	1B _____	_____	_____
1C – Oral Communication (CSU requirement only): SPCH 1507, SPCH 1511 (AP Credit not accepted)	1C _____	_____	_____
AP Credit or Courses from other colleges:			

AREA 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING (1 course, 3 semester, 4-5 quarter units)

MATH 1500, MATH 1520, MATH 1540, MATH 2100; PSYC 2200; STAT 1510	2A _____	_____	_____
AP Credit or Courses from other colleges:			

AREA 3: ARTS & HUMANITIES (At least 3 courses, with at least one from the Arts and one from the Humanities. 9 semester, 12-15 quarter units)

3A-Arts: ARTH 1500, ARTH 1510, ARTH 1520, ARTH 2030, ARTH 2040; DRAM 1510; MUSC 1510, MUSC 1520	3A _____	_____	_____
3B-Humanities: ENGL 2600, ENGL 2650, ENGL 2700, ENGL 2750; HIST 2231*, HIST 2232*; HUM 2010; PHIL 1501, PHIL 1531; SPAN 1602*, SPAN 2001*, SPAN 2002*	3B _____	_____	_____
AP Credit or Courses from other colleges:	3A or 3b _____	_____	_____

AREA 4: SOCIAL & BEHAVIORAL SCIENCES (At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester, 12-15 quarter units)

4A-ANTH 1512, ANTH 1524	4 _____	_____	_____
4B-ECON 2120, ECON 2210	4 _____	_____	_____
4D-PSYC 2038; SOC 2038	4 _____	_____	_____
4E-GEOG 1520	4 _____	_____	_____
4F-HIST 2202, HIST 2204, HIST 2210, HIST 2231*, HIST 2232*, HIST 2270	4 _____	_____	_____
4G-ECEF 1531			
4H-POSC 1501, POSC 2005			
4I-PSYC 1500, PSYC 2003, PSYC 2030, PSYC 2038, PSYC 2080; SOC 2038			
4J- ADMJ 1501; SOC 1510, SOC 2110, SOC 2120			
AP Credit or Courses from other colleges:			

AREA 5: PHYSICAL & BIOLOGICAL SCIENCES (At least 2 courses, one physical and one biological science course; at least one must include a laboratory. Courses in **BOLD** contain a laboratory component. 7-9 semester units, 9-12 quarter units)

5A-PHYSICAL SCIENCES: ASTR 1511; BIOL 1513; **CHEM 1510, CHEM 1520, CHEM 2211; ESCI 1520; GEOG 1510; GEOL 1500, GEOL 1501; PHYS 1510, PHYS 2221; PSCI 1520**

5B-BIOLOGICAL SCIENCES: ANTH 1501; BIOL 1500, **BIOL 1510, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2255, BIOL 2257, BIOL 2260**

5C-LABORATORY: ASTR 1511; BIOL 1501, BIOL 1510, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2256, BIOL 2257, BIOL 2260; CHEM 1510, CHEM 1520, CHEM 2211; ESCI 1520; GEOL 1500, GEOL 1501; PHYS 2221; PSCI 1520

AP Credit or Courses from other colleges:

5A _____

5B _____

5C _____

AREA 6: LANGUAGE OTHER THAN ENGLISH (UC requirement only) (Proficiency equivalent to two years of high school study in the same language. This requirement is satisfied by completing one of the following options)

[] **Completed 2 years of the same foreign language of high school work with a grade of “C” or better.** (A copy of the High School transcripts must be attached or on file to verify completion) Courses:

[] **Earn a score of 3 or higher on the Foreign Language Advanced Placement (AP) test.** Date taken: _____
Score: _____

[] **Achieved a score of 550 or higher on the College Board Achievement Test in Foreign Language.** Date taken: _____
Score: _____

[] **6A Complete one of the following semester courses:** SPAN 1601, SPAN 1602*, SPAN 2001*, SPAN 2002* (OTHER _____)

6A _____

*Note: Courses listed in multiple areas shall not be certified in more than one area except for courses in Languages other than English, which can be certified in both areas 3B and 6A.

CSU REQUIREMENT IN U.S. HISTORY, CONSTITUTION & AMERICAN IDEALS (This is not an IGETC requirement; however, these courses should be completed prior to transferring to any CSU campus) Complete two (2) courses, one from group 1 and one from group 2.

Group 1: HIST 2231, HIST 2232

Group 2: POSC 1501

G1 _____

G2 _____

IGETC Checklist

A summary of requirements for IGETC certification is listed below.

1. The institution is accredited by the Western Association of Schools and Colleges or an equivalent accrediting body.
2. A course taken at a California Community College is applied to the subject area in which it is listed by the institution where the work was completed (check www.assist.org for college IGETC lists).
3. Coursework from other US regionally accredited institutions may be used on IGETC. Coursework must be evaluated by a counselor.
4. The grade received in course is C (2.0) or higher. A grade of C- (C minus) is not acceptable. A “Credit” or “Pass” that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to IGETC requirements.
5. Foreign coursework from non-United States regionally accredited institutions cannot be used for IGETC.
6. Each course is a minimum of 3 semester or 4 quarter units. (Exceptions may be made for English Composition or math. See a counselor for details.)
7. All courses that meet IGETC requirements are completed by the end of the semester that the student is petitioning for certification.

8. If two years of high school foreign language are used to satisfy the UC language other than English requirement (IGETC Area 6), official copies of high school transcripts must be on file. This requirement can also be met by providing official documentation showing satisfactory completion, with a grade of C or better, of two years of formal schooling at the sixth grade level or higher at an institution where the language of instruction is not English. Exam results used to meet this requirement must be on file at Taft College.
9. All official transcripts from every college attended must be on file to process certification.

NOTE: Roosevelt and Revelle Colleges at UC San Diego, the School of Business at UC Berkeley, the College of Environmental Design (Architecture & Landscape Architecture majors) at UC Berkeley, and the College of Engineering at UC Riverside will not accept IGETC. In addition, some students may be better served by taking courses that fulfill the CSU General Education-Breadth Pattern, or that meet requirements for the specific general education pattern of the UC campus or college to which the students plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors.

Private and Out-of-State Schools That Accept IGETC

AICU; Alliant International University (formerly United States International University); American University of Paris, France; Arizona State University; Biola University; California College for the Arts; California Lutheran University; City University of London, England; Concordia University; Dominican College of San Rafael; Hawaii Pacific University; Holy Names College; John Cabot University, Rome, Italy; Menlo College; National University; Northern Arizona University; Notre Dame de Namur University (formerly College of Notre Dame); Oregon State University; Saint Mary's College of California; Scripps College; Southern University – Baton Rouge (LA); University of La Verne; University of Northern Colorado; University of San Francisco; University of the Pacific; University of the West; Vanguard University; and Woodbury University.

A score of 5, 6, or 7 on Higher Level (HL) exams is required to grant credit for IGETC certification.

An acceptable IB score for IGETC equates to either 3 semester or 4 quarter units for certification purposes.

Students who have earned credit for an IB exam should not take a comparable college course because transfer credit will not be granted for both.

Applying International Baccalaureate (IB) Credit to IGETC

A score of 5, 6, or 7 on Higher Level (HL) exams is required to grant credit for IGETC certification.

An acceptable IB score for IGETC equates to 4 quarter (3 semester) units for certification purposes.

For *transfer purposes*, UC will grant 8 quarter (5.3 semester) units for each IB exam completed with a score of 5, 6, or 7 on HL exams.

CSU also grants unit credit for transfer purposes of IB HL exams. See a counselor for details.

Students who have earned credit for an IB exam should not take a comparable college course because transfer credit will NOT be granted for both.

See a counselor for a list of the IB exams that may be used on the IGETC pattern.

Applying Advanced Placement (AP) Credit to IGETC

- AP credit for most exams—with a score of 3 or higher—may be applied to IGETC. Each exam satisfies one course.
- An acceptable AP score in Biology, Chemistry, or Physics B equates to 4 semester or 5 quarter units for certification purposes. UC or CSU may award more units toward the minimum needed to transfer. For details, see a counselor or UC/CSU Outreach representative.
- Students who use AP Environmental Science, Physics C: Mechanics, or Physics C: Electricity/Magnetism will receive 3 semester units toward Area 5A. Therefore, student will need to complete 5B and a total of 7 semester/9 quarter units to satisfy Area 5.
- College courses, including TC courses, with similar content to an AP exam may yield transfer credit. Unit and subject credit is determined by each transfer institution. For details, see a counselor or UC/CSU Outreach representative.

- Official transcripts/scores and Advanced Placement (AP) scores must be on file with TC's Admissions Office.

See the chart in the Academic Policies and Procedures section for a list of the AP exams that may be used on the IGETC pattern.

UC Unit Limitations

- A maximum of 4 Physical Education units are UC transferable.
- Students who complete any part of their education between 9th and 12th grade at an institution where the language of instruction is other than English, will not receive UC unit credit for courses taken at TC or an AP exam in that same language.

Courses with UC Unit Limitations

- Some courses offered at TC have transfer unit limitations, which are noted beneath the course descriptions listed in this catalog, as well as online (go to www.assist.org).

Programs of Study

Program	Locally Approved Certificates	Certificate of Achievement	AA Degree	AS Degree	AA-T Degree	AS-T Degree
Accounting		X		X		
Administration of Justice						X
Administrative Services		X		X		
Administrative Services I	X					
Administrative Services II		X				
Microsoft Office Applications	X					
Anthropology					X	
Art			X			
Art History					X	
Studio Arts					X	
Biology						X
Business Administration			X			X
Court Reporting		X		X		
Criminal Justice Administration				X		
Criminal Justice – Corrections		X		X		
Dental Hygiene		X		X		
Direct Support Education		X		X		
Early Care, Education, and Family Studies		X		X		
Child Development – Assistant Teacher	X					
Child Development – Associate Teacher		X				
Child Development – Master Teacher		X				
Child Development – Teacher		X				
Early Intervention Assistant I		X				
Early Intervention Assistant II		X				
Master Teacher: Infant Development	X					
Master Teacher: School Age Care/Development	X					
Master Teacher: Special Needs	X					

Early Childhood Education					X
Energy Technology				X	
Energy Technology Entry Level		X			
Energy Technology Field Technician		X			
Energy Technology Foundation	X				
Energy Technology Industry Health & Safety		X			
Energy Technology Instrumentation	X				
Energy Technology Petroleum Engineer		X			
Engineering				X	
English					X
General Business				X	
History			X		X
Information Management & Technology	X	X		X	
Advanced Information Technology & Management	X				
Independent Living Skills	X				
Industrial Health and Safety				X	
Industrial Health and Safety – Entry Level Hazardous Materials	X				
Industrial Health & Safety-Midlevel Cert. of Achievement		X			
Industrial Health and Safety Foundation		X			
Kinesiology					X
Liberal Arts with an Area of Emphasis*					
Allied Health			X		
Arts & Humanities			X		
Business & Technology			X		
Communication			X		
Health & PE			X		
Math & Science			X		
Natural & Life Science			X		
Natural & Physical Science			X		

Social & Behavioral Science			X		
Life Science				X	
Management		X		X	
Management Customer Service	X				
Mathematics			X		X
Multi-Media Journalism			X		
Petroleum Technology Well Control & Drilling Certificates I-V	X				
Physical Education			X		
Physical Science				X	
Psychology					X
Recreation			X		
Sociology					X
Welding Technology				X	
Pipe Code Welding		X			
Structural Code Welding		X			
Welding	X				
Gas Tungsten Arc					
Gas Metal Arc & Flux	X				
Core Arc Welding					
Welding Assistant/Helper	X				

Programs of Study Curricula Requirements

ACCOUNTING

Description

Completing this degree or certificate prepares students in the fundamentals in theory, practices and principles of accounting cycles for unincorporated and corporate forms of business, financial, and managerial accounting theory. The major provides skills in entry level accounting positions. 25 units are required in the major.

Program Learning Outcomes

After completing the Accounting AS Degree program a student will be able to:

1. Complete their course of study will exhibit high standards of professional practice by demonstrating ethical and social responsibilities in a multi-cultural, team oriented, rapidly changing environment.
2. Complete their course of study will demonstrate competency in preparing financial information for all levels of stakeholders in organizations.
3. Complete their course of study will be able to use accounting information to make informed decisions about management, operations, and investments in organizations.

ACCOUNTING: ASSOCIATE IN SCIENCE

PROGRAM REQUIREMENTS

Required Courses:

BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
BUSN 2275	Business Law	3.00 Credits(s)
BUSN 1050	Business Mathematics	3.00 Credits(s)
	OR	
BSAD 1560		
	OR	
ECON 1560		
	OR	
MATH 1560		
BUSN 1053	Computerized Accounting	1.00 Credits(s)
BUSN 1059	Electronic Machine Calculations	1.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
	Electives*	5

BUSN 1050: This course is currently offered at 3 units.

BSAD 1560, ECON 1560, MATH 1560: currently inactivated

COSC 1603, COSC 1703: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

***Electives to be selected from the following:**

ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
BUSN 1500	Introduction to Business	3.00 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
ENGL 1500	Composition and Reading OR	3.00 Credits(s)
ENGL 1000	Interactive Writing and Grammar	3.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

COSC 1902, COSC 1812: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 25

ACCOUNTING: CERTIFICATE OF ACHIEVEMENT

Description

This one-year certificate program is designed for those students interested in seeking initial employment in bookkeeping and accounting and to improve the skills of those already in this profession. Upon successful completion of the required and elective courses with a 2.0 GPA, a certificate of achievement will be awarded. 21 units are required for the certificate.

PROGRAM REQUIREMENTS

Required Courses

BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
BUSN 2275	Business Law	3.00 Credits(s)
BUSN 1050	Business Mathematics OR	3.00 Credits(s)
BSAD 1560	OR	
ECON 1560	OR	
MATH 1560	OR	
BUSN 1053	Computerized Accounting	1.00 Credits(s)
BUSN 1059	Electronic Machine Calculations	1.00 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
	Elective*	3
		Subtotal: 21.5

BUSN 1050: This course is currently offered at 3 units.

BSAD 1560, ECON 1560, MATH 1560: currently inactivated

COSC 1703: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted

***Electives to be selected from the following:**

BUSN 1500	Introduction to Business	3.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ENGL 1500	Composition and Reading	3.00 Credits(s)
ENGL 1000	Interactive Writing and Grammar	3.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

COSC 1603, COSC 1703: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 21.5

CAREER OPTIONS/PATHWAYS

Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Accountant & Auditors	\$34.20	7060
Bookkeeping, Accounting, Auditing Clerk	\$19.68	4,310
Tax Preparer	\$22.95	300

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

ADMINISTRATION OF JUSTICE FOR TRANSFER

Description

The Associate in Science in Administration of Justice for Transfer degree provides a clear and direct route for transfer to upper division work in the Administration of Justice major through structured and semi-structured opportunities for students to develop and master the knowledge, skills, and values consistent with the theory and application of Administration of Justice.

The program curriculum provides an examination of crime, crime control, the justice process, and justice institutions in the United States. The program emphasizes the structure and functions of institutions as a development of changes in theory and philosophy of justice in the United States.

This curriculum provides a solid foundation upon which to build an Administration of Justice Major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Science in Administration of Justice degree for Transfer (AS-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements.

- b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0

Program Learning Outcomes

After completing the Administration of Justice AS-T Degree program a student will be able to:

1. Law Enforcement – Understand Criminal Justice agencies at all levels (Federal, State, and Local), know and describe criminal investigation, leadership, and community oriented policing.
2. Corrections – Comprehend and articulate penological theory at all levels in the United States, including correctional history, current ideologies on rehabilitation and future models of correctional theory.
3. Legal Aspects – Comprehend and demonstrate familiarity with criminal law, legal terms, legal aspects of evidence, ethics, and legal theory. Appreciate theoretical concepts and the impact of emerging Supreme Court decisions.
4. Juvenile Law – Describe the differences between adults and juveniles within the criminal justice system; be able to describe the philosophy, theory, processes, and changes in rehabilitation throughout the United States.

For information on the Criminal Justice program, click here (p. 129).

ADMINISTRATION OF JUSTICE: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses: 6 Units total

ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
ADMJ 1502	Concepts of Criminal Law	3.00 Credits(s)

Select two courses from the following: 6 Units total

ADMJ 1503	Criminal Court Process	3.00 Credits(s)
ADMJ 1504	Legal Aspects of Evidence	3.00 Credits(s)
ADMJ 1505	Criminal Investigation	3.00 Credits(s)
ADMJ 1506	Introduction to Forensics	3.00 Credits(s)
ADMJ 1507	Community and the Justice System	3.00 Credits(s)
ADMJ 1508	Introduction to Corrections	3.00 Credits(s)
ADMJ 1509	Juvenile Procedures	3.00 Credits(s)

Select two courses from the following: 6 - 8 Units

SOC 1510	Introduction to Sociology	3.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
	OR	
STAT 1510	Elementary Statistics	5.00 Credits(s)

ADMJ 1501, ADMJ 1502, PSYC 1500, PSYC 2200, SOC 1510, STAT 1510: May be used to meet a major and General Education Breadth requirement

Any CSU transferable ADMJ lower division course or courses outside the ADMJ discipline that are Articulated as lower division major preparation for the Criminal Justice or Criminology Major at any CSU (*refer to assist.org*)

Subtotal: 18-20

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Correctional Officer	\$35.17	1,220
Police and Sheriff Patrol Officers	\$42.32	2,570
Probation Officer	\$37.23	360

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov . Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

ADMINISTRATIVE SERVICES

Description

This program provides individuals with foundation educational training and skills in general office principles, procedures, and operations. The program will prepare students to enter entry to mid-level positions in places of business and organizations as office and support personnel. Upon the successful completion of the required courses and general education requirements with a minimum 2.0 G.P.A., an associate in science degree will be awarded.

Program Learning Outcomes

After completing the Administrative Services major, a student will be able to:

1. Students completing their course of study will be able to design and complete professional documents to support communication across the business environment.
2. Students completing their course of study will be able to effectively perform routine, clerical, administrative, and business functions.

3. Students completing their course of study will exhibit appropriate dress, professional attitude and customer relations.

ADMINISTRATIVE SERVICES: ASSOCIATE IN SCIENCE

REQUIRED COURSES

Select 18 Units from the following:

BUSN 1601	Beginning Keyboarding	1.00 Credits(s)
BUSN 1602	Beginning Keyboarding	1.00 Credits(s)
BUSN 1603	Beginning Keyboarding	1.00 Credits(s)
BUSN 2001	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2002	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2003	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 1050	Business Mathematics	3.00 Credits(s)
BUSN 1051	General Accounting	4.00 Credits(s)
BUSN 1052		
BUSN 1054		
BUSN 1055	Office Procedures	3.00 Credits(s)
BUSN 1053	Computerized Accounting	1.00 Credits(s)
BUSN 1056	QuickBooks	0.50 Credits(s)
BUSN 1059	Electronic Machine Calculations	1.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
HLED 1541	Medical Terminology	3.00 Credits(s)
MGMT 1500	Introduction to Human Resources Management	3.00 Credits(s)
MGMT 1560	Management Capstone	1.00-3.00 Credits(s)

BUSN 1050, BUSN 1055: This course is currently offered at 3 units.

BUSN 1051: This course is currently offered at 4 units.

BUSN 1054: currently inactivated

COSC 1603, COSC 1703, COSC 1812, COSC 1902: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 18

ADMINISTRATIVE SERVICES I: CERTIFICATE (LOCALLY APPROVED CERTIFICATE)

PROGRAM REQUIREMENTS

Required courses

BUSN 1601	Beginning Keyboarding	1.00 Credits(s)
BUSN 1602	Beginning Keyboarding	1.00 Credits(s)
BUSN 1603	Beginning Keyboarding	1.00 Credits(s)
BUSN 1054		
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)

BUSN 1054: currently inactivated

COSC 1603, COSC 1703: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 9

ADMINISTRATIVE SERVICES: CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Required courses

BUSN 2001	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2002	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2003	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 1054		
BUSN 1055	Office Procedures	3.00 Credits(s)
BUSN 1059	Electronic Machine Calculations	1.00 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
	OR	
ENGL 1000	Interactive Writing and Grammar	3.00 Credits(s)
	OR	
ENGL 1500	Composition and Reading	3.00 Credits(s)
BUSN 1050	Business Mathematics	3.00 Credits(s)
	OR	
	any degree applicable Math	4

BUSN 1054: currently inactivated

BUSN 1055: This course is currently offered at 3 units.

COSC 1603, COSC 1703: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 20.5

ADMINISTRATIVE SERVICES II: CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Required courses

BUSN 1050	Business Mathematics OR any degree applicable Math	3.00 Credits(s) 4
BUSN 1055	Office Procedures	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
BUSN 1601	Beginning Keyboarding	1.00 Credits(s)
BUSN 1602	Beginning Keyboarding	1.00 Credits(s)
BUSN 1603	Beginning Keyboarding	1.00 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)

COSC 1603, COSC 1703: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 16

MICROSOFT OFFICE APPLICATIONS: CERTIFICATE (LOCALLY APPROVED)

This certificate program is designed to recognize a student's achievement and proficiency with key components of the MS Office Suite, including word processing, spreadsheets, presentation graphics, and databases.

PROGRAM REQUIREMENTS

Required courses

COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)

COSC 1603, COSC 1703: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 6

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Accounting/Bookkeeping Clerk	\$19.68	4,310
Administrative Assistant	\$24.25	4,000
Customer Service Representative	\$17.77	8,520
Office Clerk	\$15.24	9,950
Office Manager	\$17.23	7,430
Receptionist	\$13.93	3,770
Secretary	\$17.99	6,290
Teller	\$13.35	2,570

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

ANTHROPOLOGY FOR TRANSFER

Description

The Associate in Art in Anthropology for Transfer degree (AA-T) provides a clear and direct route for transfer to upper division work in the Anthropology major through structured and semi-structured opportunities for students to develop and master the knowledge, skills, and values consistent with the theory and application of Anthropology.

The Associate in Art in Anthropology for Transfer provides a solid foundation the theory and practices used in the study of humanity. The curriculum includes the study of culture, history, language, biology, and scientific research methodologies as necessary elements for understanding humans.

This curriculum provides a solid foundation upon which to build an Anthropology major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Art History degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the Taft College General Education Certification (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

Program Learning Outcomes

After completing the Anthropology for transfer degree major, a student will be able to:

1. Demonstrate understanding of the holistic perspective of anthropology by bringing biological, cultural, social, economic, political, and other appropriate factors to bear on a particular problem.
2. Produce oral and written arguments that are clear, logical, and supported by appropriate evidence, including relevant literature.
3. Evaluate the validity of an argument using knowledge of anthropology theories and methods.
4. Explain archaeological techniques, methods and theories that anthropologists rely upon to reconstruct the past life ways in order to understand cultural adaption to various environments.
5. Articulate the limitations of ethnocentric perspectives and the positive effects of methodological cultural relativism for understanding humans and their cultures.

ANTHROPOLOGY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 20-23 Units Total

ANTH 1501	Introduction to Biological Anthropology	3.00 Credits(s)
ARCH 1501	Introduction to Archaeology	3.00 Credits(s)
ANTH 1512	Cultural Anthropology	3.00 Credits(s)

List A: Select one course from the following:

PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

List B: Select one course from the following:

PSYC 2205	Introduction to Research Methods in the Social Sciences	4.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
	Any course from List A not already used	4-5

List C: Select one course from the following:

ANTH 1524	Indians of the Southwest	3.00 Credits(s)
PHIL 1531	The World's Living Religions	3.00 Credits(s)
GEOG 1520	Cultural Geography	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2110	Minority Group Relations	3.00 Credits(s)
SOC 2120	American Social Problems	3.00 Credits(s)
SOC 2141	Sociology of Marriage	3.00 Credits(s)
	Any course from List A or List B	4-5

Subtotal: 20-23

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Anthropologist	\$28.53	120
Archaeologist	\$28.53	120
Museum Curator	\$29.83	40

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited October 9, 2015)

For additional career resources, please visit: <http://www.bls.gov/ooh>; <http://www.Mynextmove.org>; <http://onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

ART

Description

The degree provides the student with the foundations in history, theory, design and studio of art. The studio art courses provide an integration of conceptual and practical artistic skills with personal and creative exploration. The core courses provide the student the preparation for university level courses in art and art history. Students must have a minimum of “C” in major courses.

Program Learning Outcomes

After completing the Art major, a student will be able to:

1. Create art in various media using the resources of production.
2. Understand, evaluate, and utilize the elements of art and principles of design.
3. Demonstrate an understanding of the history of the development of styles and media.
4. Demonstrate the practices of safety procedures.
5. Critique and objectively evaluate their work and the work of their peers.

ART: ASSOCIATE IN ARTS

SELECT 18 UNITS FROM THE FOLLOWING:

Select at least 3 units from the following:

ARTH 1510	Prehistoric to Renaissance Art History	3.00 Credits(s)
ARTH 1520	Renaissance to Contemporary Art History	3.00 Credits(s)

Select at least 3 units from the following: 1

ART 1600	Basic Design	3.00 Credits(s)
ART 1610	Advanced Design	3.00 Credits(s)

Select at least 6 units from the following:

ART 1620	Drawing and Composition	3.00 Credits(s)
ART 1631	Figure Drawing	3.00 Credits(s)
ART 1640	Painting	3.00 Credits(s)
ART 1800	Introduction to Digital Art	3.00 Credits(s)
ART 1820	Computer Imaging: Adobe Photoshop	3.00 Credits(s)
ART 1860	Introduction to Computer Animation for Web and Multimedia	3.00 Credits(s)
PHOT 1510	Basic Photography	3.00 Credits(s)

Total Credit Hours: 18

*Electives are to be selected from the above list

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Graphic Designer	\$25.30	1,340
Art Director	\$48.69	430
Fine Artists, including painters & sculptors	\$26.02	240

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

ART HISTORY FOR TRANSFER

Description

The Associate in Arts in Art History degree for Transfer (AA-T) prepares the student to transfer to the CSU's as a junior to further their studies of the history of the practice and production of visual arts.

The study of art history is the study of objects within their historical, cultural and stylistic context. This is complemented by the requirement of two studio classes where the art history student learns the basic skills and concepts inherent in creating a work of art, in addition to the 60 units which includes the following required courses: ARTH 1510 Prehistoric to Renaissance Art History, ARTH 1520 Renaissance to Contemporary Art History, ARTH 2030 Survey of Asian Art, ARTH 2040 Survey of African, Oceanic, and the Americas Art, ART 1600 Basic Design, ART 1620 Drawing and Composition, and two of the following: HIST 2210 World History to 1600, HIST 2204 Western Civilization from 1600 and HUM 2010 Film Studies.

To earn an Associate in Arts in Art History degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0

Program Learning Outcomes

After completing the Art History for transfer major, a student will be able to:

1. Apply art history terminology in the analysis and evaluation of works of art and architecture through written tests, presentations, and oral discussions, the intersection of form, content, and patronage in the formation of visual culture.
2. Develop critical interdisciplinary thinking, both in oral and written form, through comparative analysis and development of visual acuity.
3. Discern and appreciate the wide range of ethnically, culturally, and socially diverse art forms, representations, and practices.
4. Identify the interrelationship of form and content in the artworks and architectural monuments of Europe, Asia, Africa, and the Americas.
5. Locate works of art and architecture within diverse historical, political, religious and philosophical contexts.

ART HISTORY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 12 Units Total

ARTH 1510	Prehistoric to Renaissance Art History	3.00 Credits(s)
ARTH 1520	Renaissance to Contemporary Art History	3.00 Credits(s)
ARTH 2030	Survey of Asian Art	3.00 Credits(s)
ARTH 2040	Survey of African, Oceanic, and Indigenous North American Art	3.00 Credits(s)

ARTH 1510, ARTH 1520: May be used to meet a major and General Education Breadth requirement

Required Studio Art Courses 6 Units

ART 1600	Basic Design	3.00 Credits(s)
ART 1620	Drawing and Composition	3.00 Credits(s)

Select two courses from the following: 6 Units

HIST 2210	World Civilization to 1500	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)
HUM 2010	Introduction to Film Studies	3.00 Credits(s)

HIST 2210, HIST 2204, HUM 2010: May be used to meet a major and General Education Breadth requirement

Subtotal: 24

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Curator	\$31.92	40
Museum Technician and Conservators	\$21.44	50
Art History Teacher, Postsecondary	\$36.25	440
Set and Exhibit Designer	\$24.12	120
Historians	\$33.72	n/a
Archivist	\$24.81	n/a

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

BIOLOGY FOR TRANSFER

DESCRIPTION

The Associate in Science in Biology degree for Transfer (AS-T) is designed to prepare students to transfer to a CSU as a junior with a degree in Biology. This degree provides students with the foundation classes to support ongoing interest in the field of biology. The core consists of the biology sequence required for transfer, in which students acquire a conceptual understanding of cellular and molecular processes, plant and animal diversity, and evolutionary concepts.

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
- (A) The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education – Breadth (p. 92) Requirements.
- (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

PROGRAM LEARNING OUTCOMES

The Associate in Science in Biology degree for Transfer (AS-T) provides a clear and direct route for students to seamlessly transfer as a junior to a Biology program at a CSU.

Students who complete this program and transfer to a CSU are able to:

- Identify and explain the definitive characteristics of living organisms in a clear and concise manner.
- Demonstrate an understanding of evolution and its relationship to the unity and diversity of living organisms.
- Employ the scientific method by proposing hypotheses based on observations, testing the hypotheses, critical analyzing experimental data, and formulating conclusions based on the experimental data.
- Find, select, and evaluate various types of scientific information including research articles, mass media sources, and web information.
- Demonstrate the safe and correct operating procedures in the use and treatment of common lab equipment and materials.

ASSOCIATE IN SCIENCE: BIOLOGY FOR TRANSFER

COURSE REQUIREMENTS

Requirements List

BIOL 2201	Introductory Biology - Cells	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
	AND	
BIOL 2203	General Botany	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
	AND	
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)
		Subtotal: 36.00

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adgreewithaguarantee.com

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

BUSINESS ADMINISTRATION

Description

The business program is designed for students interested in business with a variety of options from certificates for enhanced employment to associate degrees; for entry level positions and transfer courses; for those interested in an advanced degree. The program is the foundation in accounting, economics and students apply the methodologies to assess fiscal and monetary policies to the marketplace.

Program Learning Outcomes

After completing the Business Administration major, a student will be able to:

1. Students completing their course of study will be able to demonstrate a fundamental understanding of sociocultural, legal, and ethical situations to recommend practical alternatives.
2. Students completing their course of study will be able to utilize current technology to analyze, prepare, and present information both orally and in writing.
3. Students completing their course of study will be able to use theory and applied methods to problem-solve in diverse business situations and as a foundation for advanced study.

BUSINESS ADMINISTRATION: ASSOCIATE IN ARTS

PROGRAM REQUIREMENTS

Required Courses:

BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
MATH 1560		
	OR	
MATH 1520	Finite Mathematics	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

BSAD 2221, MATH 1560: currently inactivated

Total Credit Hours: 22-23

Transfer

By completing the requirements of the major, students will typically be eligible to transfer and begin work on upper-division level business courses. Upon transfer, students typically select an area of concentration or business specialty. The concentrations are the pathway to the area of employment the student is interested in. Concentration options vary by campus, but include Accounting, Economics, Finance, Management, Management Information System (MIS), Marketing, eBusiness, and Sports Management.

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Accountant/Auditor	\$34.20	7,060
Human Resources Manager	\$54.79	650
Financial Analyst	\$44.05	1,520
Advertising and Promotions Manager	\$53.13	210
Computer and Information Systems Managers (MIS)	\$70.86	1,690

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

BUSINESS ADMINISTRATION FOR TRANSFER

Description

This Curriculum provides foundational studies in accounting, economics, law, math, and business administration for those students seeking to continue their studies in business administration at the university level. Completion of the program guarantees transfer to the CSU system with junior standing.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both of the following requirements:

1. Completion of 60 semester units or 90 quarters units that are eligible for transfer to the California State University, including:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements,

- b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district, and
2. Obtain a minimum grade point average of 2.0. There are no local requirements associated with this degree.

BUSINESS ADMINISTRATION: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 17 Units Total

BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
BUSN 2275	Business Law	3.00 Credits(s)
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)

ECON 2120, ECON 2210: May be used to meet a major and General Education Breadth requirement

Select one course from the following: 3-4 Units Total

MATH 1520	Finite Mathematics	3.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)

MATH 1520, PSYC 2200: May be used to meet a major and General Education Breadth requirement

Select two course from the following: 6 Units Total

BUSN 1500	Introduction to Business	3.00 Credits(s)
	OR	
BUSN 1510	Business Communication	3.00 Credits(s)
COSC 2020	Introduction to Computer Information Systems	3.00 Credits(s)

Subtotal: 26-27

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Business Operations Specialist	\$34.17	3,790
Financial Manager	\$60.07	2,400
Economist	\$45.80	290
Market Analyst/Market Specialist	\$33.29	3,830

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov . Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 – 31

COURT REPORTING

Description

The Court Reporting Program is designed to provide students with the academic foundation and technical training to be certified shorthand reporters. The program prepares students to take the California Court Reporters' Board examination for certification. The courses listed meet the requirements of the Court Reporter's Board of California and for an Associate in Science Degree in Court Reporting at Taft College.

Upon passing school requirements for state certification, students will be eligible to take the Certified Shorthand Reporter examination. Academic courses completed in adult education or a private court reporting school are not transferable. To earn an Associate in Science Degree in Court Reporting, students must complete: (1) all court reporting course requirements with a minimum grade of "C" in each course; (2) 39 - 49 units of General Education Graduation Requirements with an overall GPA of 2.0; (3) achieve a minimum of 200 WPM shorthand speed; and (4) have a demonstrated keyboarding speed of 45 WPM.

Program Learning Outcomes

Students will be able to:

1. Effectively perform routine court reporting duties
2. Pass the California Court Reporters Board Examination for Licensure
3. Apply appropriate ethical behavior in the profession
4. Exhibit professional qualities and attitude

Program Requirements

State Requirements

The Court Reporters Board of California issues a certificate upon successful completion of the following requirements and passing of the state examination. The apprenticeship hours are embedded within the program.

Requirements	Hours
English and Vocabulary	240
Medical	120
Legal	150
Transcript Procedures	25
Apprenticeship Training	60
Technology	60
Resource Materials	5
Total Minimum Prescribed Academic Hours	660
Total Machine Shorthand & Transcription Hours	2300

COURT REPORTING: ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Recommended Speed Building Courses

CTRP 1131	60 WPM Machine Shorthand Speed Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1132	100 WPM Machine Shorthand Speed Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1133	140 WPM Machine Shorthand Speed Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1134	180 WPM Machine Shorthand Speed Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1141	60 WPM Machine Shorthand Speed Building: 2-Voice	5.00 Credits(s)
CTRP 1142	100 WPM Machine Shorthand Speed Building: 2-Voice	5.00 Credits(s)
CTRP 1143	140 WPM Machine Shorthand Speed Building: 4-Voice	5.00 Credits(s)
CTRP 1144	180 WPM Machine Shorthand Speed Building: 4-Voice	5.00 Credits(s)
CTRP 1151	80 WPM Machine Shorthand Speed Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1152	120 WPM Machine Shorthand Speed Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1153	160 WPM Machine Shorthand Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1154	200 WPM Machine Shorthand Speed Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1161	80 WPM Machine Shorthand Speed Building: 2-Voice	5.00 Credits(s)
CTRP 1162	120 WPM Machine Shorthand Speed Building: 2-Voice	5.00 Credits(s)
CTRP 1163	160 WPM Machine Shorthand Speed Building: 4-Voice	5.00 Credits(s)
CTRP 1164	200 WPM Machine Shorthand Speed Building: 4-Voice	5.00 Credits(s)

Required Courses

CTRP 1010	Beginning Machine Shorthand Theory and Lab 1	5.00 Credits(s)
CTRP 1154	200 WPM Machine Shorthand Speed Building: Literary and Jury Charge	5.00 Credits(s)
CTRP 1164	200 WPM Machine Shorthand Speed Building: 4-Voice	5.00 Credits(s)
CTRP 1070	Legal Terminology I	3.00 Credits(s)
CTRP 1075	Legal Terminology II	3.00 Credits(s)
CTRP 1080	Court and Deposition Procedures	3.00 Credits(s)
CTRP 1090	Punctuation and Grammar	4.00 Credits(s)
CTRP 1210	Proofreading for the Court Reporter	2.00 Credits(s)
CTRP 1250	Certified Shorthand Reporter Preparation	2.00 Credits(s)
ENGL 1500	Composition and Reading	3.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
HLED 1541	Medical Terminology	3.00 Credits(s)
BUSN 2275	Business Law	3.00 Credits(s)
CJA 2103	OR	
CJA 2103		
COSC 2020	Introduction to Computer Information Systems	3.00 Credits(s)

CJA 2103: currently inactivated

Recommended Courses

CTRP 1260	Machine Shorthand Speed Building - Dictation/Transcription	1.25 Credits(s)
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Total Credit Hours: 49

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Court Reporter	\$39.94	80
Medical Transcriptionist	\$22.29	100

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov . Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

Certification/Licenses

Upon successfully completing the program and state requirements, students will be eligible to take the necessary examination for Certification. The certification is administered by the Court Reporters Board of California. Students will have to make arrangements to travel to designated locations determined by Board to take the examinations. For more information on the examination, contact the Court Reporters Board of California at 2535 Capitol Oaks Drive, #230, Sacramento, CA 95833 or by phone at 1-877-327-5272.

CRIMINAL JUSTICE ADMINISTRATION

Description

The criminal justice administration degree or certificate prepares students for a career in criminal justice. The student will gain knowledge to apply principles of the justice system in a variety of settings including law enforcement to corrections. Emphasis is placed on arrest, search and seizure, human relations, and concepts of criminal law. There are pre-employment physical considerations and therefore students are advised to consult with the instructors before applying for a criminal justice position.

Program Learning Outcomes

After completing the Criminal Justice Administration major, a student will be able to:

1. Compare and evaluate diverse and competing arguments and analysis in disciplinary contexts.
2. Define and utilize key terms, concepts, and theories in the criminal justice system.
3. Demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, corrections system, and juvenile justice system.
4. Demonstrate the ability to communicate effectively, both oral and written, for the results of their analysis and understanding.

For information on the Administration of Justice program, please click here (p. 110).

CRIMINAL JUSTICE ADMINISTRATION: ASSOCIATE IN SCIENCE

PROGRAM REQUIREMENTS

Required Courses

ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
	Electives*	15
	Subtotal:	18

List A:

Select a minimum of 6.5 units from List A. Repeatable courses will only be counted once toward the degree.

ADMJ 1502	Concepts of Criminal Law	3.00 Credits(s)
ADMJ 1503	Criminal Court Process	3.00 Credits(s)
ADMJ 1504	Legal Aspects of Evidence	3.00 Credits(s)
ADMJ 1505	Criminal Investigation	3.00 Credits(s)
ADMJ 1506	Introduction to Forensics	3.00 Credits(s)
ADMJ 1507	Community and the Justice System	3.00 Credits(s)
ADMJ 1508	Introduction to Corrections	3.00 Credits(s)
ADMJ 1509	Juvenile Procedures	3.00 Credits(s)
CJA 1004	Defensive Tactics and Weaponless Defense	1.50 Credits(s)
CJA 1057	Arrest and Control Techniques PC 832	2.50 Credits(s)
CJA 1058	PC 832 Firearms Training	1.50 Credits(s)
CJA 2115	Patrol Procedures	3.00 Credits(s)
CJA 2030		
CJA 2131	Control and Supervision in Corrections	3.00 Credits(s)
CJA 2133	Legal Aspects of Corrections	3.00 Credits(s)
CJA 2134	Correctional Interviewing and Counseling	3.00 Credits(s)
CJA 2135	Public Safety Communications	3.00 Credits(s)

Electives:

A maximum of 8.5 units from the recommended electives may be used to complete 18 units in the major

BUSN 1601	Beginning Keyboarding	1.00 Credits(s)
	OR	
BUSN 1602	Beginning Keyboarding	1.00 Credits(s)
	OR	
BUSN 1603	Beginning Keyboarding	1.00 Credits(s)
	OR	
BUSN 2001	College Keyboarding and Document Processing	1.00 Credits(s)
	OR	
BUSN 2002	College Keyboarding and Document Processing	1.00 Credits(s)
	OR	
BUSN 2003	College Keyboarding and Document Processing	1.00 Credits(s)
	OR	
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
PSYC 1018	Crisis Intervention	1.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
	OR	
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2110	Minority Group Relations	3.00 Credits(s)
SOC 2120	American Social Problems	3.00 Credits(s)
SOC 2141	Sociology of Marriage	3.00 Credits(s)

CRIMINAL JUSTICE CORRECTIONS

Program Learning Outcomes

Students will be able to:

1. Define and utilize key terms, concepts, and theories in the criminal justice system.
2. Demonstrate an understanding of the history, structure, and processes of law enforcement, the judicial system, corrections system, and the juvenile justice system.
3. Compare and evaluate diverse and competing arguments and analysis in disciplinary contexts.
4. Demonstrate the ability to communicate effectively, both oral and written, for the results of their analysis and understanding.

CRIMINAL JUSTICE ADMINISTRATION-CORRECTIONS: ASSOCIATE IN SCIENCE

PROGRAM REQUIREMENTS

Required Courses

ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
ADMJ 1508	Introduction to Corrections	3.00 Credits(s)
CJA 2131	Control and Supervision in Corrections	3.00 Credits(s)
CJA 2133	Legal Aspects of Corrections	3.00 Credits(s)
CJA 2134	Correctional Interviewing and Counseling	3.00 Credits(s)
CJA 2135	Public Safety Communications	3.00 Credits(s)

Total Credit Hours: 18

CRIMINAL JUSTICE ADMINISTRATION-CORRECTIONS: CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Required Courses

ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
ADMJ 1508	Introduction to Corrections	3.00 Credits(s)
CJA 2131	Control and Supervision in Corrections	3.00 Credits(s)
CJA 2133	Legal Aspects of Corrections	3.00 Credits(s)
CJA 2134	Correctional Interviewing and Counseling	3.00 Credits(s)
CJA 2135	Public Safety Communications	3.00 Credits(s)

Total Credit Hours: 18

CAREER OPTIONS/PATHWAY

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Correctional Officer	\$35.17	1,220
Counselor	\$21.09	170
Probation Officer	\$48.49	110
Police/Sheriff Officer	\$42.32	2,570

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

Not applicable for this program. However, students are encouraged to explore information on entrance requirements, training, and career opportunities for correctional officers at the Federal level from the Federal Bureau of Prisons. Internet: <http://www.bop.gov>. Information on locating and applying for job opportunities can be accessed through the Internet at <http://www.usajobs.opm.gov> or through an interactive voice response telephone system at (703) 724-1850 or TDD (978) 461-8404. To obtain general information regarding sheriffs' and to learn more about the National Sheriffs' Association scholarship, contact: National Sheriffs' Association, 1450 Duke St., Alexandria, VA 22314. Internet: <http://www.sheriffs.org>.

To find Federal, State, and local law enforcement job fairs and other recruiting events across the country, contact: National Law Enforcement Recruiters Association, 2045 15th St. North, Suite 210, Arlington, VA 22201. Internet: <http://www.nlera.org>.

DENTAL HYGIENE

Description

Taft College's Dental Hygiene Program has sought to inspire and teach dental care that is comprehensive in its technical excellence and in its orientation to awareness of the total health needs of the individual patient. Dental hygienists are licensed oral health professionals who focus on preventing and treating oral diseases to protect the oral cavity and also to protect the patients' total health. They are graduates of accredited dental hygiene education programs in colleges and universities, and must pass a written national board examination and a clinical examination to obtain state licensure. The Taft College Dental Hygiene Program gives students the knowledge, experience, and educational requirements necessary to take the state and national board examinations. As the world's understanding of preventive and restorative oral health care grows, so does the need for dental care givers and support staff. Taft College graduates are in demand.

Program Learning Outcomes

Upon successful completing of the dental hygiene program, a graduate will be competent in:

1. Providing dental hygiene care for the child, adolescent, adult, geriatric and medically compromised patient.
2. Providing the dental hygiene process of care to include assessment, planning, implementation and evaluation
3. Providing dental hygiene care for all types of classifications of periodontal disease to include moderate to severe periodontal disease.
4. Providing dental hygiene care for all types of classifications of periodontal disease to include moderate to severe periodontal disease.
5. Assessing, planning, implementing and evaluating community-based oral health programs including health promotion and disease prevention activities.
6. Providing appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.
7. Applying ethical, legal and regulatory concepts in the provision and/or support of oral health care services.
8. Application of self-assessment skills to prepare them for life-long learning.
9. The evaluation of current scientific literature.
10. Problem solving strategies related to comprehensive patient care and management of patients.

DENTAL HYGIENE: ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT

DESCRIPTION

Taft College's Dental Hygiene Program has sought to inspire and teach dental care that is comprehensive in its technical excellence and in its orientation to awareness of the total health needs of the individual patient. Dental hygienists are licensed oral health professionals who focus on preventing and treating oral diseases to protect the oral cavity and also to protect the patients' total health. They are graduates of accredited dental hygiene education programs in colleges and universities, and must pass a written national board examination and a clinical examination to obtain state licensure. The Taft College Dental Hygiene Program gives students the knowledge, experience, and educational requirements necessary to take the state and national board examinations. As the world's understanding of preventive and restorative oral health care grows, so does the need for dental care givers and support staff. Taft College graduates are in demand.

PREREQUISITES AND SELECTION CRITERIA

Taft College accepts 20 qualified students into its Dental Hygiene Program each fall semester. There are minimum admission requirements that all applicants must meet in order to be considered for acceptance into the program. **Students accepted into the Dental Hygiene program fall 2017 will be held to the same standards to meet state licensing standards that recently changed. The requirements below will enable a student to sit for the state license exam.**

The application period for the fall 2018 class is January 1, 2018 through March 31, 2018.

Applicants may apply to the program with two prerequisites in progress; however, if accepted, you must have successfully completed ALL prerequisites with a minimum grade of "C" or better before starting the fall 2018 semester.

Students must earn a minimum grade of "C" or better in each of the following prerequisite courses:

Prerequisite courses (Taft College course or equivalent course from another school)

BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
BIOL 2370	Basic Nutrition	3.00 Credits(s)
CHEM 1520	Introduction to Organic and Biochemistry	4.00 Credits(s)
ENGL 1500	Composition and Reading	3.00 Credits(s)
MATH 1060	Intermediate Algebra	4.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2110	Minority Group Relations	3.00 Credits(s)
SPCH 1507	Group Discussion	3.00 Credits(s)
	OR	
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)

All completed prerequisite science courses must be **completed by 2012** or later in order to meet the five (5) year recency requirement.

A two-semester combination Anatomy and Physiology course may be substituted for the Anatomy and Physiology requirement. A one-semester survey course is not acceptable.

Applicants must hold a cumulative GPA of 2.50 or better in all college coursework.

SELECTION CRITERIA

The selection criteria will be applied to those applicants who have met minimum program requirements. There is a cumulative total of 240 points possible in the following categories:

- GPA in prerequisite coursework (50 points)
- Cumulative GPA in all college coursework (45 points)
- Number of units completed at Taft College (40 points)
- Progress towards the completion of general education requirements for the Associate Degree (30 points)
- Attainment of a degree (20 points)
- Related work experience (25 points)
- Quality of the applicant's personal statement (20 points)
- Letters of recommendation (10 points)

All points will be determined by consensus of the Selection Committee. Program requirements and selection criteria are subject to change. Students applying to the Dental Hygiene Program must meet catalog and program requirements in effect at the time of application to the Program. Contact the Dental Hygiene Department for current information at 661.763.7706.

PROGRAM	LEARNING	OUTCOMES
Upon successful completing of the dental hygiene program,		
1. Legal and Ethical Principles.	The graduates will be competent in the ethical and legal aspects of the Dental Hygiene profession.	
2. Dental Hygiene Process of Care.	The graduates will be competent in providing preventive and therapeutic dental hygiene services to patients of all ages, ethnicity, and socioeconomic levels.	
3. Community Awareness.	The graduates will participate in various community health programs that will focus on improving the oral health of individuals, families, and community groups.	
4. Life Long Learning.	The graduates will apply experience, skills, and knowledge to develop and implement a plan for professional growth.	
5. Infection Control.	The graduates will be competent in all aspects of infection control procedures and hazardous waste management.	
6. Critical Thinking.	The graduates will be competent in problem solving strategies related to comprehensive patient care and management of patients using current scientific evidence to formulate a patient-centered comprehensive care plan.	

PROGRAM REQUIREMENTS

Required Courses

DNTL 1510	Oral Biology	4.00 Credits(s)
DNTL 1511	Oral Radiology	2.00 Credits(s)
DNTL 1512	Head and Neck Anatomy	3.00 Credits(s)
DNTL 1513	Dental Health Education/Seminar	2.00 Credits(s)
DNTL 1514	Introduction to Clinic	5.50 Credits(s)
DNTL 1517	Critical Thinking for Health Sciences	1.50 Credits(s)
DNTL 2020	Local Anesthesia and Nitrous Oxide	2.00 Credits(s)
DNTL 2021	General and Oral Pathology	4.00 Credits(s)
DNTL 2024	Clinical Practice I	4.00 Credits(s)
DNTL 2025	Patient Management and Geriatrics	2.00 Credits(s)
DNTL 2026	Nutrition in Dentistry	1.00 Credits(s)
DNTL 2027	Critical Thinking for Health Sciences	1.50 Credits(s)
DNTL 2130	Periodontics I	3.00 Credits(s)
DNTL 2131	Pharmacology	2.00 Credits(s)
DNTL 2132	Dental Materials	2.00 Credits(s)
DNTL 2133	Advanced Clinical Topics	2.00 Credits(s)
DNTL 2134	Clinical Practice II	5.00 Credits(s)
DNTL 2240	Periodontics II	1.50 Credits(s)
DNTL 2241	Practice and Financial Management	1.00 Credits(s)
DNTL 2243	Clinical Practice III	6.00 Credits(s)
DNTL 2244	Community Oral Health	2.00 Credits(s)
DNTL 2245	Ethics and Jurisprudence	2.00 Credits(s)

	Total	Credit	Hours:	59
CAREER			OPTIONS/PATHWAYS	

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Dental Assistant	\$17.71	1,640
Dental Hygienist	\$48.23	1,060
Healthcare Manager	\$53.93	1,290
Health Educator/Teacher	\$24.84	320

*Some career options may require additional training and/or education.
Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015).
 For additional career resources, please visit:
<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

DIRECT SUPPORT EDUCATION

Description

This program is designed for those students interested in seeking employment working in the field of developmental disabilities. The Direct Support Education Program will equip current and future professionals to be more effective communicators with others and in understanding the system that is part of the developmental disabilities field. Students will learn general guidelines and documentation methods and the importance of confidentiality as well as how to support people in effectively and safely managing their basic health needs including self-advocacy and safety. Courses will also cover topics that deal with a wide variety of personal perspectives, cultures and life circumstances and students will examine general learning principles to more effectively communicate with others in a variety of settings.

Program Learning Outcomes

After completing the Direct Support Education major, a student will be able to:

1. Develop cultural awareness and understand how to work with people who have a wide variety of personal perspectives, cultures, and life circumstances.
2. Learn methods of working with people who engage in challenging behaviors in ways that are fair, safe, humane, and effective in reducing their use of problem behaviors.
3. Recognize the general guidelines for documentation, recording effective documentation, and the importance of confidentiality and the rights and issues as they relate to individuals with disabilities.
4. Understand how to support people effectively and safely when managing their medications.
5. Understand the history, language, and the basic concepts of services for persons with disabilities.
6. Understand what abuse, neglect, and exploitation are, how to identify suspected cases, how to protect the person who has been the victim of these situations, and how to document these situations effectively.

DIRECT SUPPORT EDUCATION: ASSOCIATE IN SCIENCE

PROGRAM REQUIREMENTS

Required Courses

DS 1501	Introduction to Disabilities	3.00 Credits(s)
DS 1502	Disabilities and the Law	3.00 Credits(s)
DS 1503	Introduction to Medication Support	3.00 Credits(s)
DS 1504	Cultural Competency Towards Disabilities	3.00 Credits(s)
DS 1505	Teaching Individuals with Disabilities and Dealing with Challenging Behaviors	3.00 Credits(s)
DS 1506	Maltreatment and Safety at Home and in the Community	3.00 Credits(s)

Total Credit Hours: 18

DIRECT SUPPORT EDUCATION: CERTIFICATE OF ACHIEVEMENT

This one-year certificate program is designed for those students interested in seeking employment working in the field of developmental disabilities. Upon successful completion of the required courses with a 2.0 GPA, or pass (P), a certificate of achievement will be awarded.

PROGRAM REQUIREMENTS

Required Courses

DS 1501	Introduction to Disabilities	3.00 Credits(s)
DS 1502	Disabilities and the Law	3.00 Credits(s)
DS 1503	Introduction to Medication Support	3.00 Credits(s)
DS 1504	Cultural Competency Towards Disabilities	3.00 Credits(s)
DS 1505	Teaching Individuals with Disabilities and Dealing with Challenging Behaviors	3.00 Credits(s)
DS 1506	Maltreatment and Safety at Home and in the Community	3.00 Credits(s)

Total Credit Hours: 18

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Eligibility Interviewer, Government Programs	\$21.79	690
Special Education Teacher, Secondary School	\$68,853 (median annual salary)	3,110
Human Services Assistant	\$16.02	1,730
Social Worker	\$30.62	400
Rehabilitation Counselor	\$14.35	550
Substance Abuse Worker	\$23.79	440

**Some Career Options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information 2012-2013, State of California Employment Development Department, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

EARLY CHILDHOOD EDUCATION FOR TRANSFER

Description

This program is designed to provide individuals with the foundation into understanding early care, education, and family relations. The program will prepare individuals to enter into a variety of disciplines and careers working with children, families, and communities. The Early Childhood Education for Transfer program will be beneficial to anyone who has children in their lives: parents, teachers (elementary and early childhood education), school psychologists, social workers, counselors, law enforcement, special educators, foster parents, and grandparents. This curriculum provides a solid foundation upon which to build Early Childhood Education major at a four-year school. The degree guarantees transfer to a CSU as a junior, but is not UC transferable.

To earn an Associate in Science in Early Childhood Education degree for Transfer (AS-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

Program Learning Outcomes

After completing the Early Childhood Education for Transfer major, a student will be able to:

1. Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.
2. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to early care and education profession.
3. Design, implement, and evaluate environments and activities that support positive, development play, and learning outcomes of all children.
4. Develop strategies that promote partnerships between programs, teachers, families, and their communities.
5. Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as related to high quality care and education of young children.

EARLY CHILDHOOD EDUCATION: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Core Courses 24 Units Total

PSYC 2003	Child Growth and Development	3.00 Credits(s)
ECEF 1500	Introduction to Early Care, Education and Family Studies: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
ECEF 1521	Practicum Field Experience	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1571	Child Study and Assessment	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)

PSYC 2003: May be used to meet a major and General Education Breadth requirement

Subtotal: 24

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Child Care Worker	\$11.14	3,980
Child Care/Preschool Administrator	\$27.19	350
Elementary School Teacher	\$71,265 (median annual salary)	4,940
Preschool Teacher	\$15.26	1,820
Probation Officer & Treatment Specialist	\$37.19	360
Social & Human Services Assistant	\$16.02	1,730
Child, Family, & School Social Worker	\$22.78	980
Teacher's Aide	\$29,623 (median annual salary)	4,470

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information 2012-2013, State of California Employment Development Department, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/ocguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

EARLY CARE, EDUCATION, AND FAMILY STUDIES

Description

This program is designed to provide individuals with the foundation into understanding early care, education, and family relations. The program will prepare individuals to enter into a variety of disciplines and careers working with children, families, and communities. The Early Care, Education, and Family Studies Program will be beneficial to anyone who has children in their lives: parents, teachers (elementary and early childhood education), school psychologists, social workers, counselors, law enforcement, special educators, foster parents, and grandparents.

Program Learning Outcomes

After completing the Early Care, Education, and Family Studies major, a student will be able to:

1. Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.

2. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to early care and education profession.
3. Design, implement, and evaluate environments and activities that support positive, development play, and learning outcomes of all children.
4. Develop strategies that promote partnerships between programs, teachers, families, and their communities.
5. Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as related to high quality care and education of young children.

EARLY CARE, EDUCATION, AND FAMILY STUDIES: ASSOCIATE IN SCIENCE

To earn an Associate in Science Degree in Early Care, Education, Family Studies, students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) complete General Education Graduation Requirements with an overall GPA of 2.0 or better.

PROGRAM REQUIREMENTS

Required Courses

PSYC 2003	Child Growth and Development	3.00 Credits(s)
	OR	
ECEF 1003	Introduction to Child Growth and Development	3.00 Credits(s)
ECEF 1500	Introduction to Early Care, Education and Family Studies: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
	OR	
ECEF 1001	Introduction to Curriculum	3.00 Credits(s)
ECEF 1521	Practicum Field Experience	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
	OR	
ECEF 1031	Introduction to the Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1571	Child Study and Assessment	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
	OR	
ECEF 1090	Introduction to Child Health and Safety	3.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)

ECEF 1501, ECEF 1531, ECEF 1590: Students may take the transferable or non-transferable version of the course

Total Credit Hours: 24

EARLY CARE, EDUCATION, AND FAMILY STUDIES: CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Required Courses

PSYC 2003	Child Growth and Development	3.00 Credits(s)
	OR	
ECEF 1003	Introduction to Child Growth and Development	3.00 Credits(s)
ECEF 1500	Introduction to Early Care, Education and Family Studies: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
	OR	
ECEF 1001	Introduction to Curriculum	3.00 Credits(s)
ECEF 1521	Practicum Field Experience	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
	OR	
ECEF 1031	Introduction to the Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1571	Child Study and Assessment	3.00 Credits(s)
ECEF 1581	Introduction to Infancy Development - Infant, Family, and Society	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
	OR	
ECEF 1090	Introduction to Child Health and Safety	3.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)
ECEF 1611	Introduction to Children With Special Needs Birth to Age Eight	3.00 Credits(s)

PSYC 2003, ECEF 1501, ECEF 1531, ECEF 1590: Students may take the transferable or non-transferable version of the course

Total Credit Hours: 30

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Child Care Worker	\$11.14	3,980
Child Care/Preschool Administrator	\$27.19	350
Elementary School Teacher	\$71,265 (median annual salary)	4,940
Preschool Teacher	\$15.26	1,820
Probation Officer & Treatment Specialist	\$37.19	360
Social & Human Services Assistant	\$16.02	1,730
Child, Family, & School Social Worker	\$22.78	980
Teacher's Aide	\$29,623 (median annual salary)	4,470

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

In order for students to receive the associate in science degree, additional general education and elective courses may need to be taken to fulfill the requirements for graduation. Please see a Taft College counselor or academic advisor for more information.

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

To be able to work in child care/preschool centers and programs, individuals must have the necessary permits. The following permits are issued by the State of California Commission on Teacher Credentialing:

Child Development Assistant Permit

Child Development Associate Teacher Permit

Child Development Teacher Permit

Early Care, Education, and Family Studies (cont.)

Child Development Master Teacher Permit

Child Development Site Supervisor Permit

Child Development Program Director Permit

For more information on the permits and the process, please contact the CA Commission on Teacher Credentialing at: Box 944270, Sacramento, CA 94244-2700. (888) 921-2682; E-mail: credentials@ctc.ca.gov; Website: www.ctc.ca.gov

EARLY INTERVENTION ASSISTANT I: CERTIFICATE OF ACHIEVEMENT

An Early Intervention Assistant I assist in providing direct services and in conducting observations and assessments of young children (birth through age five) with special needs in a center or home setting. The Early Intervention Assistant I will work under the direct supervision of an Early Interventionist.

PROGRAM REQUIREMENTS

Required Courses

ECEF 1500	Introduction to Early Care, Education and Family Studies: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
ECEF 1521	Practicum Field Experience	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1581	Introduction to Infancy Development - Infant, Family, and Society	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
PSYC 2003	Child Growth and Development	3.00 Credits(s)

Required Specialization Courses

ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)
ECEF 1611	Introduction to Children With Special Needs Birth to Age Eight	3.00 Credits(s)

Total Credit Hours: 27

EARLY INTERVENTION ASSISTANT II: CERTIFICATE OF ACHIEVEMENT

To meet the State of California requirements, a student must: Obtain Infant/Child CPR and First Aid certificates and complete 100 days of at least 3 hours per day of supervised field experience within previous two years.

PROGRAM REQUIREMENTS

Required Courses

ECEF 1500	Introduction to Early Care, Education and Family Studies: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
ECEF 1521	Practicum Field Experience	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1571	Child Study and Assessment	3.00 Credits(s)
ECEF 1581	Introduction to Infancy Development - Infant, Family, and Society	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
PSYC 2003	Child Growth and Development	3.00 Credits(s)

Required Specialization Courses

ECEF 1582	Infant Massage	1.00 Credits(s)
ECEF 1583	Using Infant Cues	1.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)
ECEF 1611	Introduction to Children With Special Needs Birth to Age Eight	3.00 Credits(s)
ECEF 1612	Curriculum and Intervention for Children with Special Needs	3.00 Credits(s)
	Electives*	5

*Electives to be selected from the following:

ECEF 1511	Creative Experiences for Children	3.00 Credits(s)
ECEF 1561	Literature and Storytelling in the Early Childhood Environment	3.00 Credits(s)
ECEF 1584	Field Experience for Infant and Toddler Care and Development	2.00 Credits(s)

Total Credit Hours: 40

To meet the State of California requirements, a student must: Obtain Infant/Child CPR and First Aid certificates, 350 days (3+ hours per day within 4 years) of experience working with typically developing children (birth to age three) within the previous four years. A minimum of 100 hours of experience is to include supervised work with children with special needs.

CHILD DEVELOPMENT PERMIT MATRIX-WITH ALTERNATIVE QUALIFICATION OPTIONS INDICATED

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Care Education and Family Studies (ECEP) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Assist in the care, development and instruction of children in a child care and development program under the supervision of an Associate Teacher or above.	105 hours of professional growth
Associate Teacher	Option 1: 12 units ECEP/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential. CDA Credential must be earned in California	May provide service in the care, development and instruction of children in a child care and development program; and supervise an Assistant Permit holder and an Aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECEP/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECEP/CD or related field with 3 units supervised field experience in ECEP/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above.	105 hours of professional growth
Master Teacher	Option 1: 24 units ECEP/CD including core courses* plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECEP/CD) with 12 units of ECEP/CD, plus 3 units supervised field experience in ECEP/CD setting	May provide service in the care, development and instruction of children in a child care and development program, and supervise all above. Also may serve as a coordinator of curriculum and staff development in a child care & development program.	105 hours of professional growth

Site Supervisor	<p>Option 1: AA (or 60 units) which includes: 24 ECEF/CD units with core courses** 16 GE units* 6 administration units 2 adult supervision units</p>	<p>350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults</p>	<p>Option 2: BA or higher (does not have to be in ECEF/CD) with 12 units of ECEF/CD, plus 3 units supervised field experience in ECEF/CD setting or</p> <p>Option 3: Admin. Credential *** with 12 units of ECEF/CD, plus 3 units supervised field experience in ECEF/CD setting: or</p> <p>Option 4: Teaching credential ****with 12 units of ECEF/CD, plus 3 units supervised field experience in ECEF/CD setting</p>	<p>May supervise a child care and development program operating at a single site: provide service in the care, development and instruction of children in a child care and development program: and serve as coordinator of curriculum and staff development.</p>	<p>105 hours of professional growth</p>
Program Director	<p>Option 1: BA or higher (does not have to be in ECEF/CD including: 24 ECEF/CD units with core courses** 6 administration units 2 adult supervision units</p>	<p>Site Supervisor status and one program year of Site Supervisor experience</p>	<p>Option 2: Admin. Credential*** with 12 units of ECEF/CD, plus 3 units supervised field experience in ECEF/CD setting: or</p> <p>Option 3: Teaching credential**** with 12 units of ECEF/CD, plus 3 units supervised field experience in ECEF/CD setting, plus 6 units administration; or</p> <p>Option 4: Master's Degree in ECEF/CD or Child/Human Development</p>	<p>May supervise child care and development program operated in a single site or multiple-sites; provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.</p>	<p>105 hours of professional growth</p>

NOTE: All unit requirements listed above are **semester** units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation of matrix available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/ curriculum. You must have a minimum of three semester units or four quarter units in the core areas of child/human growth & development and child/family/community.

***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

****A valid Multiple Subject or a Single Subject in Home Economics.

*****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6085 for assistance in locating an advisor.

CHILD DEVELOPMENT ASSISTANT TEACHER: CERTIFICATE (LOCALLY APPROVED CERTIFICATE)

The Assistant Teacher Certificate may be earned by students who satisfactorily complete 6 units of coursework listed below with a grade of "C" or better. Successful completion of the coursework meets the requirements of the Child Development Assistant Teacher Permit as outlined in the Child Development Matrix.

PROGRAM REQUIREMENTS

Required Courses

PSYC 2003	Child Growth and Development	3.00 Credits(s)
	OR	
ECEF 1003	Introduction to Child Growth and Development	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
	OR	
ECEF 1001	Introduction to Curriculum	3.00 Credits(s)

PSYC 2003, ECEF 1501: Students may take the transferable or non-transferable version of the course

Total Credit Hours: 6

CHILD DEVELOPMENT ASSOCIATE TEACHER: CERTIFICATE OF ACHIEVEMENT

The Associate Teacher Certificate may be earned by students who satisfactorily complete the 12 units of coursework listed below with a grade of "C" or better. Successful completion of the coursework and work experience meets the requirements of the Child Development Associate Teacher Permit as outlined in the Child Development Matrix.

PROGRAM REQUIREMENTS

Required Courses

PSYC 2003	Child Growth and Development	3.00 Credits(s)
	OR	
ECEF 1003	Introduction to Child Growth and Development	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
	OR	
ECEF 1001	Introduction to Curriculum	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
	OR	
ECEF 1090	Introduction to Child Health and Safety	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
	OR	
ECEF 1031	Introduction to the Child in Family/Community Relationships	3.00 Credits(s)

PSYC 2003, ECEF 1501, ECEF 1590, ECEF 1531: Students may take the transferable or non-transferable version of the course

Total Credit Hours: 12

To receive an Associate Teacher Permit from the California Commission on Teacher Credentialing a student must also complete 50 days of 3+ hours of experience within a 2 years.

TEACHER: CERTIFICATE OF ACHIEVEMENT

The Teacher Certificate of Achievement may be earned by students who satisfactorily complete 24 units of coursework listed below with a grade of “C” or better. Successful completion of the coursework and work experience meets the requirements of the Child Development Teacher Permit as outlined in the Child Development Matrix.

PROGRAM REQUIREMENTS

Required Courses

PSYC 2003	Child Growth and Development	3.00 Credits(s)
	OR	
ECEF 1003	Introduction to Child Growth and Development	3.00 Credits(s)
ECEF 1500	Introduction to Early Care, Education and Family Studies: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
	OR	
ECEF 1001	Introduction to Curriculum	3.00 Credits(s)
ECEF 1521	Practicum Field Experience	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
	OR	
ECEF 1031	Introduction to the Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1571	Child Study and Assessment	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
	OR	
ECEF 1090	Introduction to Child Health and Safety	3.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)

PSYC 2003, ECEF 1501, ECEF 1531, ECEF 1590: Students may take the transferable or non-transferable version of the course

Total Credit Hours: 24

To receive a Teacher Permit from the California Commission on Teacher Credentialing a student must complete 175 days of 3+ hours of experience per day within 4 years. Students must also successfully complete 16 general education units.

MASTER TEACHER: CERTIFICATE OF ACHIEVEMENT

The Master Teacher Certificate of Achievement may be earned by students who satisfactorily complete the required courses listed below with a "C" or better in addition to the adult supervision course and specializations courses required for the Master Teacher Permit as outlined by the Child Development Matrix.

+Specialization units include any 6 units in a specific area of child development (ex. infancy, special needs, school age care, curriculum, etc.)

+See the Child Development Permit Matrix for Alternative Qualifications (p. 143)

PROGRAM REQUIREMENTS

Required Courses

PSYC 2003	Child Growth and Development	3.00 Credits(s)
	OR	
ECEF 1003	Introduction to Child Growth and Development	3.00 Credits(s)
ECEF 1500	Introduction to Early Care, Education and Family Studies: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
	OR	
ECEF 1001	Introduction to Curriculum	3.00 Credits(s)
ECEF 1521	Practicum Field Experience	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
	OR	
ECEF 1031	Introduction to the Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1571	Child Study and Assessment	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
	OR	
ECEF 1090	Introduction to Child Health and Safety	3.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)
ECEF 2051	Adult Supervision: Mentoring in a Collaborative Learning Setting	3.00 Credits(s)
	Electives+ 6 units of specialization	6

PSYC 2003, ECEF 1501, ECEF 1531, ECEF 1590, Electives: Students may take the transferable or non-transferable version of the course

Total Credit Hours: 33

SCHOOL AGE CARE AND DEVELOPMENT: MASTER TEACHER SPECIALIZATION CERTIFICATE (LOCALLY APPROVED CERTIFICATE)

REQUIRED COURSES

Students must take 6 units of specialized coursework

ECEF 2021	Introduction to the Primary Grade Classroom	3.00 Credits(s)
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Choose 3 units from the following: 3 Units

ECEF 1654	Discipline Techniques for School-Age Children and Adolescents	1.00 Credits(s)
ECEF 1660	School-Age Curriculum for Before and After School Programs/Interpersonal Relationships	1.00 Credits(s)
ECEF 1661	School-Age Curriculum for Before and After School Programs/Activities	1.00 Credits(s)
ECEF 1660	School-Age Curriculum for Before and After School Programs/Interpersonal Relationships	1.00 Credits(s)

Total Credit Hours: 6**SPECIAL NEEDS: MASTER TEACHER SPECIALIZATION CERTIFICATE (LOCALLY APPROVED CERTIFICATE)****REQUIRED COURSES****Students must take 6 units of specialized coursework**

ECEF 1611	Introduction to Children With Special Needs Birth to Age Eight	3.00 Credits(s)
ECEF 1612	Curriculum and Intervention for Children with Special Needs	3.00 Credits(s)

Total Credit Hours: 6**INFANT DEVELOPMENT: MASTER TEACHER SPECIALIZATION CERTIFICATE (LOCALLY APPROVED CERTIFICATE)****REQUIRED COURSES****Students must take 6 units of specialized coursework**

ECEF 1581	Introduction to Infancy Development - Infant, Family, and Society	3.00 Credits(s)
ECEF 1584	Field Experience for Infant and Toddler Care and Development	2.00 Credits(s)

Choose 1 unit from the following: 1 Unit

ECEF 1582	Infant Massage	1.00 Credits(s)
ECEF 1583	Using Infant Cues	1.00 Credits(s)

Total Credit Hours: 6

To receive a Master Teacher Permit from the California Commission on Teacher Credentialing a student must also complete 350 days of 3+ hours of experience per day within 4 years. Students must also successfully complete 16 general education units, 6 specialization units and 2 adult supervision units.

* Students may take the transferable or non-transferable version of the course

SPECIFIC COURSE NUMBERS AT CAP ALIGNED COLLEGES

The California Community Colleges Curriculum Alignment Project has engaged faculty from across the state to develop a lower-division program of study supporting early care and education teacher preparation. The Lower Division 8 represents evidence-based courses that are intended to become a foundational core for all early care and education professionals.

As of March 27, 2014 102 Community Colleges in California have agreed to participate in CAP.

The CAP Lower Division 8 courses have been accepted as the required coursework for the newly approved Early Childhood Education Transfer Degree. For information on TMC go to <http://www.c-id.net>

The table below lists the course alignment of a few colleges that participate in CAP. For a complete listing and the most up to date information please visit https://www.childdevelopment.org/cs/cdtc/print/htdocs/services_colleges_aligned.htm.

	Colleges	College Alignme nt Date	Child Growth & Developme nt	Child, Family & Communi ty	Introducti on To Curriculu m	Principl es & Practice s of	Observati on & Assessme nt	Health, Safety & Nutritio n	Teachin g in a Diverse Society	Practicu m
1	Allan Hancock College	12/2011	ECS 100	ECS 101	ECS 106	ECS 104	ECS 105	ECS 102	ECS 116	ECS 118
2	Bakersfiel d College	1/2011	CHDVB 21	CHDVB 42	CHDVB 36	CHDVB 20	CHDVB 22	CHDV B 49	CHDVB 32	CHDVB 41
3	Barstow College	9/2010	CHLD 4	CHLD 6	CHLD 9	CHLD 11A	CHLD 20	CHLD 14	CHLD 25	CHLD 80
4	Cerro Coso Communi ty College	2/2012	CHDV C106	CHDV C104	CHDV C102	CHDV C100	CHDV C200	CHDV C121	CHDV C125	CHDV C203
5	Cuesta College	5/2012	ECE 201	ECE 202	ECE 203	ECE 205	ECE 206	ECE 204	ECE 215	ECE 210
6	Fresno City College	6/2009	CD 39	CD 30	CD 3	CD 1	CD 20	CD 6	CD 15	CD 37A
7	Reedley College	7/2009	CD 39	CD 30	CD 3	CD 1	CD 20	CD 6	CD 15	CD 37A
8	Taft College	3/2010	PSYC 2003	ECEF 1531	ECEF 1501	ECEF 1500	ECEF 1571	ECEF 1590	ECEF 1601	ECEF 1521
9	Victor Valley College	1/2012	CHDV 100	CHDV 106	CHDV 150	CHDV 110	CHDV 160	CHDV 142	CHDV 200	CHDV 210
1 0	West Hills College, Coalinga	9/2012	CD 5	CD 10	CD 16	CD 12A	CD 3	CD 18	CD 2	CD 12B
1 1	West Hills College, Lemoore	4/2012	CD 5	CD 10	CD 16	CD 12A	CD 3	CD 18	CD 2	CD 12B

ENERGY TECHNOLOGY

Description

The Energy Technology program is designed to provide training and education in technical and professional skills to enable individuals to work in the energy industry. Technicians with the education and training can provide support and assistance to engineers, geologists, and operations staff in a variety of career and job types. Skills attained will be transferrable to other related profession such as manufacturing, food processing, renewable/alternative energy fields, etc.

Program Learning Outcomes

After completing the Energy Technology program students will be able to:

1. Analyze and take immediate action to communicate with competent authority any major problems or safety-related issues in an energy-related operation or facility through a variety of methods and communication venues.
2. Solve problems as an individual or as part of a team, and take corrective action in an energy-related operation or facility, using their skills in data analysis, reading gauges, and/or observing various other plant performance indicators.
3. Take part in and/or manage teams that can analyze plant performance, externalities that can affect plant performance, and environmental issues, in order to implement proper procedures that will improve upon the capability of an energy-related operation or facility.
4. Clearly demonstrate understanding of regulations and laws governing an energy-related operation or facility, and also apply ethical and other industry-wide acceptable standards that will accentuate professional behaviors.
5. Show through a variety of methods their understanding of scientific, technological, engineering, and mathematical competencies required to safely and efficiently perform assigned requirements in an energy-related operation or facility.

ENERGY TECHNOLOGY: ASSOCIATE IN SCIENCE

To earn an Associate in Science Degree in Energy Technology, students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) General Education Graduation Requirements with an overall GPA of 2.0 or better.

PROGRAM REQUIREMENTS

Required Courses

MGMT 1510	Values and Ethics	0.50 Credits(s)
MGMT 1515	Communication	0.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1525	Time Management	0.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)
MGMT 1535	Decision Making and Problem Solving	0.50 Credits(s)
MGMT 1540	Managing Organizational Change	0.50 Credits(s)
MGMT 1545	Customer Service	0.50 Credits(s)
MGMT 1550	Attitude	0.50 Credits(s)
MGMT 1555	Stress Management	0.50 Credits(s)
ENER 1010		
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
ENER 1510	Introduction to Energy	3.00 Credits(s)
ENER 1520	Introduction to Petroleum Technology	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
MGMT 1560	Management Capstone	1.00-3.00 Credits(s)
		Subtotal: 31

GEOL 1500: Meets general education requirements

COSC 1703, COSC 1603, COSC 1902, COSC 1812: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Required Program General Education (GE) Course

BIOL 1513	Introduction to Environmental Studies with Lab	4.00 Credits(s)
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Other GE Courses/Local Requirements 14

ELECTIVES (BASED ON STUDENT INTEREST) 11

Elective Courses: Elective courses used to meet the 60 unit degree total must be degree applicable courses. A student may count as credit only one course among English 1000 and Reading 1005. Students who intend to transfer should use elective courses to complete the GE Breadth or IGETC pattern.

Suggested Electives

(As needed **and does not include all courses that may count as electives**):

IES 1050	Hazardous Materials	1.50 Credits(s)
IES 1061	Occupational Safety and Health Standards for General Industry	1.50 Credits(s)

Total Credit Hours: 60

ENERGY TECHNOLOGY ENTRY LEVEL: CERTIFICATE OF ACHIEVEMENT

This certificate is designed to provide students with entry level technician skills needed in the energy industry with emphasis on petroleum.

PROGRAM REQUIREMENTS

Required Courses

ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
ENER 1510	Introduction to Energy	3.00 Credits(s)
ENER 1520	Introduction to Petroleum Technology	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)

COSC 1703, COSC 1902: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 14

ENERGY TECHNOLOGY FIELD TECHNICIAN: CERTIFICATE OF ACHIEVEMENT

This certificate is designed to provide students with skills and knowledge necessary to pursue employment as field techs (with emphasis in the petroleum sector).

PROGRAM REQUIREMENTS

Required Courses

ENER 1515	Fundamentals of Instrumentation for Energy Industries	3.00 Credits(s)
ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
ENER 1520	Introduction to Petroleum Technology	3.00 Credits(s)
ENER 1530	Electricity and Basic Electronics	3.00 Credits(s)
ENER 1540	Fundamentals of Programmable Logic Controllers	3.00 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1525	Time Management	0.50 Credits(s)

Select one course from the following:

PETC 1103 Basic Drilling Surface Stack 1.00 Credits(s)

COSC 1703, COSC 1603: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 18

ENERGY TECHNOLOGY INDUSTRIAL HEALTH AND SAFETY: CERTIFICATE OF ACHIEVEMENT

This certificate is designed to provide students with skills and knowledge interested in field tech and safety career options.

PROGRAM REQUIREMENTS

Required Courses

ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
ENER 1520	Introduction to Petroleum Technology	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
BIOL 1513	Introduction to Environmental Studies with Lab	4.00 Credits(s)
IES 1050	Hazardous Materials	1.50 Credits(s)
IES 1061	Occupational Safety and Health Standards for General Industry	1.50 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)

COSC 1603, COSC 1812: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 18

ENERGY TECHNOLOGY PETROLEUM ENGINEERING/GEOLOGICAL TECH: CERTIFICATE OF ACHIEVEMENT

This certificate is designed to provide students with skills and knowledge necessary to pursue employment as petroleum engineering/geological techs.

PROGRAM REQUIREMENTS

Required Courses

ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
ENER 1520	Introduction to Petroleum Technology	3.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1525	Time Management	0.50 Credits(s)

COSC 1603, COSC 1703, COSC 1812, COSC 1902: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 19

ENERGY TECHNOLOGY FOUNDATION CERTIFICATE (LOCAL)

This certificate is designed to provide students with the foundation knowledge and understanding of the energy industry.

PROGRAM REQUIREMENTS

Required Courses

ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
ENER 1510	Introduction to Energy	3.00 Credits(s)
ENER 1520	Introduction to Petroleum Technology	3.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)

Total Credit Hours: 11

ENERGY TECHNOLOGY INSTRUMENTATION CERTIFICATE (LOCAL)

This certificate is designed to provide students with skills and foundation knowledge in instrumentation, electronics, and programmable logic controllers necessary to pursue further education and/or seek entry level employment as technicians.

PROGRAM REQUIREMENTS

Required Courses

ENER 1515	Fundamentals of Instrumentation for Energy Industries	3.00 Credits(s)
ENER 1530	Electricity and Basic Electronics	3.00 Credits(s)
ENER 1540	Fundamentals of Programmable Logic Controllers	3.00 Credits(s)

Total Credit Hours: 9

SELECTION CRITERIA

It is strongly recommended that students be eligible to enroll in or have completed ENGL 1000 and are eligible for MATH 1050. Students interested in being part of the cohort for the Energy Technology Program will need to submit the required application for the program. Please check with an academic advisor or counselor for more information on the application.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Engineering Technician	\$31.27	240
Geological and Petroleum Technician	\$25.01	90
Industrial Engineering Technician	\$27.41	90

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov . Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

CERTIFICATION/LICENSES

Not applicable. However, certain companies may have specific training and education requirements depending on the job type.

ENGINEERING

Description

The engineering program is designed to provide the foundational courses for a student to successfully complete upper division course work to achieve a B.S. degree in one of seven engineering disciplines throughout the CSU system. Engineers utilize a variety of technical, mathematic, creativity, and problem solving skills to design, develop, produce, and optimize new products and manufacturing methods. This program starts the development of these skills and qualifies the student to transfer and earn one of the following degree types: B.S. Engineering Science, B.S. Mechanical, Aerospace, Civil or Manufacturing Engineering, B.S. Electrical Engineering or B.S. Computer Engineering.

Engineering degrees require intensive math, science, and engineering course curriculum. They are also considered "high unit majors" and may require additional semesters to complete all required course work. Preparations in high school including pre-calculus, physics, chemistry and Project Lead the Way (PLTW) curriculum will minimize any additional course work load. Development of an educational plan with counseling and engineering faculty and meeting with a counselor each semester is strongly encouraged and highly recommended.

ENGINEERING: ASSOCIATE IN SCIENCE

REQUIRED COURSES

Engineering Core Units

MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
MATH 2120	Analytic Geometry and Calculus II	4.00 Credits(s)
MATH 2130	Analytic Geometry and Calculus III	4.00 Credits(s)
MATH 2140	Ordinary Differential Equations	4.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)
ENGR 1500	Introduction to Engineering	2.00 Credits(s)
ENGR 2000	Circuit Analysis with Lab	4.00 Credits(s)
		Subtotal: 31

General Education

SPCH 1507	Group Discussion	3.00 Credits(s)
	OR	
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)
ENGL 1500	Composition and Reading	3.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
	OR	
PHIL 1520	Critical Thinking	3.00 Credits(s)
Various	Biology (GE B2)	3
Various	Arts and Humanities (GE C)	6
HIST 2231	History of the United States to 1877	3.00 Credits(s)
	OR	
HIST 2232	History of the United States Since 1877	3.00 Credits(s)
POSC 1501	Government	3.00 Credits(s)
HLED 1510	Principles of Healthful Living	3.00 Credits(s)
INCO 1048	Information Competency and Bibliography	1.00 Credits(s)
Subtotal: 28		

Select one of the following engineering Tracks:

Track One: Mechanical, Aeronautical, Civil, Manufacturing Engineering or Engineering Science

ENGR 1510	Engineering Graphics and Introduction to Design with Lab	3.00 Credits(s)	
ENGR 1550	Computer Programming and Hardware Interface Controls	3.00 Credits(s)	
ENGR 1520	Statics	3.00 Credits(s)	
ENGR 1530	Material Science and Engineering with Lab	4.00 Credits(s)	
CHEM 2211	General Chemistry	5.00 Credits(s)	
		Track One Engineering Units	18
		Engineering Core Units	31
		General Education	28
		Total Units	77

Track Two: Electrical Engineering

PHYS 2223	General Physics III (Calculus)	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
ENGR 1540	Introduction to Programming Concepts and Methodologies for Engineers with Lab	3.00 Credits(s)

PHYS 2223: currently inactivated

Track Two Engineering Units	12
Engineering Core Units	31
General Education	28
Total Units	71

Track Three: Computer Engineering

PHYS 2223	General Physics III (Calculus)	4.00 Credits(s)	
ENGR 1540	Introduction to Programming Concepts and Methodologies for Engineers with Lab	3.00 Credits(s)	
			Track Three Engineering Units
			7
			Engineering Core Units
			31
			General Education
			28
			Total Units
			66

ENGLISH FOR TRANSFER

Description

The Associate in Arts in English degree for Transfer (AA-T) is designed to prepare students to transfer to a CSU as a junior with a degree in English. The English major gives students an appreciation of literature and increased skills in written and oral communication. Through the study of language and literature, students are better able to communicate, to persuade, and delve deeply into the arcane mystery of being. More specifically, superior ability to understand and to use English is necessary for success in most careers, particularly those in education, writing, business, journalism, and law.

To earn an Associate in Arts in English degree for Transfer (AA-T), students must complete:

1. 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

There are no local graduation requirements associated with this degree.

ENGLISH: ASSOCIATE IN ARTS

PROGRAM REQUIREMENTS

Required Course 4 Units Total

ENGL 1600, SPAN 1601, SPAN 1602, SPAN 2001, SPAN 2002, HUM 1500, DRAM 1510: May be used to meet a major and General Education Breadth requirement

ENGL 1600	Crit Think, Lit, & Composition	4.00 Credits(s)
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Area A: Select two courses from the following: 6 Units Total

ENGL 2100	American Literature I	3.00 Credits(s)
ENGL 2150	American Literature II	3.00 Credits(s)
ENGL 2600	World Literature I	3.00 Credits(s)
ENGL 2650	World Literature 2	3.00 Credits(s)
ENGL 2700	British Lit 1	3.00 Credits(s)
ENGL 2750	British Lit 2	3.00 Credits(s)

Area B: Select two courses from the following: 6 Units Total

ENGL 1700	Intro Creative Writing	3.00 Credits(s)
	Any courses from list A not used above	3-6

Area C: Select one course from the following: 3 Units Total

	Any course from area A or Area B (if not used above)	3
ENGL 1725	Creative Writing: Poetry	3.00 Credits(s)
ENGL 1750	Creative Writing: Fiction	3.00 Credits(s)
ENGL 1775	Creative Writing: Nonfiction	3.00 Credits(s)
SPAN 1601	Elementary Spanish I	4.00 Credits(s)
SPAN 1602	Elementary Spanish II	4.00 Credits(s)
SPAN 2001	Intermediate Spanish III	5.00 Credits(s)
SPAN 2002	Intermediate Spanish IV	5.00 Credits(s)
ECEF 1561	Literature and Storytelling in the Early Childhood Environment	3.00 Credits(s)
JRNL 1605	Reporting & News Writing	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
HUM 1500	Introduction to the Humanities	3.00 Credits(s)
DRAM 1510	Introduction to Theatre	3.00 Credits(s)
Subtotal: 19-21		

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

GENERAL BUSINESS

Description

The General Business Program provides individuals with foundation educational training and skills in general business principles, procedures, and operations. Upon the successful completion of the required courses and general education requirements with a minimum 2.0 G.P.A., an Associate in Science Degree in General Business will be awarded.

Program Learning Outcomes

After completing the General Business Program major, a student will be able to:

1. Apply legal and ethical constraints of management to specific business situations.
2. Integrate contemporary business practices and technologies to make effective decisions across many business scenarios.

GENERAL BUSINESS: ASSOCIATE IN SCIENCE

PROGRAM REQUIREMENTS

Required Courses

BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
	AND	
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
	OR	
BUSN 1051	General Accounting	4.00 Credits(s)
	AND	
BUSN 1052		
BUSN 1500	Introduction to Business Electives*	3.00 Credits(s) 7-9

BUSN 1051: This course is currently offered at 4 units

*Electives to be selected from the following:

BUSN 1050	Business Mathematics	3.00 Credits(s)
BUSN 1053	Computerized Accounting	1.00 Credits(s)
BUSN 1054		
BUSN 1055	Office Procedures	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
BUSN 1601	Beginning Keyboarding	1.00 Credits(s)
BUSN 1602	Beginning Keyboarding	1.00 Credits(s)
BUSN 1603	Beginning Keyboarding	1.00 Credits(s)
BUSN 2001	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2002	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2003	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2275	Business Law	3.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
MGMT 1500	Introduction to Human Resources Management	3.00 Credits(s)
MGMT 1560	Management Capstone	1.00-3.00 Credits(s)

BUSN 1050, BUSN 1055: This course is currently offered at 3 units.

BUSN 1054: currently inactivated

COSC 1603, COSC 1703, COSC 1812, COSC 1902: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 18

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Business Operations Specialists	\$34.17	3,790
Advertising Sales Agent	\$24.98	650
Retail Sales Supervisor	\$19.17	4,940
Office Clerk	\$15.24	9,950

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

This is a terminal degree and it is not a transferrable degree. However, certain courses may be transferrable to other colleges and universities.

HISTORY

Description

History, in the broad sense, is the study of all human experience. It examines the people, institutions, ideas, and events from the past to the present. The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand the present and plan for the future. Historical study provides a solid, fundamental preparation for careers in business, industry, government, and education. It also serves as excellent preparation for law school, Foreign Service, international work, urban affairs, historical consulting, and library science. The courses listed meet the requirements for an Associate of Art Degree in History at Taft College.

To earn an Associate in Art Degree in History, students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) 42 units of General Education Graduation Requirements with an overall GPA of 2.0.

Program Learning Outcomes

Upon successful completion of the requirements for the major in History, a student will be able to:

1. Demonstrate knowledge of the changing traditions and values that have operated in western culture.
2. Demonstrate basis knowledge of the changing traditions and values that have operated in non-western or pre-modern societies.
3. Demonstrate understanding of the historical development of events, institutions, and social values.
4. Demonstrate critical thought about the historical questions about the problems that run through human history and about historical continuities and discontinuities.
5. Demonstrate connections between the past and the present by applying a critical perspective to their own place in history.

HISTORY: ASSOCIATE IN ARTS**PROGRAM REQUIREMENTS****Required Courses**

HIST 2210	World Civilization to 1500	3.00 Credits(s)
HIST 2202	Western Civilization to 1600	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)
HIST 2231	History of the United States to 1877	3.00 Credits(s)
HIST 2232	History of the United States Since 1877	3.00 Credits(s)

PLUS any one of the following:

ANTH 1512	Cultural Anthropology	3.00 Credits(s)
ARTH 1500	Art Appreciation	3.00 Credits(s)
HIST 2270	California History	3.00 Credits(s)
SPAN 1601	Elementary Spanish I	4.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)

SPAN 1601: If student has not completed two years of a foreign language in high school.

Total Credit Hours: 18

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Researcher	\$25.63	60
Paralegals and Legal Assistants	\$27.44	1,020
Lawyer	\$68.45	2,390
Historian	\$33.72	n/a

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

HISTORY FOR TRANSFER

Description

The History program provides students with the academic foundation History, in the broad sense, and studies all human experience. It examines the people, institutions, ideas, and events from the past to the present. The study of history contributes to cultural literacy and develops critical thinking and other useful skills while helping students understand the present and plan for the future. Historical study provides a solid, fundamental preparation for careers in business, industry, government, and education. It also serves as excellent preparation for law school, Foreign Service, international work, urban affairs, historical consulting, and library science. This curriculum provides a solid foundation upon which to build a history major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in History degree for Transfer (AA-T), students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) must complete the General Education Breadth pattern for CSUs with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Program Learning Outcomes

After completing the History for Transfer major, a student will be able to:

1. Demonstrate that they are informed and critical consumers and producers of history.
2. Have an understanding of the nature of historical interpretation, the variety of historical sources,
3. Have an awareness of the varieties of cultural experience in history.

HISTORY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 6 Units Total

HIST 2231	History of the United States to 1877	3.00 Credits(s)
HIST 2232	History of the United States Since 1877	3.00 Credits(s)

HIST 2231, HIST 2232: May be used to meet a major and General Education Breadth requirement

Area A Select two courses from the following: 6 Units Total

HIST 2202	Western Civilization to 1600	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)
HIST 2210	World Civilization to 1500	3.00 Credits(s)

HIST 2202, HIST 2204, HIST 2210: May be used to meet a major and General Education Breadth requirement

Area B Select two course from the following : 6 Units Total

Section 1

HIST 2210	World Civilization to 1500	3.00 Credits(s)
ANTH 1512	Cultural Anthropology	3.00 Credits(s)
ARTH 1510	Prehistoric to Renaissance Art History	3.00 Credits(s)
ARTH 1520	Renaissance to Contemporary Art History	3.00 Credits(s)

HIST 2210: if not used in area A

HIST 2210, ANTH 1512, ARTH 1510, ARTH 1520: May be used to meet a major and General Education Breadth requirement

Section 2

ANTH 1524	Indians of the Southwest	3.00 Credits(s)
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
GEOG 1520	Cultural Geography	3.00 Credits(s)
HIST 2270	California History	3.00 Credits(s)
POSC 1501	Government	3.00 Credits(s)
POSC 2005	Contemporary Political Topics	3.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2003	Child Growth and Development	3.00 Credits(s)
PSYC 2030	Human Sexuality	3.00 Credits(s)
PSYC 2033	Personal and Social Adjustment	3.00 Credits(s)
PSYC 2038	Gender Studies	3.00 Credits(s)
	OR	
SOC 2038	Gender Studies	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2110	Minority Group Relations	3.00 Credits(s)
SOC 2120	American Social Problems	3.00 Credits(s)
SOC 2141	Sociology of Marriage	3.00 Credits(s)

ANTH 1524, ECON 2110, ECON 2210, GEOG 1520, HIST 2270, POSC 1501, POSC 2005, PSYC 1500, PSYC 2003, PSYC 2030, PSYC 2033, PSYC 2038, SOC 1510, SOC 2110, SOC 2120, SOC 2141: May be used to meet a major and General Education Breadth requirement

Subtotal: 18

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreeewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Researcher	\$25.63	60
Paralegals and Legal Assistants	\$27.44	1,020
Lawyer	\$68.45	2,390
Historian	\$33.72	n/a

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

INDEPENDENT LIVING SKILLS

Description

The Transition to Independent Living Program has the unique distinction of being the only such program located on a community college campus nationwide. It is a 22-month program designed for young adults with Autism or Intellectual disabilities who wish to acquire the skills necessary to live independently.

The Transition to Independent Living Program has been referred to as a “one-stop shop” as a result of its inclusion of instruction and/or experiences in basic academics, career education training, independent living skills, and social/leisure skills. Upon program completion, students are provided with transition services as they integrate back into their home communities.

Program Learning Outcomes

Upon successful completion of the requirements for this program, a student will be able to:

1. Independently resolve conflict and problem solve.
2. Possess the job skills necessary for gainful employment.
3. Live independently and successfully manage their personal finances.
4. Transition from Taft College to an independent living situation within their home community.

INDEPENDENT LIVING SKILLS: CERTIFICATE OF COMPLETION

PROGRAM REQUIREMENTS

Semester 1:

ILS 0010	Personal Advocacy Level 1	0.00 Credits(s)
ILS 0015	Interpersonal Relationships Level 1	0.00 Credits(s)
ILS 0020	Meal Preparation Level 1	0.00 Credits(s)
ILS 0025	Personal Finance Level 1	0.00 Credits(s)
ILS 0030	Personal Safety Level 1	0.00 Credits(s)
ILS 0040	Community Transition Level 1	0.00 Credits(s)
ILS 0045	Career Education Level 1	0.00 Credits(s)
ILS 0055	Conflict Resolution Level 1	0.00 Credits(s)
ILS 0060	Personal Health Level 1	0.00 Credits(s)

Semester 2:

ILS 0011	Personal Advocacy Level 2	0.00 Credits(s)
ILS 0016	Interpersonal Relationships Level 2	0.00 Credits(s)
ILS 0021	Meal Preparation Level 2	0.00 Credits(s)
ILS 0026	Personal Finance Level 2	0.00 Credits(s)
ILS 0041	Community Transition Level 2	0.00 Credits(s)
ILS 0046	Career Education Level 2	0.00 Credits(s)
ILS 0057	Independent Life Level 2	0.00 Credits(s)
ILS 0061	Personal Health Level 2	0.00 Credits(s)

Semester 3:

ILS 0012	Personal Advocacy Level 3	0.00 Credits(s)
ILS 0017	Interpersonal Relationships Level 3	0.00 Credits(s)
ILS 0022	Food and Nutrition	0.00 Credits(s)
ILS 0027	Personal Finance Level 3	0.00 Credits(s)
ILS 0032	Personal Safety Level 3	0.00 Credits(s)
ILS 0042	Community Transition Level 3	0.00 Credits(s)
ILS 0047	Career Education Level 3	0.00 Credits(s)
ILS 0056	Conflict Resolution Level 3	0.00 Credits(s)
ILS 0070	Travel and Safety Level 3	0.00 Credits(s)
ILS 0077	Personal Planning	0.00 Credits(s)

Semester 4:

ILS 0013	Personal Advocacy Level 4	0.00 Credits(s)
ILS 0018	Interpersonal Relationships Level 4	0.00 Credits(s)
ILS 0028	Personal Finance Level 4	0.00 Credits(s)
ILS 0043	Community Transition Level 4	0.00 Credits(s)
ILS 0048	Career Education Level 4	0.00 Credits(s)
ILS 0058	Reaching Independence Level 4	0.00 Credits(s)
ILS 0071	Travel and Safety Level 4	0.00 Credits(s)

INDUSTRIAL HEALTH AND SAFETY

Description

The program is geared towards providing training and education in various aspects in the industries of health and safety (Oil and Gas, Energy, Construction, Manufacturing, etc.) It is ideal for those wishing to learn more about California Occupational Health Safety Health (Cal OSHA) policies, expectations, and requirements. The program will also be ideal for health and safety officers at places of business and industry, safety trainers and teachers, operations managers and supervisors, field staff, etc. Students may earn a Certificate of Achievement and/or an Associate in Science Degree in Industrial Health and Safety upon the successful completion of program requirements.

Some of the courses in this program are offered exclusively at the WESTEC facility in Shafter, California and surrounding Kern County areas. Please see additional information here: <http://westec.org/>.

Program Learning Outcomes

Upon successful completion of the requirements for the major in Industrial Health and Safety, a student will be able to:

1. Demonstrate knowledge of federal and state standards Occupational Safety and Health Administration (OSHA) in general industries.
2. Apply integrated technical knowledge resulting in functional application of health and safety processed

INDUSTRIAL HEALTH AND SAFETY: ASSOCIATE IN SCIENCE

PROGRAM REQUIREMENTS

Required Courses

IES 1050	Hazardous Materials	1.50 Credits(s)
IES 1052	Respiratory Protection	1.25 Credits(s)
IES 1054	Permit-Required Confined Space	1.25 Credits(s)
IES 1058	Occupational Safety and Health Standards for the Construction Industry	1.50 Credits(s)
IES 1061	Occupational Safety and Health Standards for General Industry	1.50 Credits(s)
IES 1100	Basic Employee Safety for General Industry	0.25 Credits(s)
IES 1104	Supervisor Safety Training	0.25 Credits(s)
IES 1116	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training	2.00 Credits(s)
IES 1500	Occupational Safety and Health Compliance	3.00 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)
MGMT 1540	Managing Organizational Change	0.50 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
BUSN 1560	Business Capstone	3.00 Credits(s)
	OR	
MGMT 1560	Management Capstone	1.00-3.00 Credits(s)
	Electives*	5
	Subtotal:	25

COSC 1703: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

***Elective Courses to be selected from the following:**

ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
IES 1053	Principles of Ergonomics	1.00 Credits(s)
IES 1055	Excavation, Trenching and Soil Mechanics	1.25 Credits(s)
IES 1056	Electrical Standards	1.25 Credits(s)
IES 1057	Fall Arrest Systems	1.00 Credits(s)
IES 1059	Trainer Course in Occupational Safety and Health Standards for the Construction Industry	1.50 Credits(s)
IES 1060	Trainer Update Course in Occupational Safety & Health Standards for the Construction Industry	1.00 Credits(s)
IES 1062	Trainer Course in Occupational Safety and Health Standards for General Industry	1.50 Credits(s)
IES 1063	Trainer Update Course In Occupational Safety and Health Standards for General Industry	1.00 Credits(s)
IES 1065	Machinery and Machine Guarding	1.50 Credits(s)
IES 1066	Introduction to Machinery and Machine Guarding	0.50 Credits(s)
IES 1067	Guide to Industrial Hygiene	1.50 Credits(s)
IES 1103	Plus Safety Training	0.25 Credits(s)
IES 1106	Hazardous Material (HAZMAT) First Responder Awareness	0.25 Credits(s)
IES 1107	Medic First Aid Training/CPR	0.25 Credits(s)
IES 1108	Hazardous Waste Operations Emergency Response (HAZWOPER) Annual Refresher	0.25 Credits(s)
IES 1112	Forklift Training for Operators	0.25 Credits(s)
IES 1114	Confined Space Entrant, Attendant, Supervisor Awareness and Rescue	0.50 Credits(s)
IES 1118	Confined Space Training For Supervisors	0.25 Credits(s)
IES 1119	Defensive Driving Course	0.25 Credits(s)
IES 1125	Passport and Medic First Aid Refresher	0.25 Credits(s)
MGMT 1500	Introduction to Human Resources Management	3.00 Credits(s)

Required General Education (GE) courses for this major:**Natural Science: 4**

BIOL 1513	Introduction to Environmental Studies with Lab	4.00 Credits(s)
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Social and Behavioral Science: 3

PSYC 1500	Introduction to Psychology	3.00 Credits(s)
	OR	
SOC 1510	Introduction to Sociology	3.00 Credits(s)

Other GE Requirements:**Humanities: 3**

	Any Course	3
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English Composition: 3

ENGL 1500	Composition and Reading	3.00 Credits(s)
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Communication and Analytical Thinking 3**Competency and Local Requirements:**

MATH 1060	Intermediate Algebra	4.00 Credits(s)
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Health Education 3

American History and Institutions 3

Information Competency 1

Electives: (degree applicable units to be selected based on interest of student) 8

Recommended Elective:

PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
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Total Credit Hours: 60

INDUSTRIAL HEALTH AND SAFETY FOUNDATION: CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Required Courses

IES 1050	Hazardous Materials	1.50 Credits(s)
IES 1052	Respiratory Protection	1.25 Credits(s)
IES 1054	Permit-Required Confined Space	1.25 Credits(s)
IES 1057	Fall Arrest Systems	1.00 Credits(s)
IES 1058	Occupational Safety and Health Standards for the Construction Industry	1.50 Credits(s)
IES 1061	Occupational Safety and Health Standards for General Industry	1.50 Credits(s)
IES 1100	Basic Employee Safety for General Industry	0.25 Credits(s)
IES 1106	Hazardous Material (HAZMAT) First Responder Awareness	0.25 Credits(s)
IES 1107	Medic First Aid Training/CPR	0.25 Credits(s)
IES 1112	Forklift Training for Operators	0.25 Credits(s)
IES 1116	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training	2.00 Credits(s)
IES 1119	Defensive Driving Course	0.25 Credits(s)
MGMT 1515	Communication	0.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)
MGMT 1540	Managing Organizational Change	0.50 Credits(s)
	Electives*	6.25

***Electives – select 6 units from the following courses:**

IES 1053	Principles of Ergonomics	1.00 Credits(s)
IES 1055	Excavation, Trenching and Soil Mechanics	1.25 Credits(s)
IES 1056	Electrical Standards	1.25 Credits(s)
IES 1065	Machinery and Machine Guarding	1.50 Credits(s)
IES 1066	Introduction to Machinery and Machine Guarding	0.50 Credits(s)
IES 1067	Guide to Industrial Hygiene	1.50 Credits(s)
IES 1103	Plus Safety Training	0.25 Credits(s)
IES 1108	Hazardous Waste Operations Emergency Response (HAZWOPER) Annual Refresher	0.25 Credits(s)
IES 1125	Passport and Medic First Aid Refresher	0.25 Credits(s)
ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)

Total Credit Hours: 18

INDUSTRIAL HEALTH AND SAFETY: ENTRY LEVEL HAZARDOUS MATERIAL (LOCAL APPROVED CERTIFICATE)

This certificate is designed to provide entry level training and education on the foundations and basics of hazardous material and industrial safety principles.

PROGRAM REQUIREMENTS**Required Courses**

IES 1050	Hazardous Materials	1.50 Credits(s)
IES 1100	Basic Employee Safety for General Industry	0.25 Credits(s)
IES 1106	Hazardous Material (HAZMAT) First Responder Awareness	0.25 Credits(s)
IES 1109	Emergency Response Technician Training	1.00 Credits(s)
IES 1115	California Oil Producers Confined Space Entry Training	0.25 Credits(s)

Total Credit Hours: 3.25

INDUSTRIAL HEALTH AND SAFETY: MIDDLELEVEL: CERTIFICATE OF ACHIEVEMENT

The program is geared towards providing training and education in various aspects of health & safety in the industries (Oil & Gas, Energy, Construction, Manufacturing, etc). It is ideal for those wishing to learn more about California Occupational Health Safety Health (Cal OSHA) policies, expectations, and requirements. The program will also be ideal for health & safety officers at places of business & industry, safety trainers & teachers, operations managers & supervisors, field staff, etc.

PROGRAM REQUIREMENTS**Required Courses**

IES 1050	Hazardous Materials	1.50 Credits(s)
IES 1052	Respiratory Protection	1.25 Credits(s)
IES 1054	Permit-Required Confined Space	1.25 Credits(s)
IES 1058	Occupational Safety and Health Standards for the Construction Industry	1.50 Credits(s)
IES 1061	Occupational Safety and Health Standards for General Industry	1.50 Credits(s)
IES 1100	Basic Employee Safety for General Industry	0.25 Credits(s)
IES 1104	Supervisor Safety Training	0.25 Credits(s)
IES 1116	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training	2.00 Credits(s)
IES 1500	Occupational Safety and Health Compliance	3.00 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)
MGMT 1540	Managing Organizational Change	0.50 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
BUSN 1560	Business Capstone	3.00 Credits(s)
	OR	
MGMT 1560	Management Capstone	1.00-3.00 Credits(s)

Electives 5

Subtotal: 25

Required Electives (Select 5.0 units from the following courses)

IES 1062	Trainer Course in Occupational Safety and Health Standards for General Industry	1.50 Credits(s)
IES 1059	Trainer Course in Occupational Safety and Health Standards for the Construction Industry	1.50 Credits(s)
IES 1053	Principles of Ergonomics	1.00 Credits(s)
IES 1055	Excavation, Trenching and Soil Mechanics	1.25 Credits(s)
IES 1056	Electrical Standards	1.25 Credits(s)
IES 1057	Fall Arrest Systems	1.00 Credits(s)
IES 1060	Trainer Update Course in Occupational Safety & Health Standards for the Construction Industry	1.00 Credits(s)
IES 1063	Trainer Update Course In Occupational Safety and Health Standards for General Industry	1.00 Credits(s)
IES 1065	Machinery and Machine Guarding	1.50 Credits(s)
IES 1066	Introduction to Machinery and Machine Guarding	0.50 Credits(s)
IES 1067	Guide to Industrial Hygiene	1.50 Credits(s)
IES 1103	Plus Safety Training	0.25 Credits(s)
IES 1106	Hazardous Material (HAZMAT) First Responder Awareness	0.25 Credits(s)
IES 1107	Medic First Aid Training/CPR	0.25 Credits(s)
IES 1108	Hazardous Waste Operations Emergency Response (HAZWOPER) Annual Refresher	0.25 Credits(s)
IES 1112	Forklift Training for Operators	0.25 Credits(s)
IES 1114	Confined Space Entrant, Attendant, Supervisor Awareness and Rescue	0.50 Credits(s)
IES 1118	Confined Space Training For Supervisors	0.25 Credits(s)
IES 1119	Defensive Driving Course	0.25 Credits(s)
IES 1125	Passport and Medic First Aid Refresher	0.25 Credits(s)
ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
MGMT 1500	Introduction to Human Resources Management	3.00 Credits(s)
	Electives	4.75

Subtotal: 25

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Compliance Officer	\$36.23	740
Health Specialists	\$37.20	360
Environmental Technician	\$22.43	250

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This degree does not prepare a student to transfer to a four-year college or university. However, certain courses may be transferrable to other colleges and universities. If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

INFORMATION TECHNOLOGY AND MANAGEMENT

Description

This program provides individuals with foundation educational training and skills in principles, operation, and procedures on a variety of technological tools. The program will prepare students to identify, design, or create systems to support technology and information needs of an organization. Upon the successful completion of the required courses and general education requirements with a minimum 2.0 G.P.A., an associate in science degree will be awarded.

Program Learning Outcomes

Students will be able to:

1. Manage business information using a variety of technological tools.
2. Identify, design, and create information systems using current information processing tools.
3. Act in a global environment using a variety of technology to manage information needs of an organization.

INFORMATION MANAGEMENT AND TECHNOLOGY: ASSOCIATE IN SCIENCE

PROGRAM REQUIREMENTS

Required Courses

BUSN 1051	General Accounting	4.00 Credits(s)
	OR	
BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BUSN 1052		
	OR	
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
COSC 2002	Computer Operating Systems	1.50 Credits(s)
COSC 2020	Introduction to Computer Information Systems	3.00 Credits(s)
COSC 2050		
BUSN 1560	Business Capstone	3.00 Credits(s)
BUSN 1054		
BUSN 1055	Office Procedures	3.00 Credits(s)
	Electives*	9

BSAD 2220, BUSN 1055: This course is currently offered at 4 units.

COSC 2050, BUSN 1054: currently inactivated

***Electives to be selected from the following:**

BUSN 1053	Computerized Accounting	1.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
COSC 1050	Personal Computer Repair	2.00 Credits(s)
COSC 1850		
COSC 1800		

COSC 1850, COSC 1800: currently inactivated

Total Credit Hours: 26.5-28.5

INFORMATION MANAGEMENT AND TECHNOLOGY: CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Required Courses

BUSN 1051	General Accounting	4.00 Credits(s)
	OR	
BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BUSN 1052		
	OR	
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
COSC 1760		
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
COSC 2002	Computer Operating Systems	1.50 Credits(s)
COSC 2020	Introduction to Computer Information Systems	3.00 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
	OR	
INCO 1048	Information Competency and Bibliography	1.00 Credits(s)
ENGL 1000	Interactive Writing and Grammar	3.00 Credits(s)
	OR	
ENGL 1500	Composition and Reading	3.00 Credits(s)
	Mathematics*	3-4

BSAD 2220: This course is currently offered at 4 units

Mathematics: BUSN 1050 or any degree applicable mathematics course.

COSC 1603, COSC 1703, COSC 1812, COSC 1902: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 25-28

ADVANCED INFORMATION TECHNOLOGY AND MANAGEMENT: CERTIFICATE (LOCALLY APPROVED CERTIFICATE)

PROGRAM REQUIREMENTS

Required Courses

BUSN 1051	General Accounting	4.00 Credits(s)
	OR	
BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
COSC 2002	Computer Operating Systems	1.50 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
	OR	
INCO 1048	Information Competency and Bibliography	1.00 Credits(s)
	Computer Science elective	2-3

BUSN 1051: This course is currently offered at 4 units

COSC 1603, COSC 1703, COSC 1812, COSC 1902: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 13.5-15.5

INFORMATION TECHNOLOGY AND MANAGEMENT: CERTIFICATE (LOCALLY APPROVED CERTIFICATE)**PROGRAM REQUIREMENTS****Required Courses**

COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
	OR	
INCO 1048	Information Competency and Bibliography	1.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
COSC 2002	Computer Operating Systems	1.50 Credits(s)

COSC 1603, COSC 1703, COSC 1812, COSC 1902: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 8.5

TRANSFER

This is a terminal degree as it is not a transferrable degree. However, certain courses may be transferrable to other colleges and universities.

CERTIFICATION/LICENSES

Not applicable for the program. However, in some career fields additional training and/or certification may be required in certain products, software, and systems.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Computer Operator	\$20.85	60
Computer System Administrator	\$36.61	1,730
Computer System Analyst	\$40.09	1,330

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

KINESIOLOGY FOR TRANSFER

Description

This curriculum provides a broad perspective of the discipline or body of knowledge that studies physical activity and human movement. Courses will cover the philosophy, history, and sociology of physical activity and the careers available in the profession of physical activity. Courses will cover the examination of the systems in the human body and the functions and interrelationships of these systems. Courses may also cover principles of biology, which include cell theory, cell division, and heredity, as well as the principles of inorganic and organic chemistry. In addition, they may include the study of modern physics with an emphasis on the appreciation for science and its applications.

This curriculum provides a solid foundation upon which to build a Kinesiology major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Kinesiology for Transfer (AA-T), students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) must complete the General Education Breadth pattern for CSUs with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

Program Learning Outcomes

After completing the Kinesiology for transfer degree major, a student will be able to:

1. Demonstrate a solid knowledge base of the concepts of Kinesiology, which is the study of physical activity through performance, scholarly analysis, and professional practice.

2. Understand and apply historical, ethical and philosophical concepts as related to the Health and Kinesiology fields.
3. Respect and use critical and creative thinking, in the analysis and approach of Health and Kinesiology.
4. Understand and apply the fundamental concepts of basic movement of Kinesiology and are able to utilize those concepts in everyday life, both personally and professionally.
5. Act and think ethically, and reflect other values that are the underpinnings of Health and Kinesiology as a discipline.

KINESIOLOGY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 24-27 Units Total

KINE 1500	Introduction to Kinesiology	3.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
	OR	
BIOL 2255	Human Physiology	3.00 Credits(s)
	AND	
BIOL 2256	Human Physiology Laboratory	2.00 Credits(s)

Movement Based Courses: Select one course maximum from any three of the following areas (3 unit minimum):

Aquatics

PHED 1529	Water Aerobics	1.00 Credits(s)
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Fitness

PHED 1523	Beginning Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1532	Low Impact Aerobics	1.00 Credits(s)
PHED 1533	Walking for Fitness	1.00 Credits(s)

Team Sports

PHED 1524	Softball	1.00-2.00 Credits(s)
PHED 1528	Beginning Volleyball	1.00-2.00 Credits(s)
PHED 1534	Basketball and Physical Fitness	2.00 Credits(s)
PHED 1535	Baseball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1542	Beginning Soccer	1.00-2.00 Credits(s)

List A: Select two course from the following :

STAT 1510	Elementary Statistics	5.00 Credits(s)
	OR	
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)

Subtotal: 24-27

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

*If you have completed more than 60 units, the degree will still be awarded.
Transferability of degrees completed with more than 60 units is not guaranteed.
Please consult with your counselor for additional information.
www.adegreewithaguarantee.com*

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Health Educators & Community Health Workers	\$25.62	320
Physical Therapist	\$43.96	870
Chiropractor	\$35.65	80
Personal Trainer	\$22.17	640

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov . Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses	Semester System Campuses
Summer Quarter: Feb 1 - 28	Fall Semester: Oct 1 – Nov 30
Fall Quarter: Oct 1 – Nov 30	Spring Semester: Aug 1 - 31
Winter Quarter: June 1 – 30	
Spring Quarter: Aug 1 - 31	

LIBERAL ARTS WITH AN AREA OF EMPHASIS

Description

The Associate in Arts Degree in Liberal Arts with Areas of Emphasis is intended for students not planning to transfer to a 4-year university. This degree is designed to prepare students for life in the global community by developing a core of knowledge, skills, and attitudes necessary for personal and professional success.

LIBERAL ARTS AREA OF EMPHASIS: ALLIED HEALTH: ASSOCIATE IN ARTS

These courses provide students the opportunity to gain practical and theoretical knowledge in specific disciplines within the Allied Health field. Career possibilities might include psychological technician, medical assistant, and laboratory assistant.

COURSES

Select 18 units from the following requirements:

BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
BIOL 2370	Basic Nutrition	3.00 Credits(s)
HLED 1541	Medical Terminology	3.00 Credits(s)

Maximum of one course to be selected from the following:

BIOL 1500	Fundamentals of Biology OR	3.00 Credits(s)
BIOL 1510	Fundamentals of Biology with Lab	4.00 Credits(s)
BIOL 1513	Introduction to Environmental Studies with Lab	4.00 Credits(s)
CHEM 1510	Introductory College Chemistry	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)
CHEM 1520	Introduction to Organic and Biochemistry	4.00 Credits(s)

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Laboratory Technician	\$20.48	870
Pharmacist	\$65.42	1,050
Physician Assistant	\$49.29	430
Registered Nurse	\$45.87	9,230
Veterinarian	\$48.41	260
Anesthesiologist	\$108.12	2,300

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

LIBERAL ARTS AREA OF EMPHASIS: ARTS AND HUMANITIES: ASSOCIATE IN ARTS**Description**

These courses emphasize the study of cultural activities and artistic expressions of human beings. Students will develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will develop aesthetic understanding and an ability to make value judgments.

Program Learning Outcomes

After completing the Liberal Arts Area of Emphasis: Arts and Humanities major, a student will be able to:

1. Cross-correlate cultural, historical, or biographical motifs, ideas, objects, or issues for similarity or distinction.
2. Analyze subject-specific ideas, objects issues, or motifs.

COURSES**Select 18 units from the following courses and from 3 different disciplines:**

ART 1600	Basic Design	3.00 Credits(s)
ART 1610	Advanced Design	3.00 Credits(s)
ART 1620	Drawing and Composition	3.00 Credits(s)
ART 1631	Figure Drawing	3.00 Credits(s)
ART 1640	Painting	3.00 Credits(s)
ART 1650	Watercolor Painting	1.00 Credits(s)
ART 1800	Introduction to Digital Art	3.00 Credits(s)
ART 1811	Graphic Design	3.00 Credits(s)
ART 1820	Computer Imaging: Adobe Photoshop	3.00 Credits(s)
ART 1850	Web Site Production	3.00 Credits(s)
ART 2010	Introduction to Printmaking	3.00 Credits(s)
ARTH 1500	Art Appreciation	3.00 Credits(s)
ARTH 1510	Prehistoric to Renaissance Art History	3.00 Credits(s)
ARTH 1520	Renaissance to Contemporary Art History	3.00 Credits(s)
ARTH 2040	Survey of African, Oceanic, and Indigenous North American Art	3.00 Credits(s)
ARTH 2030	Survey of Asian Art	3.00 Credits(s)
DRAM 1510	Introduction to Theatre	3.00 Credits(s)
DRAM 1535	Elementary Acting	3.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
ENGL 1700	Introduction to Creative Writing	3.00 Credits(s)
ENGL 1725	Creative Writing: Poetry	3.00 Credits(s)
ENGL 1750	Creative Writing: Fiction	3.00 Credits(s)
ENGL 1775	Creative Writing: Nonfiction	3.00 Credits(s)
ENGL 2100	American Literature I	3.00 Credits(s)
ENGL 2150	American Literature II	3.00 Credits(s)
ENGL 2600	World Literature I	3.00 Credits(s)
ENGL 2650	World Literature 2	3.00 Credits(s)
ENGL 2700	British Literature 1	3.00 Credits(s)
ENGL 2750	British Literature 2	3.00 Credits(s)
HIST 2202	Western Civilization to 1600	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)
HUM 1500	Introduction to the Humanities	3.00 Credits(s)
HUM 2010	Introduction to Film Studies	3.00 Credits(s)
MUSC 1510	Music Appreciation	3.00 Credits(s)
PHIL 1501	Introduction to Philosophy	3.00 Credits(s)
PHIL 1531	The World's Living Religions	3.00 Credits(s)
PHOT 1510	Basic Photography	3.00 Credits(s)
SPAN 2001	Intermediate Spanish III	5.00 Credits(s)
SPAN 2002	Intermediate Spanish IV	5.00 Credits(s)

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Art Director	\$48.69	430
Art, Drama, Music Teacher	\$48.85	390
Curator	\$31.92	40
Fine Artists (Illustrators, Painters, Sculptors)	\$26.02	240
Graphic Designer	\$25.30	1,340
Producers and Directors	\$45.60	1,270
Set Designer	\$24.12	120

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

LIBERAL ARTS AREA OF EMPHASIS: BUSINESS AND TECHNOLOGY: ASSOCIATE IN ARTS

These courses provide students the opportunity to gain practical and theoretical knowledge in specific disciplines within the fields of business and management. With proper course selection, students will acquire the discipline specific skills and knowledge necessary for success in business.

COURSES

Select 18 units from the following requirements:

(A minimum of one course per section is needed)

Select a minimum of one course from the following:

BSAD 1560		
BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BSAD 2221	Introduction to Managerial Accounting	4.00 Credits(s)
BUSN 1050	Business Mathematics	3.00 Credits(s)
BUSN 1051	General Accounting	4.00 Credits(s)
BUSN 1052		
BUSN 1053	Computerized Accounting	1.00 Credits(s)
BUSN 1054		
BUSN 1055	Office Procedures	3.00 Credits(s)
BUSN 1059	Electronic Machine Calculations	1.00 Credits(s)
BUSN 1500	Introduction to Business	3.00 Credits(s)
BUSN 1536	Introduction to Exporting	3.00 Credits(s)
BUSN 1601	Beginning Keyboarding	1.00 Credits(s)
BUSN 1602	Beginning Keyboarding	1.00 Credits(s)
BUSN 1603	Beginning Keyboarding	1.00 Credits(s)
BUSN 2001	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2002	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2003	College Keyboarding and Document Processing	1.00 Credits(s)
BUSN 2275	Business Law	3.00 Credits(s)

BSAD 1560, BUSN 1052, BUSN 1054: currently inactivated

BUSN 1050, BUSN 1055: This course is currently offered at 3 units.

BUSN 1051: This course is currently offered at 4 units.

Select a minimum of one course from the following:

COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
COSC 1902	Introduction to Databases - Microsoft Access	1.50 Credits(s)
COSC 2002	Computer Operating Systems	1.50 Credits(s)
COSC 2020	Introduction to Computer Information Systems	3.00 Credits(s)

COSC 1603, COSC 1703, COSC 1812, COSC 1902: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Select a minimum of one course from the following:

MGMT 1500	Introduction to Human Resources Management	3.00 Credits(s)
MGMT 1505	Principles of Supervision	3.00 Credits(s)
MGMT 1515	Communication	0.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1525	Time Management	0.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)
MGMT 1535	Decision Making and Problem Solving	0.50 Credits(s)
MGMT 1540	Managing Organizational Change	0.50 Credits(s)
MGMT 1545	Customer Service	0.50 Credits(s)
MGMT 1550	Attitude	0.50 Credits(s)
MGMT 1555	Stress Management	0.50 Credits(s)

Additional courses to be selected from:

ART 1855		
COMM 1510	Mass Communication and the Individual	3.00 Credits(s)
ECON 1560		
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
ENGL 1000	Interactive Writing and Grammar	3.00 Credits(s)
	OR	
ENGL 1500	Composition and Reading	3.00 Credits(s)
JRNL 1510	Mass Communication and the Individual	3.00 Credits(s)
MATH 1520	Finite Mathematics	3.00 Credits(s)
MATH 1560		
SPCH 1507	Group Discussion	3.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

MATH 1560: currently inactivated

COMM 1510 or JRNL 1510

BUSN 1730 or COSC 1730

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Accountant	\$34.20	7,060
Bookkeeping Clerk	\$19.68	4,310
Customer Service Representative	\$17.77	8,520
Executive Secretary	\$27.49	1,570
General Manager	\$50.60	8,940
Office Clerk	\$15.24	9,950
Office Support Supervisor	\$26.84	6,490
Teller	\$13.35	2,570

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 12, 2015)

For additional career resources, please visit: <http://www.bls.gov/o>

LIBERAL ARTS AREA OF EMPHASIS: COMMUNICATION: ASSOCIATE IN ARTS

These courses emphasize the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of spoken and written communication.

Program Learning Outcomes

After completing the Area of Emphasis: Communication courses, students will be able to:

1. Prepare and present clear presentations.
2. Evaluate, organize, and present information
3. Use cultural contexts to create appropriate presentations
4. Create evidence-based arguments

COURSES

Select 18 units from the following requirements from 3 different disciplines:

AMSL 1510		
AMSL 2001		
AMSL 2005		
AMSL 2010		
BUSN 1510	Business Communication	3.00 Credits(s)
COMM 1510	Mass Communication and the Individual	3.00 Credits(s)
ENGL 1500	Composition and Reading	3.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
FRNC 1501		
FRNC 1502		
FRNC 2001		
FRNC 2002		
JRNL 1510	Mass Communication and the Individual	3.00 Credits(s)
JRNL 1605	Reporting and News Writing	3.00 Credits(s)
JRNL 1610	Reporting and Feature Writing	3.00 Credits(s)
JRNL 2105	News Media Practicum	3.00 Credits(s)
JRNL 2110	Advanced News Media Practicum	3.00 Credits(s)
PHIL 1520	Critical Thinking	3.00 Credits(s)
SPAN 1601	Elementary Spanish I	4.00 Credits(s)
SPAN 1602	Elementary Spanish II	4.00 Credits(s)
SPAN 2001	Intermediate Spanish III	5.00 Credits(s)
SPAN 2002	Intermediate Spanish IV	5.00 Credits(s)
SPCH 1507	Group Discussion	3.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)

AMSL 1510, AMSL 2001, AMSL 2005, AMSL 2010, FRNC 1501, FRNC 1502, FRNC 2001, FRNC 2002: currently inactivated
 COMM 1510 or JRNL 1510

JRNL 2105, JRNL 2110: These courses are currently offered as 3 units

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Advertising, Marketing, Promotions Manager	\$53.13	210
Broadcast Technician	\$20.28	110
Editor	\$28.50	440
Lawyer	\$68.45	2,390
Public Relations Specialist	\$31.19	1,130
Radio and Television Announcers	\$29.17	150
Reporters and Correspondents	\$20.02	170
Writers and Authors	\$35.21	690

*Some career options may require additional training and/or education.

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited March 3, 2014)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

LIBERAL ARTS AREA OF EMPHASIS: HEALTH AND PHYSICAL EDUCATION: ASSOCIATE IN ARTS

The health and nutrition courses emphasize practical and theoretical knowledge necessary for maintenance of physical and mental health. The physical education and intercollegiate athletic courses provide students the opportunity to develop active and healthy life styles.

COURSES

Required Courses:

BIOL 2250	Human Anatomy	5.00 Credits(s)
HLED 1510	Principles of Healthful Living	3.00 Credits(s)
PHED 1644	Introduction to Physical Education	3.00 Credits(s)
	Electives	7

Select Electives from the Following:

BIOL 2370	Basic Nutrition	3.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)

PE activity courses numbered 1520-1542, 1623-2146 and/or Intercollegiate Athletic courses 1505-1514 and 2505-2514 (maximum 4 units):

PHED 1507	Intercollegiate Softball	2.00 Credits(s)
PHED 1508	Women's Intercollegiate Basketball	2.00 Credits(s)
PHED 1509	Women's Intercollegiate Volleyball	2.00 Credits(s)
PHED 1510	Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 1511	Men's Intercollegiate Soccer	2.00 Credits(s)
PHED 1514	Intercollegiate Baseball	2.00 Credits(s)
PHED 1523	Beginning Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1524	Softball	1.00-2.00 Credits(s)
PHED 1528	Beginning Volleyball	1.00-2.00 Credits(s)
PHED 1529	Water Aerobics	1.00 Credits(s)
PHED 1532	Low Impact Aerobics	1.00 Credits(s)
PHED 1533	Walking for Fitness	1.00 Credits(s)
PHED 1534	Basketball and Physical Fitness	2.00 Credits(s)
PHED 1535	Baseball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1542	Beginning Soccer	1.00-2.00 Credits(s)
PHED 2507	Advanced Intercollegiate Softball	2.00 Credits(s)
PHED 2508	Advanced Women's Intercollegiate Basketball	2.00 Credits(s)
PHED 2509	Advanced Women's Intercollegiate Volleyball	2.00 Credits(s)
PHED 2510	Advanced Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 2511	Advanced Men's Intercollegiate Soccer	2.00 Credits(s)
PHED 2514	Advanced Intercollegiate Baseball	2.00 Credits(s)
PHED 1505	Womens Intercollegiate Golf	2.00 Credits(s)
PHED 1506	Mens Intercollegiate Golf	2.00 Credits(s)
PHED 1623	Intermediate Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1520	Beginning Golf	1.00-2.00 Credits(s)
PHED 1629	Intermediate Water Aerobics	1.00 Credits(s)
PHED 1632	Intermediate Low Impact Aerobics	1.00 Credits(s)
PHED 1643	Sports Officiating	3.00 Credits(s)
PHED 1646	Techniques In Athletic Taping I	1.00 Credits(s)
PHED 1649	Beginning Athletic Training	3.00 Credits(s)
PHED 1721	Offseason Intercollegiate Golf	1.00-2.00 Credits(s)
PHED 1723	Advanced Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1724	Offseason Intercollegiate Softball	0.50-2.00 Credits(s)
PHED 1728	Offseason Intercollegiate Volleyball	1.00-2.00 Credits(s)
PHED 1729	Advanced Water Aerobics	1.00 Credits(s)
PHED 1732	Advanced Low Impact Aerobics	1.00 Credits(s)
PHED 1734	Offseason Intercollegiate Basketball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1735	Offseason Intercollegiate Baseball and Physical Fitness	0.50-2.00 Credits(s)
PHED 1742	Offseason Intercollegiate Soccer	1.00-2.00 Credits(s)
PHED 1823	Elite Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 2146	Techniques in Athletic Taping II	1.00 Credits(s)
PHED 2505	Advanced Women's Intercollegiate Golf	2.00 Credits(s)

PHED 2506 Advanced Mens Intercollegiate Golf 2.00 Credits(s)

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Fitness/Personal Trainer	\$22.93	640
Coach	\$42,683 (median annual salary)	1,560
Physical Therapist	\$43.83	870
Recreational Therapist	\$32.40	50
Recreation Worker	\$11.44	1,010

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

LIBERAL ARTS AREA OF EMPHASIS: MATH AND SCIENCE: ASSOCIATE IN ARTS

The mathematics courses encourage the understanding of basic mathematical concepts, quantitative reasoning and their applications. The natural science courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

COURSES**Select 18 units from the following requirements:**

(A minimum of one course per section is needed)

MATH 1500	Math for a Modern Society - A Liberal Arts Course	4.00 Credits(s)
MATH 1520	Finite Mathematics	3.00 Credits(s)
MATH 1530	Plane Trigonometry	4.00 Credits(s)
MATH 1540	Precalculus Mathematics	4.00 Credits(s)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
MATH 2120	Analytic Geometry and Calculus II	4.00 Credits(s)
MATH 2130	Analytic Geometry and Calculus III	4.00 Credits(s)
MATH 2140	Ordinary Differential Equations	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

Select a minimum of one course from the following:

ASTR 1511	Introduction to Astronomy with Lab	4.00 Credits(s)
BIOL 1500	Fundamentals of Biology	3.00 Credits(s)
	OR	
BIOL 1510	Fundamentals of Biology with Lab	4.00 Credits(s)
BIOL 1513	Introduction to Environmental Studies with Lab	4.00 Credits(s)
BIOL 2201	Introductory Biology - Cells	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
BIOL 2203	General Botany	4.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
BIOL 2370	Basic Nutrition	3.00 Credits(s)
CHEM 1510	Introductory College Chemistry	4.00 Credits(s)
CHEM 1520	Introduction to Organic and Biochemistry	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4.00 Credits(s)
GEOG 1510	Physical Geography	3.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
GEOL 1501	Historical Geology	4.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)
PHYS 2223	General Physics III (Calculus)	4.00 Credits(s)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Aerospace Engineer	\$53.32	660
Computer Programmer	\$42.37	1,530
Environmental Scientist	\$38.81	880
Pharmacist	\$65.42	1,050
Physicist	\$52.59	160
Statistician	\$48.21	190

*Some career options may require additional training and/or education.

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

LIBERAL ARTS AREA OF EMPHASIS: NATURAL SCIENCE-LIFE SCIENCE: ASSOCIATE IN ARTS

These courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

COURSES

Select 18 units from the following requirements:

BIOL 1500	Fundamentals of Biology OR	3.00 Credits(s)
BIOL 1510	Fundamentals of Biology with Lab	4.00 Credits(s)
BIOL 1513	Introduction to Environmental Studies with Lab	4.00 Credits(s)
BIOL 2201	Introductory Biology - Cells	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
BIOL 2203	General Botany	4.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
BIOL 2370	Basic Nutrition	3.00 Credits(s)

Maximum of one course to be taken from the following:

CHEM 1520	Introduction to Organic and Biochemistry	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
GEOL 1501	Historical Geology	4.00 Credits(s)
MATH 1540	Precalculus Mathematics	4.00 Credits(s)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)

LIBERAL ARTS AREA OF EMPHASIS: NATURAL SCIENCE-PHYSICAL SCIENCE: ASSOCIATE IN ARTS

These courses emphasize experimental methodology, testing hypotheses, and the power of systematic questioning. Students will develop a comprehension of the basic concepts of physical and biological sciences, and a sophisticated understanding of science as a human endeavor, including the limitations as well as the power of scientific inquiry.

Program Learning Outcomes

After completing the Liberal Arts Area of Emphasis: Natural Science-Physical Science major, a student will be able to:

1. Employ evidence based reasoning when analyzing information in the completion of non-computational physical science problems.

COURSES**Select 18 units from the following requirements:**

ASTR 1511	Introduction to Astronomy with Lab	4.00 Credits(s)
CHEM 1510	Introductory College Chemistry	4.00 Credits(s)
CHEM 1520	Introduction to Organic and Biochemistry	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4.00 Credits(s)
GEOG 1510	Physical Geography	3.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
GEOL 1501	Historical Geology	4.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)

Maximum of one course to be taken from the following:

MATH 1540	Precalculus Mathematics	4.00 Credits(s)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Biochemist	\$44.96	350
Chemist	\$36.01	560
Civil Engineer	\$46.66	1,670
Geological and Petroleum Technician	\$25.01	90
Mapping Technician	\$29.96	100
Physicist	\$52.59	160
Surveyor	\$41.30	120
Forensic Science Technician	\$35.74	90

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

LIBERAL ARTS AREA OF EMPHASIS: SOCIAL AND BEHAVIORAL SCIENCES: ASSOCIATE IN ARTS

These courses allow students to gain a basic knowledge of the cultural and social organizations in which they exist as well as the behavior and social organizations of other human societies. Students will develop an understanding of the perspectives and methods of the social and behavioral sciences.

COURSES
Select 18 units from the following requirements:

ANTH 1512	Cultural Anthropology	3.00 Credits(s)
ARCH 1501	Introduction to Archaeology	3.00 Credits(s)
ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
ADMJ 1508	Introduction to Corrections	3.00 Credits(s)
DS 1501	Introduction to Disabilities	3.00 Credits(s)
HIST 2202	Western Civilization to 1600	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)
HIST 2210	World Civilization to 1500	3.00 Credits(s)
PHIL 1501	Introduction to Philosophy	3.00 Credits(s)
PHIL 1531	The World's Living Religions	3.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2033	Personal and Social Adjustment	3.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
RECR 1510	Introduction to Recreation and Leisure Service	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Counselor	\$21.09	170
Detective and Criminal Investigator	\$47.26	300
Marriage and Family Therapist	\$24.66	270
Police and Sheriff Officers	\$42.32	2,570
Probation Officer	\$37.19	360
Social Workers	\$30.62	400
Substance Abuse Counselor	\$22.45	370

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

LIFE SCIENCE

Description

The study in life sciences examines and assesses the place of various organisms in the natural world. The courses examine evolutionary principles for a comprehensive model for understanding the origins of organisms and the changes they undergo. Science technicians use the principles and theories of science and mathematics to solve problems in research and development and to help invent and improve products and processes. However, their jobs are more practically oriented than those of scientists. Technicians set up, operate, and maintain laboratory instruments, monitor experiments, make observations, calculate and record results, and often develop conclusions. They must keep detailed logs of all of their work. Those who perform production work monitor manufacturing processes and may ensure quality by testing products for proper proportions of ingredients, for purity, or for strength and durability.

As laboratory instrumentation and procedures have become more complex, the role of science technicians in research and development has expanded. In addition to performing routine tasks, many technicians, under the direction of scientists, now develop and adapt laboratory procedures to achieve the best results, interpret data, and devise solutions to problems. Technicians must develop expert knowledge of laboratory equipment so that they can adjust settings when necessary and recognize when equipment is malfunctioning. Most science technicians specialize, learning their skills and working in the same disciplines in which scientists work.

Program Learning Outcomes

After completing the Life Sciences courses, students will be able to:

1. Identify and explain the definitive characteristics of living organisms in a clear and concise manner.
2. Demonstrate an understanding of evolution and its relationship to the unity and diversity of living organisms.
3. Employ the scientific method by proposing hypotheses based on observations, testing the hypotheses, critical analyzing experimental data, and formulating conclusions based on the experimental data.
4. Find, select, and evaluate various types of scientific information including research articles, mass media sources, and web information.
5. Demonstrate the safe and correct operating procedures in the use and treatment of common lab equipment and materials.

LIFE SCIENCE: ASSOCIATE IN SCIENCE**COURSES****Select 18 units from the following:**

BIOL 1500	Fundamentals of Biology OR	3.00 Credits(s)
BIOL 1510	Fundamentals of Biology with Lab	4.00 Credits(s)
BIOL 1513	Intro to Environmental Stud	4.00 Credits(s)
BIOL 2201	Introductory Biology - Cells	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
BIOL 2203	General Botany	4.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
BIOL 2370	Basic Nutrition	3.00 Credits(s)

Total Credit Hours: 18**Transfer**

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

Students with intent to transfer to the UC universities should take BIOL 2201, prior to taking BIOL 2202 or BIOL 2203. BIOL 1500 and BIOL 1501 are designed for non-biology majors.

Certification/Licenses

Not applicable for this program. However, for a list of accredited associate, baccalaureate, and graduate nursing programs and schools, please visit <http://www.rn.ca.gov/>. For information on the NCLEX-RN exam and a list of individual State boards of nursing, contact: National Council of State Boards of Nursing, 111 E. Wacker Dr., Suite 2900, Chicago, IL 60601. Internet: <http://www.ncsbn.org>. For additional information on registered nurses, including credentialing, contact: American Nurses Association, 8515 Georgia Ave., Suite 400, Silver Spring, MD 20910. Internet: <http://nursingworld.org>

MANAGEMENT

Description

The program is designed to prepare students to step into leadership and management roles in the workplace. The management program is also ideal for individuals wanting to advance their careers into management positions from communication and customer service to conflict resolution, managing organizational change, and general business operations; skills in these areas are needed by businesses and organizations in order to be successful. Students may earn a Certificate of Achievement and/or an Associate in Science Degree in Management.

Program Learning Outcomes

After completing the Management major, a student will be able to:

1. Synthesize business and personal growth skills into strategies useful in public and private sectors.
2. Utilize specific business concepts to work effectively in personal and business environments.
3. Exhibit a high standard of professional practice by demonstrating ethical and social responsibility in a multi-cultural team oriented rapidly changing environment.

MANAGEMENT: ASSOCIATE IN SCIENCE

To earn an Associate in Science Degree in Management, students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) General Education Graduation Requirements with an overall GPA of 2.0 or better.

COURSES:**Select 21-23 units from the following courses:**

BUSN 1500	Introduction to Business	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
BUSN 1051	General Accounting	4.00 Credits(s)
	OR	
MGMT 1500	Introduction to Human Resources Management	3.00 Credits(s)
MGMT 1505	Principles of Supervision	3.00 Credits(s)
MGMT 1510	Values and Ethics	0.50 Credits(s)
MGMT 1515	Communication	0.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1525	Time Management	0.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)
MGMT 1535	Decision Making and Problem Solving	0.50 Credits(s)
MGMT 1540	Managing Organizational Change	0.50 Credits(s)
MGMT 1545	Customer Service	0.50 Credits(s)
MGMT 1550	Attitude	0.50 Credits(s)
MGMT 1555	Stress Management	0.50 Credits(s)
MGMT 1560	Management Capstone	1.00-3.00 Credits(s)
	Elective*	3

Total 21-23

BUSN 1051: This course is currently offered at 4 units

Required General Education Courses

SOC 2110	Minority Group Relations	3.00 Credits(s)
SPCH 1507	Group Discussion	3.00 Credits(s)
	OR	
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)

***Electives to be selected from the following:**

COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
PSYC 2033	Personal and Social Adjustment	3.00 Credits(s)
BUSN 1601	Beginning Keyboarding	1.00 Credits(s)
BUSN 1602	Beginning Keyboarding	1.00 Credits(s)
BUSN 1603	Beginning Keyboarding	1.00 Credits(s)

COSC 1603, COSC 1703, COSC 1812: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 21-23

MANAGEMENT: CERTIFICATE OF ACHIEVEMENT

To earn a Certificate of Achievement in Management, students must complete all course requirements with a minimum grade of "C" in each course with an overall GPA of 2.0.

PROGRAM REQUIREMENTS

Required Courses

BUSN 1500	Introduction to Business	3.00 Credits(s)
BUSN 1051	General Accounting	4.00 Credits(s)
	OR	
MGMT 1500	Introduction to Human Resources Management	3.00 Credits(s)
MGMT 1505	Principles of Supervision	3.00 Credits(s)
MGMT 1510	Values and Ethics	0.50 Credits(s)
MGMT 1515	Communication	0.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1525	Time Management	0.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)
MGMT 1535	Decision Making and Problem Solving	0.50 Credits(s)
MGMT 1540	Managing Organizational Change	0.50 Credits(s)
MGMT 1545	Customer Service	0.50 Credits(s)
MGMT 1550	Attitude	0.50 Credits(s)
MGMT 1555	Stress Management	0.50 Credits(s)
MGMT 1560	Management Capstone	1.00-3.00 Credits(s)
	Elective*	3

Total 18-20

BUSN 1051: This course is currently offered at 4 units

*Electives to be selected from the following:

COSC 1603	Introduction to Word Processing - Microsoft Word	1.50 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
COSC 1812	Introduction to Presentation Graphics - Microsoft PowerPoint	1.50 Credits(s)
PSYC 2033	Personal and Social Adjustment	3.00 Credits(s)

COSC 1603, COSC 1703, COSC 1812: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.

Total Credit Hours: 18-20

MANAGEMENT - CUSTOMER SERVICE: CERTIFICATE (LOCALLY APPROVED CERTIFICATE)

The purpose of the program is to prepare and remind professionals in the workplace of unique attitudes, characteristics, and skills needed to address customer needs and meet or exceed customer expectations. The course content in this program is applicable to customer service in places of employment and business in the private and public sector including government, non-profit agencies, educational institutions and essentially any entity that serves the public. Upon successful completion of the required courses with a 2.0 or better (C) grade point average, a Certificate in Customer Service will be awarded.

Program Learning Outcomes

After completing the Customer Service certificate, a student will be able to:

1. Make effective business decisions using systematic evaluative information based approaches.
2. Exhibit a high standard of professional practice by demonstrating ethical and social responsibility in a multicultural team orientated rapidly changing environment.
3. Use business terms and concepts to effectively communicate them in business language.

PROGRAM REQUIREMENTS**Required Courses**

MGMT 1510	Values and Ethics	0.50 Credits(s)
MGMT 1515	Communication	0.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1525	Time Management	0.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)
MGMT 1535	Decision Making and Problem Solving	0.50 Credits(s)
MGMT 1540	Managing Organizational Change	0.50 Credits(s)
MGMT 1545	Customer Service	0.50 Credits(s)
MGMT 1550	Attitude	0.50 Credits(s)
MGMT 1555	Stress Management	0.50 Credits(s)

Total Credit Hours: 5.0**TRANSFER**

This is a terminal degree as it is not a transferrable degree. However, certain courses may be transferrable to other colleges and universities.

CERTIFICATION/LICENSES

Not applicable. However, certain companies may have specific training and education requirements depending on the job type.

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Production and Operating Supervisor	\$26.70	800
Office Support Supervisors	\$26.75	7,430
Administrative Service Managers	\$43.12	1,160
Food Service Managers	\$23.04	1,510
Distribution Managers	\$41.36	460

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

MATHEMATICS

Description

This degree provides students with the foundation classes to support ongoing interest in the field of mathematics. The core consists of the calculus sequence required for transfer, in which students acquire a conceptual understanding of the principles of differential and integral calculus for functions in one and several variables, as well as the ability to apply calculus techniques in a variety of applications.

Program Learning Outcomes

After completing a degree in mathematics, a student should be able to:

1. Compare and contrast various mathematical models and then apply the appropriate model to real world problems
2. Describe, compare and contrast various mathematical functions used in everyday language.
3. Identify and utilize appropriate mathematical operations in the simplification of expressions and solutions of equations.

MATHEMATICS: ASSOCIATE IN ARTS

PROGRAM REQUIREMENTS

Required Courses

MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
MATH 2120	Analytic Geometry and Calculus II	4.00 Credits(s)
MATH 2130	Analytic Geometry and Calculus III	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)
		Subtotal: 18

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Engineer	\$49.87	550
Mathematician	\$51.71	n/a
Software Developers	\$52.47	4,020
Statistician	\$48.21	190

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

Recommended Courses for transfer:

PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)

CERTIFICATION/LICENSES

Not applicable for this program. However, in some career fields additional training and/or certification may be required in certain products, software, and systems.

MATHEMATICS FOR TRANSFER

Description

The Associate in Science in Mathematics for Transfer (AS-T) is designed to prepare students to transfer to a CSU as a junior with a degree in Mathematics. This degree provides students with the foundation classes to support ongoing interest in the field of mathematics. The core consists of the calculus sequence required for transfer, in which students acquire a conceptual understanding of the principles of differential and integral calculus for functions in one and several variables, as well as the ability to apply calculus techniques in a variety of applications.

To earn an Associate in Science in Mathematics degree for Transfer (AS-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

There are no local requirements associated with this degree.

MATHEMATICS: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 18 Units Total

MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
MATH 2120	Analytic Geometry and Calculus II	4.00 Credits(s)
MATH 2130	Analytic Geometry and Calculus III	4.00 Credits(s)
MATH 2140	Ordinary Differential Equations	4.00 Credits(s)

MATH 2100: May be used to meet a major and General Education Breadth requirement

Select one course from the following: 4-5 Units Total

PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

Subtotal: 22-23

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreeewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Engineer	\$49.87	550
Mathematician	\$51.71	n/a
Software Developers	\$52.47	4,020
Statistician	\$48.21	190

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

MULTI-MEDIA JOURNALISM

Description

Writers and editors produce a wide variety of written materials delivered to an audience in an increasing number of ways. They develop content using any number of multimedia formats for readers, listeners, or viewers. Although many people write as part of their primary job, or on on-line chats or blogs, only writers and editors who are paid for their work are included in this occupation.

News analysts, reporters, and correspondents gather information, prepare stories, and make broadcasts that inform us about local, state, national, and international events; present points of view on current issues; and report on the actions of public officials, corporate executives, interest groups, and others who exercise power.

Program Learning Outcomes

After completing the Multi-Media Journalism major, a student will be able to:

1. Construct, evaluate, and critique journalistic works, including all media determined as viable for the work.
2. Correctly use elements of associated Press style.
3. Define libel and legitimate sources for journalistic pieces.

MULTI-MEDIA JOURNALISM: ASSOCIATE IN ARTS**REQUIRED COURSES****Select at least 19 units from the following:****Journalism:**

JRNL 1510	Mass Communication and the Individual	3.00 Credits(s)
JRNL 1605	Reporting and News Writing	3.00 Credits(s)

Media:

ART 1820	Computer Imaging: Adobe Photoshop	3.00 Credits(s)
ART 1850	Web Site Production	3.00 Credits(s)

Capstone:

JRNL 2105	News Media Practicum	3.00 Credits(s)
JRNL 2110	Advanced News Media Practicum	3.00 Credits(s)

*JRNL 2105, JRNL 2110: These courses are currently offered at 3 units***Select 3 elective units from the following:**

JRNL 1610	Reporting and Feature Writing	3.00 Credits(s)
ART 1860	Introduction to Computer Animation for Web and Multimedia	3.00 Credits(s)
	OR	
COSC 1860		

*COSC 1860: currently inactivated***Recommended Support Courses:**

ENGL 1500	Composition and Reading	3.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

Total Credit Hours: 19**Career Options/Pathways**

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Proofreaders and Copy Markers	\$20.70	30
Editor	\$28.50	440
Graphic Designer	\$25.30	1,340
Public Relations Specialists	\$30.57	610
Reporter	\$19.73	210

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>
Transfer

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different requirements needed for the bachelor's degree. Check with your counselor or advisor for transfer degree requirements for the college or university of your choice.

PETROLEUM TECHNOLOGY WELL CONTROL AND DRILLING CERTIFICATES I - IV

Description

This program is designed to provide training and education in petroleum technology specific to well control and drilling. The certificate options are designed to provide training and knowledge in oilfield blow-out prevention, off-shore drilling operations, well control, drilling and coiled tubing. Each certificate option is built upon one another. Therefore, students may earn one or all of the certificate options offered. Some of the classes in the program are offered in partnership with our WESTEC location.

PETROLEUM TECHNOLOGY WELL CONTROL AND DRILLING CERTIFICATE I: CERTIFICATE (LOCALLY APPROVED)

This beginning level certificate program is designed to provide skills to perform safe work practices to prevent blow-outs at drilling locations.

PROGRAM REQUIREMENTS

Required Courses

PETC 1100	Introductory Well Control	0.25 Credits(s)
PETC 1102	Basic Drilling and Workover Surface	1.25 Credits(s)

Total Credit Hours: 1.5

PETROLEUM TECHNOLOGY WELL CONTROL AND DRILLING CERTIFICATE II: CERTIFICATE (LOCALLY APPROVED)

This certificate program is designed to provide advance training and knowledge on oilfield blow-out prevention.

PROGRAM REQUIREMENTS

Required Courses

PETC 1100	Introductory Well Control	0.25 Credits(s)
PETC 1103	Basic Drilling Surface Stack	1.00 Credits(s)

Total Credit Hours: 1.25

PETROLEUM TECHNOLOGY WELL CONTROL AND DRILLING CERTIFICATE III: CERTIFICATE (LOCALLY APPROVED)

This certificate program is designed to provide advance training and knowledge about off-shore drilling operations.

PROGRAM REQUIREMENTS

Required Courses

PETC 1100	Introductory Well Control	0.25 Credits(s)
PETC 1104	Basic Drilling and Workover Sub-sea	1.50 Credits(s)

Total Credit Hours: 1.75

PETROLEUM TECHNOLOGY WELL CONTROL AND DRILLING CERTIFICATE IV: CERTIFICATE (LOCALLY APPROVED)

This certificate program is designed to provide advance training and knowledge on well control and coiled tubing.

PROGRAM REQUIREMENTS**Required Courses**

PETC 1100	Introductory Well Control	0.25 Credits(s)
PETC 1105	Coiled Tubing for Supervisors	1.25 Credits(s)

Total Credit Hours: 1.5**PETROLEUM TECHNOLOGY WELL CONTROL AND DRILLING CERTIFICATE V: CERTIFICATE (LOCALLY APPROVED)**

This certificate program is designed to provide advance training and knowledge about petroleum industry and the associated operations of well control and drilling production.

PROGRAM REQUIREMENTS**Required Courses**

PETC 1100	Introductory Well Control	0.25 Credits(s)
PETC 1102	Basic Drilling and Workover Surface	1.25 Credits(s)
PETC 1103	Basic Drilling Surface Stack	1.00 Credits(s)
PETC 1104	Basic Drilling and Workover Sub-sea	1.50 Credits(s)
PETC 1105	Coiled Tubing for Supervisors	1.25 Credits(s)
COSC 1703	Introduction to Spreadsheets - Microsoft Excel	1.50 Credits(s)
ENER 1520	Introduction to Petroleum Technology	3.00 Credits(s)
MGMT 1510	Values and Ethics	0.50 Credits(s)
MGMT 1515	Communication	0.50 Credits(s)
MGMT 1520	Team Building	0.50 Credits(s)
MGMT 1530	Conflict Resolution	0.50 Credits(s)

Total Credit Hours: 11.75

PHYSICAL EDUCATION

Description

The Physical Activity Department provides opportunities for students to participate in activity classes, pursue a professional career, and transfer and complete in intercollegiate athletics. The degree provides an introduction to the profession with the ability to utilize principles of human anatomy, physiology, and behavioral processes.

Program Learning Outcomes

After completing the Physical Education major, a student will be able to:

1. Demonstrate the skills necessary to participate, perform, and progress in a variety of sport and/or exercise classes.
2. Identify and explain the rules, concepts and vocabulary used in the Physical Education curriculum.
3. Apply the cognitive and/or movement experiences from the Physical Education curriculum in order to participate in lifelong fitness.

PHYSICAL EDUCATION: ASSOCIATE IN ARTS**PROGRAM REQUIREMENTS****Required Courses**

PHED 1644	Introduction to Physical Education	3.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
	Electives*	5
		Subtotal: 18

***Electives to be selected from the following:**

HLED 1510	Principles of Healthful Living	3.00 Credits(s)
PHED 1539	Fundamentals of Baseball	3.00 Credits(s)
PHED 1643	Sports Officiating	3.00 Credits(s)
PHED 1646	Techniques In Athletic Taping I	1.00 Credits(s)
PHED 1649	Beginning Athletic Training	3.00 Credits(s)
PHED 2146	Techniques in Athletic Taping II	1.00 Credits(s)

Physical Education activity courses 1520, 1523-1535, 1542 and/or Intercollegiate

Athletic courses 1505-1514 and 2505-2514 (limit 6 units):

PHED 1505	Womens Intercollegiate Golf	2.00 Credits(s)
PHED 1506	Mens Intercollegiate Golf	2.00 Credits(s)
PHED 1507	Intercollegiate Softball	2.00 Credits(s)
PHED 1508	Women's Intercollegiate Basketball	2.00 Credits(s)
PHED 1509	Women's Intercollegiate Volleyball	2.00 Credits(s)
PHED 1510	Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 1511	Men's Intercollegiate Soccer	2.00 Credits(s)
PHED 1514	Intercollegiate Baseball	2.00 Credits(s)
PHED 1520	Beginning Golf	1.00-2.00 Credits(s)
PHED 1523	Beginning Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1524	Softball	1.00-2.00 Credits(s)
PHED 1528	Beginning Volleyball	1.00-2.00 Credits(s)
PHED 1529	Water Aerobics	1.00 Credits(s)
PHED 1532	Low Impact Aerobics	1.00 Credits(s)
PHED 1533	Walking for Fitness	1.00 Credits(s)
PHED 1534	Basketball and Physical Fitness	2.00 Credits(s)
PHED 1535	Baseball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1542	Beginning Soccer	1.00-2.00 Credits(s)
PHED 1623	Intermediate Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1629	Intermediate Water Aerobics	1.00 Credits(s)
PHED 1632	Intermediate Low Impact Aerobics	1.00 Credits(s)
PHED 1721	Offseason Intercollegiate Golf	1.00-2.00 Credits(s)
PHED 1723	Advanced Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1724	Offseason Intercollegiate Softball	0.50-2.00 Credits(s)
PHED 1728	Offseason Intercollegiate Volleyball	1.00-2.00 Credits(s)
PHED 1729	Advanced Water Aerobics	1.00 Credits(s)
PHED 1732	Advanced Low Impact Aerobics	1.00 Credits(s)
PHED 1734	Offseason Intercollegiate Basketball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1735	Offseason Intercollegiate Baseball and Physical Fitness	0.50-2.00 Credits(s)
PHED 1742	Offseason Intercollegiate Soccer	1.00-2.00 Credits(s)
PHED 1823	Elite Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 2505	Advanced Women's Intercollegiate Golf	2.00 Credits(s)
PHED 2506	Advanced Mens Intercollegiate Golf	2.00 Credits(s)
PHED 2507	Advanced Intercollegiate Softball	2.00 Credits(s)
PHED 2508	Advanced Women's Intercollegiate Basketball	2.00 Credits(s)
PHED 2509	Advanced Women's Intercollegiate Volleyball	2.00 Credits(s)
PHED 2510	Advanced Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 2511	Advanced Men's Intercollegiate Soccer	2.00 Credits(s)
PHED 2514	Advanced Intercollegiate Baseball	2.00 Credits(s)

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Fitness Trainer/Aerobics Instructor	\$22.93	640
Coaches and Scouts	\$19.53	1,190
Umpire, Referee, & Other Sports Official	\$12.14	90

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

Recommended Courses for Transfer:

SPCH 1511	Fundamentals of Speech	3.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)
	OR	
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)

Please see your counselor or advisor regarding specific transfer requirements for Kinesiology, Physical Education Teacher Education or pre-Physical Therapy majors.

CERTIFICATION/LICENSES

Not applicable for this program. However, in some career fields additional training and/or certification may be required. To officiate at high school athletic events, officials must register with the state agency that oversees high school athletics and pass an exam on the rules of the particular game. For college refereeing, candidates must be certified by an officiating school and be evaluated during a probationary period. Some larger college sports conferences require officials to have certification and other qualifications, such as residence in or near the conference boundaries, along with several years of experience officiating at high school, community college, or other college conference games. For those interested in becoming a tennis, golf, karate, or other kind of instructor, certification is highly desirable. Often, one must be at least 18 years old and certified in cardiopulmonary resuscitation (CPR). There are many certifying organizations specific to the various sports, and their training requirements vary. Participation in a clinic, camp, or school usually is required for certification. Part-time workers and those in smaller facilities are less likely to need formal education or training.

PHYSICAL SCIENCE

Description

The Physical Science major provides a broad background in the sciences. The degree utilizes problem solving, proficiencies in the laboratory techniques and analysis of experimental data and will demonstrate an ability to communicate effectively using written, oral, electronic, and graphical means. The major consists of a combination of courses selected from astronomy, chemistry, physical geography, geology, and physics.

Program Learning Outcomes

Upon successful completion of the Physical Science major, a student will be able to:

1. Demonstrate the safe and correct operating procedures in the use and treatment of common laboratory equipment and materials.
2. Employ the scientific method by proposing hypotheses based on observations, testing the hypotheses, critically analyzing experimental data, and formulating conclusions based on the experimental data.
3. Demonstrate proficiency in physical science computations.
4. Employ evidence based reasoning when analyzing information in the completion of non-computational physical science problems.

PHYSICAL SCIENCE: ASSOCIATE IN SCIENCE

REQUIRED COURSES

Select 18 units from the following:

ASTR 1511	Introduction to Astronomy with Lab	4.00 Credits(s)
CHEM 1510	Introductory College Chemistry	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
GEOG 1510	Physical Geography	3.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
GEOL 1501	Historical Geology	4.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)

Total Credit Hours: 18

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Cartographer	\$31.43	80
Chemist	\$36.01	560
Geographer	\$38.52	n/a
Physicist	\$52.59	160
Surveyor	\$41.30	120

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

Certification/Licenses

Not applicable for this program. However, in some career fields additional training and/or certification may be required in certain products, software, and systems. A GIS (Geographic Information Systems) Certificate and familiarity with other mapping systems may be helpful for certain career fields.

PSYCHOLOGY FOR TRANSFER

Description

This curriculum provides a broad perspective on the human condition and skills essential to any educated person. Courses span the areas of human behavior from birth to death, dealing with the many problems and potentialities experienced along the way. Courses examine the theories, techniques, and principles basic to the study of human behavior and psychology including such topics as perception, learning, memory, motivation, personality, psychopathology, education, human growth and development, social psychology, and experimental analysis and design.

This curriculum provides a solid foundation upon which to build a psychology major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Psychology degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

Program Learning Outcomes

Upon successful completion of the Psychology for Transfer major, a student will be able to:

1. Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
2. Understand and apply basic research methods in psychology, including research design, data analysis, and interpretation.
3. Respect and use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solve problems related to behavior and mental processes.
4. Understand and apply psychological principles to personal, social, and organizational issues.
5. Value empirical evidence, tolerate ambiguity, act ethically, and reflect other values that are the underpinnings of psychology as a science.

PSYCHOLOGY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 20-21 Units Total

PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2205	Intro to Resrch Methds in S.S.	4.00 Credits(s)
PSYC 2050	Introduction to Biological Psychology	3.00 Credits(s)
PSYC 2080	Introduction to Lifespan Psychology	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)

Plus one (1) of the following courses:

PSYC 2200	Elem Stats for Behav and SS	4.00 Credits(s)
	OR	
STAT 1510	Elementary Statistics	5.00 Credits(s)

Subtotal: 20-21**Total Credit Hours: 60**

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities in the following areas:	Median Hourly Rate, CA	Annual Job Openings, CA
Clinical, Counseling, & School Psychologists	\$39.57	910
Educational, Vocational, & School Counselors	\$29.38	1,100
Psychology Teacher, Postsecondary	\$39.69	160
Social and Human Services Assistants	\$16.02	1,730
Research Assistant	\$23.81	180

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

Certification/Licenses

In most states, practicing psychology or using the title of “psychologist” requires licensure or certification. Licensing laws vary by state and type of position.

For more information on state licensing requirements, visit
Association of State and Provincial Psychology Boards

For more information on licensing and certification for school psychologists, visit
National Association of School Psychologists

For more information about psychology specialty certifications, visit
American Board of Professional Psychology

RECREATION

Description

People spend much of their leisure time participating in a wide variety of organized recreational activities, such as arts and crafts, the performing arts, camping, and sports. Recreation workers plan, organize, and direct these activities in local playgrounds and recreation areas, parks, community centers, religious organizations, camps, theme parks, and tourist attractions. Increasingly, recreation workers also are found in businesses where they organize and direct leisure activities for employees.

Program Learning Outcomes

Upon successful completion of the Recreation major, a student will be able to:

1. Demonstrate a method of inquiry to be used in decision making.
2. Evaluate how theories are applied to the development of leisure activities.
3. Demonstrate how recreation and leisure are related to human development.

RECREATION: ASSOCIATE IN ARTS

PROGRAM REQUIREMENTS

Select 18 units from the following:

RECR 1510	Introduction to Recreation and Leisure Service	3.00 Credits(s)
RECR 1516	Outdoor Recreation	3.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2003	Child Growth and Development	3.00 Credits(s)
PSYC 2033	Personal and Social Adjustment	3.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)
BIOL 1500	Fundamentals of Biology	3.00 Credits(s)
ANTH 1512	Cultural Anthropology	3.00 Credits(s)
DRAM 1535	Elementary Acting	3.00 Credits(s)

Total Credit Hours: 18

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Amusement/Recreation Attendant	\$10.05	2,200
Recreation Worker	\$11.44	1,010
Recreational Therapist	\$32.40	50
Conservation Scientists	\$34.51	60

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

If you are interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that you meet with a TC counselor to select and plan the courses for your major. Schools vary widely in terms of the required preparation. The courses that TC requires for an associate degree in this major may be different from the requirements needed for the bachelor's degree.

SOCIOLOGY FOR TRANSFER

Description

This curriculum provides a systematic study of human behavior in social groups. The primary focus is on the importance of social groups within the larger society, sociology seeks to explain the broad range of human behavior as it is influenced by the social context. It focuses on how people coordinate their activities to achieve both individual and collective goals. Courses examine the theories, techniques, and principles basic to the study of human behavior within social groups. This curriculum provides a solid foundation upon which to build the sociology major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Sociology degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

Program Learning Outcomes

After completing the Sociology for Transfer major, a student will be able to:

1. Accessing, reviewing, and analyzing current sociological literature.
2. Diversity of research methodologies.
3. Diversity of social life, inequality, social conflict, and relations of power.
4. Integrating life goals and professional and career interests with a sociological perspective.
5. Theoretical perspectives that inform sociological analysis.
6. Major substantive areas of sociological analysis.

SOCIOLOGY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 20-21 Units Total

PSYC 2200, STAT 1510, SOC 2141, SOC 2110: May be used to meet a major and General Education Breadth requirement

Only one course can be used for General Education Breadth Area D.; SOC 1510, or SOC 2120

SOC 1510	Introduction to Sociology	3.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
	OR	
STAT 1510	Elementary Statistics	5.00 Credits(s)
PSYC 2205	Introduction to Research Methods in the Social Sciences	4.00 Credits(s)
SOC 2120	American Social Problems	3.00 Credits(s)
SOC 2141	Sociology of Marriage	3.00 Credits(s)
SOC 2110	Minority Group Relations	3.00 Credits(s)

Subtotal: 20-21

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreeewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Sociologist	\$38.99	n/a
Research Assistant	\$23.81	180
Post-Secondary Sociology Teacher/Instructor	\$46.35	30

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov . Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

Quarter System Campuses

Summer Quarter: Feb 1 - 28

Fall Quarter: Oct 1 – Nov 30

Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

STUDIO ARTS FOR TRANSFER

Description

The Associate in Arts in Studio Arts prepares students to transfer to a four year institution to further their studies of the practice and production of visual arts.

The Associate in Arts degree for Transfer (AA-T) or the Associate in Science degree for Transfer (AS-T) is granted upon successful completion of a program of study with a minimum of 60 semester units with an overall average grade of 'C' or higher. The following is required for all AA-T or AS-T degrees for transfer to the California State University system.

To earn an Associate in Arts in Studio Arts degree for Transfer (AA-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU's with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:

1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (p. 97) (IGETC) or the California State University General Education-Breadth (p. 92) Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

Program Learning Outcomes

After completing the Studio Arts for transfer degree major, a student will be able to:

1. Create art that engages and builds on historical and contemporary practices, theories, and materials.
2. Critically analyze and assess diverse historical and contemporary works of art, architecture, and design.
3. Evaluate and critique their own artwork and receive criticism from others.
4. Express artistic concepts and intents in written and oral formats.
5. Present finished artwork for peer and academic review.
6. Translate concepts and visual experience into images or tactile forms.

STUDIO ARTS: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

PROGRAM REQUIREMENTS

Required Courses 12 Units Total

ARTH 1520, ARTH 1510, ARTH 2030, ARTH 2040: May be used to meet a major and General Education Breadth requirement

ART 1600	Basic Design	3.00 Credits(s)
ART 1610	Advanced Design	3.00 Credits(s)
ART 1620	Drawing and Composition	3.00 Credits(s)
ARTH 1520	Renaissance to Contemporary Art History	3.00 Credits(s)

Select one course from the following: 3 Units Total

ARTH 1510	Prehistoric to Renaissance Art History	3.00 Credits(s)
ARTH 2030	Survey of Asian Art	3.00 Credits(s)
ARTH 2040	Survey of African, Oceanic, and Indigenous North American Art	3.00 Credits(s)

Select three courses from the following: 9 Units Total

ART 1625	Color Theory	3.00 Credits(s)
ART 1631	Figure Drawing	3.00 Credits(s)
ART 1640	Painting	3.00 Credits(s)
ART 1800	Introduction to Digital Art	3.00 Credits(s)
ART 1811	Graphic Design	3.00 Credits(s)
ART 1820	Computer Imaging: Adobe Photoshop	3.00 Credits(s)
ART 2010	Introduction to Printmaking	3.00 Credits(s)

Subtotal: 24

Total Credit Hours: 60

Total units not to exceed 60 transferrable units

If you have completed more than 60 units, the degree will still be awarded.

Transferability of degrees completed with more than 60 units is not guaranteed.

Please consult with your counselor for additional information.

www.adegreewithaguarantee.com

Career Options/Pathways

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Art Director	\$48.69	430
Commercial and Industrial Designer	\$31.30	170
Studio Arts Teacher, Postsecondary	\$93,800 (median annual salary)	390
Fine Artist/Painting & Sculpting	\$26.02	240
Graphic Designer	\$25.30	1,340

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 17, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

Transfer

By successfully completing the requirements for the major, students will be guaranteed to transfer to a California State University as a junior.

AA-T and AS-T degree seeking students will want to indicate on the CSU Mentor Application to the California State University that they are pursuing an Associate of Arts/Science Degree for Transfer at Taft College. A student who completes an AA-T or AS-T degree and applies for a program determined to be similar by the specific CSU campus is provided priority consideration for admission.

CSU Application deadlines are below.

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Winter Quarter: June 1 – 30

Spring Quarter: Aug 1 - 31

Semester System Campuses

Fall Semester: Oct 1 – Nov 30

Spring Semester: Aug 1 - 31

WELDING TECHNOLOGY

Description

The program is designed to provide comprehensive occupational training in common types of welding methods as related to today's welding industries. This program will provide students with manipulative skills and technical knowledge required to perform in a variety of entry to mid-level welding careers in manufacturing, petroleum, fabrication, and others. The courses and training will prepare students to take the necessary code tests required in several occupational fields for employment. The welding technology program offers five certificate options and an associate in science degree.

Program Learning Outcomes

After completing the Welding Technology degree, a student will be able to:

1. Demonstrate proper safety practices when working in a welding environment.
2. Demonstrate technical welding skills and knowledge sufficient to meet industry standards and perform various welding projects.
3. Apply various hand, measuring, and layout tools to weld projects.
4. Apply skills in reading and applied mathematics as related to welding.
5. Demonstrate work attributes that contribute to personal success and contribute to the goals of an organization for which one is or will be employed.
6. Pass industry code testing certifications required for employment based upon area of interest.

WELDING TECHNOLOGY: ASSOCIATE IN SCIENCE

To earn an Associate in Science Degree in Welding Technology, students must complete: (1) all welding technology course requirements with a minimum grade of "C" in each course; and (2) General Education Graduation Requirements with an overall GPA of 2.0.

PROGRAM REQUIREMENTS**Required courses**

WELD 1500	Welding Processes	3.00 Credits(s)
WELD 1010	Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW)	3.00 Credits(s)
WELD 1020	Gas Tungsten Arc Welding (GTAW)	3.00 Credits(s)
WELD 1030	Pipe Welding	3.00 Credits(s)
WELD 1040	Shielded Metal Arc Welding (SMAW)	3.00 Credits(s)
WELD 1560	Blueprint Reading	3.00 Credits(s)
INTC 1100	Industrial Technology Capstone	3.00 Credits(s)

Total Credit Hours: 21

STRUCTURAL CODE WELDING: CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Required courses

WELD 1500	Welding Processes	3.00 Credits(s)
WELD 1040	Shielded Metal Arc Welding (SMAW)	3.00 Credits(s)
WELD 1560	Blueprint Reading	3.00 Credits(s)
INTC 1000	Career Readiness in Industrial Technology	3.00 Credits(s)

Total Credit Hours: 12

PIPE CODE WELDING: CERTIFICATE OF ACHIEVEMENT

PROGRAM REQUIREMENTS

Required courses

WELD 1500	Welding Processes	3.00 Credits(s)
WELD 1040	Shielded Metal Arc Welding (SMAW)	3.00 Credits(s)
WELD 1030	Pipe Welding	3.00 Credits(s)
INTC 1000	Career Readiness in Industrial Technology	3.00 Credits(s)

Total Credit Hours: 12

GAS TUNGSTEN ARC WELDING: CERTIFICATE (LOCALLY APPROVED CERTIFICATE)

PROGRAM REQUIREMENTS

Required courses

WELD 1500	Welding Processes	3.00 Credits(s)
WELD 1020	Gas Tungsten Arc Welding (GTAW)	3.00 Credits(s)
INTC 1000	Career Readiness in Industrial Technology	3.00 Credits(s)

Total Credit Hours: 9

GAS METAL ARC AND FLUX CORE ARC WELDING: CERTIFICATE (LOCALLY APPROVED CERTIFICATE)

PROGRAM REQUIREMENTS

Required courses

WELD 1500	Welding Processes	3.00 Credits(s)
WELD 1010	Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW)	3.00 Credits(s)
INTC 1000	Career Readiness in Industrial Technology	3.00 Credits(s)

Total Credit Hours: 9

WELDING ASSISTANT/HELPER: CERTIFICATE (LOCALLY APPROVED CERTIFICATE)

PROGRAM REQUIREMENTS

Required courses

WELD 1500	Welding Processes	3.00 Credits(s)
INTC 1000	Career Readiness in Industrial Technology	3.00 Credits(s)

Total Credit Hours: 6

CAREER OPTIONS/PATHWAYS

*Possible career types/employment opportunities	Median Hourly Rate, CA	Annual Job Openings, CA
Welders, Cutters, Solderers, and Brazers	\$18.84	770
Fabricator	\$13.13	570
Sheet Metal Worker	\$26.28	480

**Some career options may require additional training and/or education.*

Source: www.labormarketinfo.edd.ca.gov. Labor Market Information, State of California Employment Development Department, California Occupational Guides, 2012, on the Internet at <http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx> (visited February 27, 2015)

For additional career resources, please visit:

<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

TRANSFER

This is a terminal degree as it is not a transferrable degree. However, certain courses may be transferrable to other colleges and universities.

CERTIFICATION/LICENSES

There are various welding certifications. To find out more about welding and related certifications, contact the American Welding Society at 550 N.W. LeJeune Road, Miami, Florida 33126, phone (800) 443-9353/(305) 443-9353, www.aws.org.

PRE-PROFESSIONAL PROGRAMS

Taft College offers a variety of courses designed to prepare students who wish to pursue professional programs in forestry, nursing, physical therapy, dentistry, medicine, law, and pharmacy. The following course lists may be helpful in planning the student's program and could be incorporated into the student's area of concentration for their degree. Most students transfer to a four-year institution, where the suggested preparation classes can continue to be taken. **Students requiring preparation for these professions should consult with a counselor.**

PRE-FORESTRY**Suggested Preparation:**

BIOL 1513	Introduction to Environmental Studies with Lab	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
BIOL 2203	General Botany	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)

PRE-NURSING**Suggested Preparation:**

BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
CHEM 1510	Introductory College Chemistry	4.00 Credits(s)
ENGL 1500	Composition and Reading	3.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition OR	4.00 Credits(s)
PHIL 1520	Critical Thinking	3.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)
STAT 1510	Elementary Statistics OR	5.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)

Recommended Support Courses:

BIOL 2370	Basic Nutrition	3.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)

PRE-PHYSICAL THERAPY

Suggested Preparation:

BIOL 2201	Introductory Biology - Cells	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
BIOL 2203	General Botany	4.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
KINE 1500	Introduction to Kinesiology	3.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2003	Child Growth and Development	3.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

BIOL 2201: Should be completed prior to BIOL 2202 and BIOL 2203

Recommended Support Courses:

ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)

PRE-DENTISTRY/PRE-MEDICINE

Suggested Preparation:

BIOL 2201	Introductory Biology - Cells	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
BIOL 2203	General Botany	4.00 Credits(s)
BIOL 2250	Human Anatomy	5.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)

BIOL 2201, ENGL 1600: Should be completed prior to BIOL 2202 & BIOL 2203

PRE-LAW

There is no prescribed pre-legal program. Students are generally admitted to law schools after they have received their B.A. degrees and passed the Law School Admission Test. Most pre-legal students pursue Bachelor's Degrees in economics, business administration, political science, or liberal arts. Courses in English, speech, psychology, philosophy, accounting, economics, history, and political science form a basic recommended core.

PRE-PHARMACY

Suggested Preparation:

BIOL 2201	Introductory Biology - Cells	4.00 Credits(s)
BIOL 2202	General Zoology	5.00 Credits(s)
BIOL 2203	General Botany	4.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
CHEM 2212	General Chemistry and Qualitative Analysis	5.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
MATH 2120	Analytic Geometry and Calculus II	4.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)
PSYC 1500	Introduction to Psychology	3.00 Credits(s)

BIOL 2201, PHYS 2221, PHYS 2222: Should be completed prior to BIOL 2202 & BIOL 2203

Recommended Support Courses:

ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
	Any Foreign Language	4
PSYC 1500	Introduction to Psychology	3.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)

Courses of Instruction

The courses described in this section of the catalog have been authorized by the Governing Board of the West Kern Community College District. Whether or not they are given in any particular college year depends on prospective enrollment and the availability of instructors and physical facilities. Consult the fall, spring, and summer class schedules for the courses actually offered. The college reserves the right to cancel any course in which there is not sufficient enrollment.

It is the policy of this district that, unless specifically exempted by statute, every course, course section, or class, the average daily attendance of which is to be reported for state funding, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisite as may be established.

Course Numbering

Among the credit courses applicable to the Associate Degree, courses numbered 1500 and higher are considered Baccalaureate level and are specifically intended for college transfer. These courses parallel or approximately parallel similarly named courses at the California State University or the University of California. Degree credit courses notated with (UC) will transfer to all campuses of the University of California and those with (CSU) will transfer to the California State Universities. Credit courses applicable to the Associate Degree numbered from 1000 and up are designed primarily to meet the needs of vocational-technical students and may not yield college transfer credit. Additional information can be found here (p. 34).

Course Prerequisites, Co-requisites, and Recommended Preparation

Course prerequisites and advisories in computational, reading, and writing skills have been established for entry-level degree and pre-collegiate basic skills curriculum. Information regarding them may be obtained at the Counseling Center.

The student must assume the responsibility for learning the specific lower division and major requirements of the school of his/her choice and for the selection of his/her community college courses in accordance with these requirements. Since the requirements and policies vary with different colleges and universities and among departments in the same university, the student is urged to study the catalog of the institution to which he/she will transfer and to discuss his/her proposed program with his/her advisor each semester. A change in the objective or in the choice of the senior college may increase the number of semesters required to obtain the Baccalaureate Degree.

No student shall receive more than 30 semester units of credit for pre-collegiate basic skills. Students enrolled in ESL courses and those identified as having learning disabilities are exempt from this unit limit. A waiver procedure is available for those students showing significant measurable progress who have reached the 30-unit limit.

Prerequisite means a condition of enrollment the student is required to meet in order to demonstrate current readiness for enrolling in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess before enrolling and without which the student is highly unlikely to succeed in the course or program. Students are expected to have satisfied the prerequisite requirements as stated in this catalog for all courses. All prerequisite classes must be completed with a grade of "C" or better.

Co-requisite is a condition of enrollment consisting of a course a student is required to simultaneously take in order to enroll in another course. A co-requisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed.

Advisory states the preparation suggested by the faculty to successfully complete a particular course. While encouraged to do so, students do not have to satisfy recommended preparation guidelines to enroll in a course.

Recommended prerequisite, co-requisites, or recommended preparation are specified within course descriptions announced in this catalog. They are also specified in the schedule of classes. A course has no prerequisite or co-requisites unless so designated. Students must have satisfied the prerequisite or co-requisite requirements for all course in which they enroll.

Challenging a Prerequisite or Co-requisite

Students may have preparation equivalent to the stated prerequisites or co-requisites or may wish to challenge a prerequisite or co-requisite as allowed by state law. Instructions on how to challenge a prerequisite or co-requisite can be found here (p. 34).

Course Advisories

Course advisories in computational, reading, and writing skills have been established for entry-level degree and certificate-applicable courses and to each level of the pre-collegiate basic skills curriculum. Information regarding these advisories may be obtained in the Counseling Center.

C-ID Number in the Course Description

C-ID, the Course Identification Numbering System, is a faculty-driven system that was initially developed to assign identifying designations (C-ID numbers) to significant transfer courses. C-ID addresses the need for a “common course numbers” by providing a mechanism to identify comparable courses. Most C-ID numbers identify lower-division transferable courses commonly articulated between the California Community Colleges (CCC) and universities (including Universities of California, the California State Universities, as well as with many of California’s independent colleges and universities).

It provides information for students, staff, and faculty who must identify which community college courses best meet the expectations transfer partners have for courses that contribute to transfer into a major at specific universities. The C-ID descriptor also provides information for ongoing curriculum development and revision of lower division courses. In the catalog, C-ID numbers can be found at the end of the catalog description of a course. (Example: ADMJ 1501 = AJ 110). Additional information can be found at the C-ID website.

ADMJ - ADMINISTRATION OF JUSTICE

ADMJ 1501 - Introduction to Criminal Justice (3.00 Credits(s))

This course introduces the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies. C-ID: AJ 110

Distribution: Social Sciences.

ADMJ 1502 - Concepts of Criminal Law (3.00 Credits(s))

This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes. C-ID: AJ 120

Distribution: Social Sciences. Prerequisite: Prerequisite or Co-requisite: CJA 1501 Introduction to Administration of Justice or equivalent course; 48 hours lecture.

ADMJ 1503 - Criminal Court Process (3.00 Credits(s))

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents. C-ID: AJ 122

Distribution: Social Sciences.

ADMJ 1504 - Legal Aspects of Evidence (3.00 Credits(s))

This course examines categories of evidence and legal rules governing its admission and exclusion in the criminal process. C-ID: AJ 124

Distribution: Social Sciences.

ADMJ 1505 - Criminal Investigation (3.00 Credits(s))

This course addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process. C-ID: AJ 140

Distribution: Social Sciences.

ADMJ 1506 - Introduction to Forensics (3.00 Credits(s))

This course provides an introduction to the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. C-ID: AJ 150

Distribution: Social Sciences.

ADMJ 1507 - Community and the Justice System (3.00 Credits(s))

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics covered may include crime prevention, restorative justice, conflict resolution, and ethics. C-ID: AJ 160

Distribution: Social Sciences.

ADMJ 1508 - Introduction to Corrections (3.00 Credits(s))

This course provides a critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the criminal justice system and a critical examination of the types of correctional institutions and the clients housed in each institution. The student may opt to receive credit in either CJA 1521 or ADMJ 1508, not both. C-ID: AJ 200

Distribution: Social Sciences.

ADMJ 1509 - Juvenile Procedures (3.00 Credits(s))

This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focus on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System. C-ID: AJ 220.

Distribution: Social Sciences.

ANTH - ANTHROPOLOGY

ANTH 1501 - Introduction to Biological Anthropology (3.00 Credits(s))

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. The course may include a lab component. C-ID: ANTH 110

Distribution: Sciences and Mathematics.

ANTH 1512 - Cultural Anthropology (3.00 Credits(s))

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe.

Distribution: Social Sciences.

ANTH 1524 - Indians of the Southwest (3.00 Credits(s))

This course explores the cultures of Native American groups with special focus on peoples living in the Southwestern United States including the Pueblos, Hopi, Zuni, O'odham, Yaqui, Yumans, Navajo, Apache and Southern Paiutes. The course surveys tribal relationships with landscapes, other tribal groups, and non-Native peoples. Native American beliefs, social organization, and history are explored, as are some of the current conflicts and challenges faced by Native Americans in the Southwest.

Distribution: Social Sciences.

ARCH - ARCHAEOLOGY

ARCH 1501 - Introduction to Archaeology (3.00 Credits(s))

This course is an introduction to the study of concepts, theories, data and models of anthropological archaeology that contribute to our knowledge of the human past. The course includes a discussion of the nature of scientific inquiry; the history and interdisciplinary nature of archaeological research; dating techniques; methods of survey, excavation, analysis, and interpretation; cultural resource management; professional ethics; and selected cultural sequences. This course may include field trips. C-ID: ANTH 150

Distribution: Social Sciences.

ART - ART

ART 1600 - Basic Design (3.00 Credits(s))

The creative use of principles of color and design are covered in this course, stressing development of two-dimensional and three-dimensional form, including the use of natural, abstract and historical design motifs, additional art supplies maybe required. Field Trip to a museum is required. C-ID: ARTS 100

Distribution: Liberal Arts. Prerequisite: Prerequisite: None; 24 hours lecture; 72 hours lab (96 hours total).

ART 1610 - Advanced Design (3.00 Credits(s))

The creative use of principles of color and design in three-dimensional forms, including the use of natural, abstract and historical design motifs, provide the subject matter for this course. Additional art supplies may be required. C-ID: ARTS 101

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion of Art 1600 with a grade of 'C' or higher; 24 hours lecture; 72 hours lab (96 hours total).

ART 1620 - Drawing and Composition (3.00 Credits(s))

This course presents principles, elements, and techniques in drawing, stressing visual organization, and effective expression in various media. Additional art supplies may be required.

Distribution: Liberal Arts. Prerequisite: Prerequisite: None; 24 hours lecture; 72 hours lab (96 hours total).

ART 1625 - Color Theory (3.00 Credits(s))

This course focuses on the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems, production of projects in applied color, and utilize the elements and principles of design as they apply to color. Additional art materials may be required. C-ID: ARTS 270

Distribution: Liberal Arts. Prerequisite: Prerequisite: None; 24 hours lecture; 72 hours lab (96 hours total).

ART 1631 - Figure Drawing (3.00 Credits(s))

This course is an introduction to drawing the human figure from observation using a wide variety of drawing media and techniques. The focus of this course is pictorial concepts and portraiture motivated by the study of anatomy and the human figure, both mannequins and live models, in the studio setting. Students are responsible for supplying their own art supplies. Additional art supplies may be required. C-ID: ARTS 200

Distribution: Liberal Arts.

ART 1640 - Painting (3.00 Credits(s))

This course is an introduction to principles, elements, and the practices of painting. Focusing on exploration of painting materials, perceptual skills and color theory, painting mixing and technique, as well as creative responses to materials and subject matter. Additional art supplies may be required. C-ID: ARTS 210

Distribution: Liberal Arts.

ART 1650 - Watercolor Painting (1.00 Credits(s))

This course offers a study of the basic techniques and materials of transparent and opaque watercolor. Techniques of line, flat and graduated wash, dry brush, wet-into-wet and brush calligraphy are some of the techniques presented. Still life, landscape, figure and abstract painting are explored in the media.

Distribution: Liberal Arts. Prerequisite: Successful completion in Art 1620 with a grade of 'C' or better; 12 hours lecture, 16 hours lab (28 hours total).

ART 1800 - Introduction to Digital Art (3.00 Credits(s))

This course is an introduction to the basic principles and techniques related to digital art. Students will learn how to utilize design, color, composition, and typography to create esthetically pleasing graphics, illustrations, and time-based art. Students may opt to receive credit in either Art 1800 or Computer Science 1800, not both. C-ID: ARTS 250

Distribution: Liberal Arts.

ART 1811 - Graphic Design (3.00 Credits(s))

This course introduces basic principles and techniques of graphic design by using the computer and Adobe InDesign software to combine text and visuals. Not open to students who have completed Art 1810.

Distribution: Liberal Arts. Prerequisite: Successful completion in Art 1800 Computer Science 1800 with a grade of 'C' or better; 32 hours lecture; 48 hours lab (80 hours total).

ART 1820 - Computer Imaging: Adobe Photoshop (3.00 Credits(s))

Basic principles and techniques of using Adobe Photoshop to generate computer enhanced drawings, paintings or photographs.

Distribution: Liberal Arts. Prerequisite: None; 32 hours lecture; 64 hours lab (96 hours total).

ART 1850 - Web Site Production (3.00 Credits(s))

This course covers the development, publishing, and maintenance of websites. The student may opt to receive credit in Art 1850 or Computer Science 1850, not both.

Distribution: Liberal Arts.

ART 1860 - Introduction to Computer Animation for Web and Multimedia (3.00 Credits(s))

Introduction to Macromedia Flash TM and its use in animation and Web site design. Design, creation and publication of Flash TM animations, icons, navigation buttons and Web sites. The student may opt to receive credit in either Art 1860 or Computer Science 1860, not both.

Distribution: Liberal Arts.

ART 2010 - Introduction to Printmaking (3.00 Credits(s))

The course is an introductory class in to printmaking. The student will be introduced to basic materials, equipment and process of relief, monotype, and intaglio printmaking. Items covered will be woodcut, linoleum cut, collograph, dry point, basic etching and digital processes. C-ID: ARTS 220

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion of Art 1600 or Art 1620 with a grade of 'C' or better; 24 hours lecture; 72 hours lab (96 hours total).

ARTH - ART HISTORY

ARTH 1500 - Art Appreciation (3.00 Credits(s))

This course is structured especially for non art majors. This course provides a general introduction to art that offers a look at works of art through the study of theory, terminology, themes, design principles, media, techniques, with an introduction to the visual arts across time and diverse cultures. A visit to an art museum during the semester is required. C-ID: ARTH 100

Distribution: Liberal Arts. Prerequisite: Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture.

ARTH 1510 - Prehistoric to Renaissance Art History (3.00 Credits(s))

The architecture, sculpture, and painting of world cultures from the prehistoric era to 1400 are studied in this survey course. A visit to an art museum is required. C-ID: ARTH 110

Distribution: Liberal Arts. Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture.

ARTH 1520 - Renaissance to Contemporary Art History (3.00 Credits(s))

This course continues the study of architecture, sculpture, and painting of world cultures from 1400 through the Twentieth Century. A visit to an art museum is required. C-ID: ARTH 120

Distribution: Liberal Arts. Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture.

ARTH 2030 - Survey of Asian Art (3.00 Credits(s))

This course is a survey of the arts of Asia. Sacred and secular art forms of India, Southeast Asia, China, Japan and Korea will be explored in this course.

Distribution: Liberal Arts. Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture.

ARTH 2040 - Survey of African, Oceanic, and Indigenous North American Art (3.00 Credits(s))

This course is a survey of the indigenous arts of African, Oceanic, and North America. Sacred and secular art forms and how they reflect the native culture will be explored in this course.

Distribution: Liberal Arts. Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture.

ASTR - ASTRONOMY

ASTR 1511 - Introduction to Astronomy with Lab (4.00 Credits(s))

This survey course includes historical development of astronomy; astronomical instruments; basic physical laws and processes; the formation, life cycle and death of stars; the structure and dynamics of the Milky Way galaxy and other galaxies, and the structure of the universe; cosmology; and the evolution and structure of the solar system. Field trips are required to study points of astronomical interest. The student may opt to receive credit in only one of the following courses: Astronomy 1510 or Astronomy 1511.

Distribution: Sciences and Mathematics.

BIOL - BIOLOGY

BIOL 1500 - Fundamentals of Biology (3.00 Credits(s))

This survey of the principles of biology includes cell theory, cell division, heredity, and anatomy and physiology of plants and animals. The course also includes a survey of the principle groups of plants and animals. This course is a non-majors life science course.

Distribution: Sciences and Mathematics.

BIOL 1501 - Fundamentals of Biology Laboratory (1.00 Credits(s))

Biology 1501 is an introductory laboratory course designed to survey the plant and animal kingdoms. The course includes microscopy of plants and lower animals, mitosis, life cycles, cell structure, and animal dissection.

Distribution: Sciences and Mathematics. Prerequisite: Successful completion with a grade of 'C' or better or concurrent enrollment in Biology 1500.

BIOL 1510 - Fundamentals of Biology with Lab (4.00 Credits(s))

This course consists of both lecture and laboratory components that will survey the principles of biology, including cell theory, cell division, heredity, evolution, and anatomy/physiology of plants and animals. The course also includes a survey of the principle groups of plants and animals. This course is a non-majors life science course.

Distribution: Sciences and Mathematics.

BIOL 1513 - Introduction to Environmental Studies with Lab (4.00 Credits(s))

This is an interdisciplinary introduction to ecology through the study of contemporary environmental problems of renewable and nonrenewable resources. The socioeconomic and political concerns of resource shortages, pollution, conservation, and management will be discussed. Field trips are required to certain local points of geological interest. The student may opt to receive credit in only one of the following courses: Biology 1503 or Biology 1513.

Distribution: Sciences and Mathematics.

BIOL 2201 - Introductory Biology - Cells (4.00 Credits(s))

This course, intended for Biology majors, will cover principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, and cellular communication. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. C-ID: BIOL 190; BIOL 135S

Distribution: Sciences and Mathematics. Prerequisite: Prerequisites or Co-requisites: Successful completion of Chemistry 2211 with a grade of C or better; eligible for successful completion of Math 1060 with a grade of C or better.

BIOL 2202 - General Zoology (5.00 Credits(s))

A survey of the animal kingdom, this course is designed as an introduction to the principles of animal biology with special reference to comparative anatomy, physiology, evolution, and ecology. Laboratory work includes the study of cells, tissues, and organ systems of the frog and representatives of the major invertebrate groups. A number of field trips serve as an introduction to field biology. C-ID: BIOL 150; BIOL 135S

Distribution: Sciences and Mathematics. Prerequisite: Eligibility for Mathematics 1500 or higher.

BIOL 2203 - General Botany (4.00 Credits(s))

This course is intended for majors and covers comparative diversity, structure, and function of plant, fungal, and protistan phyla. Topics include development, morphology and physiology, taxonomy and systematics. Principles of population and community ecology and ecosystem interactions are emphasized. Students who intend to transfer to a UC should take BIOL 2202 after BIOL 2201. C-ID: BIOL 155; BIOL 135S

Distribution: Sciences and Mathematics. Prerequisite: Eligibility for Mathematics 1500 or higher.

BIOL 2250 - Human Anatomy (5.00 Credits(s))

This course examines the structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization. This course is primarily intended for nursing, allied health, kinesiology, and other health related majors. C-ID: BIOL 110B

Distribution: Sciences and Mathematics.

BIOL 2257 - Human Physiology with Lab (5.00 Credits(s))

Study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for Nursing, Allied Health, Kinesiology, and other health related majors. Not open to students who have credit of C or better in Biology 2255 and/or Biology 2256.

Distribution: Sciences and Mathematics.

BIOL 2260 - General Microbiology (5.00 Credits(s))

As an introduction to the microbes, this course will include the morphology, metabolism, and pathogenicity of bacteria, fungi, viruses, prions, protozoa, and helminths. Special emphasis will be placed on human immunology and those etiological agents of human disease. Laboratory exercises will include aseptic techniques, culturing and identification of common microbes, cataloging results in structured, notebook format, presentation skills of technical material to peers, drawing fungus micro and macro morphology, and drawing micro and macro parasite morphology.

Distribution: Sciences and Mathematics. Prerequisite: Successful completion in Biology 1500 or one year of high school biology with a grade of "C" or better; and Chemistry 1510 or one year of high school chemistry with a grade of "C" or better.

BIOL 2370 - Basic Nutrition (3.00 Credits(s))

In this basic nutrition course students will learn fundamental principles of nutrition and their application to diets under normal conditions.

Distribution: Sciences and Mathematics.

BSAD - BUSINESS ADMINISTRATION

BSAD 2220 - Introduction to Financial Accounting (4.00 Credits(s))

Business Administration 2220 is a foundation course in financial accounting principles. It is a study of accounting as an information system, with emphasis on the accounting cycle, sole proprietorships, corporations and partnerships, financial statements, and using generally accepted accounting principles to account for assets, liabilities, expenses, revenues, capital, and provide internal controls. C-ID: ACCT 110

Distribution: Applied Technologies.

BSAD 2221 - Introduction to Managerial Accounting (4.00 Credits(s))

Business Administration 2221 is a foundation course in managerial accounting principles. It is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Areas covered include study of cost terms and concepts, cost behaviors, basic features of internal reporting systems, cost system designs, cost control, profit planning, performance analysis, and strategic management, with an emphasis on business decision making. C-ID: ACCT 120

Distribution: Applied Technologies. Prerequisite: Successful completion in Business Administration 2220 with a grade of 'C' or better; 64 hours lecture.

BUSN - BUSINESS

BUSN 1050 - Business Mathematics (3.00 Credits(s))

Use of arithmetic functions with emphasis on business applications is the focus of this course. Special attention is given to equations and their application to business problems.

Distribution: Applied Technologies.

BUSN 1051 - General Accounting (4.00 Credits(s))

This is an introductory course in accounting stressing theory and principles of elementary accounting applicable to proprietorship, partnerships, and corporations. The course includes the entire bookkeeping cycle. The program gives the student practical training for clerical, bookkeeping, and managerial positions.

Distribution: Applied Technologies.

BUSN 1053 - Computerized Accounting (1.00 Credits(s))

This course covers accounting practices using a computerized database to develop skills using computerized accounting systems to create customized accounting reports to meet the needs of business and industry.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Business 1051 or Business Administration 2220 with a grade of 'C' or better; 48 hours lab.

BUSN 1055 - Office Procedures (3.00 Credits(s))

This comprehensive course for secretarial and clerical majors provides training in modern office processes and procedures including: teamwork, management, customer service, written and verbal communications, presentations, records management, office equipment and technology, planning basics, meeting and event planning, and professional image for advancement

Distribution: Applied Technologies.

BUSN 1056 - QuickBooks (0.50 Credits(s))

This is an introductory course on how to use QuickBooks' basic features through lecture and activities. The course will introduce students to the types of information needed for a business, how to enter the information, and track it in QuickBooks.

Distribution: Applied Technologies.

BUSN 1059 - Electronic Machine Calculations (1.00 Credits(s))

This course provides instruction on touch addition and solving business problems using the electronic calculator. Assignments are based on typical business situations and problems. Instruction is on an individual progress basis. Students who have completed Business 72 or Business 22 are not eligible for enrollment in this course.

Distribution: Applied Technologies.

BUSN 1500 - Introduction to Business (3.00 Credits(s))

A survey course in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. This course demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals. C-ID: BUS 110

Distribution: Applied Technologies.

BUSN 1510 - Business Communication (3.00 Credits(s))

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. C-ID: BUS 115

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful Completion of English 1500 with a grade of 'C' or better; 48 hours lecture.

BUSN 1536 - Introduction to Exporting (3.00 Credits(s))

This course covers the fundamentals of exporting including marketing and sales, quotations, payments and risks, regulations, licensing, shipping, documentation and business plan development. The process of identifying resources along with their benefits is included. Students will conduct market research for exporting a given product and/or service with online presentations.

Distribution: Applied Technologies.

BUSN 1560 - Business Capstone (3.00 Credits(s))

This course is designed to be the culminating project specific to a program of study. Professional and employment related situations and projects will be explored through a variety of learning methods to include simulations, case studies, scenarios, individual research papers, projects, internships, portfolios and presentations necessary for twenty-first century success. Selection of a project will be based on need and/or interest related to the discipline.

Distribution: Applied Technologies.

BUSN 1601 - Beginning Keyboarding (1.00 Credits(s))

A beginning course in keyboarding, Business 1601 uses a multi-component instructional program which offers a high degree of flexibility and is designed to allow for individual progress. The major objectives are to teach the keyboard including the alphabet, number and symbol keys and to develop touch control of the keyboard.

Distribution: Applied Technologies.

BUSN 1602 - Beginning Keyboarding (1.00 Credits(s))

Business 1602 uses a multi-component instructional program which offers a high degree of flexibility and is designed to allow for individual progress. The major objective is to provide an introduction to typing basic business documents.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Business 1601 with a grade of 'C' or better; 48 hours lab.

BUSN 1603 - Beginning Keyboarding (1.00 Credits(s))

Business 1603 uses a multi-component instructional program which offers a high degree of flexibility and is designed to allow for individual progress. The major objective is to provide an introduction to typing correspondence, reports, and employment documents.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Business 1602 with a grade of 'C' or better; 48 hours lab.

BUSN 2001 - College Keyboarding and Document Processing (1.00 Credits(s))

Business 2001 uses a multi-component, highly flexible instructional program designed to allow for individual progress. This course continues the development of basic keyboarding skills and emphasizes the formatting of various kinds of business correspondence, reports, and tables.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Business 1603 or 1 year of high school typing with a grade of "C" or better; 48 hours lab.

BUSN 2002 - College Keyboarding and Document Processing (1.00 Credits(s))

Business 2002 uses a multi-component, highly flexible instructional program designed to allow for individual progress. This course continues the development of basic keyboarding skills and emphasizes the formatting of formal reports, medical office documents, legal office documents and the use of international formatting in business correspondence, email, tables and reports.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Business 2001 with a grade of 'C' or better; 48 hours lab.

BUSN 2003 - College Keyboarding and Document Processing (1.00 Credits(s))

Business 2003 uses a multi-component, highly flexible instructional program designed to allow for individual progress. This course continues the development of basic typing keyboarding skills and emphasizes the formatting of desktop publishing projects from arranged, unarranged, handwritten and rough draft sources.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Business 2002 with a grade of 'C' or better; 48 hours lab.

BUSN 2275 - Business Law (3.00 Credits(s))

This course is a survey of the principles of business law with particular emphasis given to contracts, sales and lease contracts, negotiable instruments, agency law, and trade regulations, partnership and corporate law, professional liability, property law, wills, trusts, and estates. C-ID: BUS 125

Distribution: Applied Technologies.

CHEM - CHEMISTRY

CHEM 1510 - Introductory College Chemistry (4.00 Credits(s))

This course is a survey of basic chemistry topics. This course is intended as preparation for chemistry and allied health majors, and general education. This is a general education course not open to students with credit in Chemistry 2211.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Eligibility for Mathematics 1060.

CHEM 1520 - Introduction to Organic and Biochemistry (4.00 Credits(s))

This course is a survey of organic and biochemistry for nursing majors and other allied health fields. Topics include general organic chemistry and biological chemistry as they apply to living systems. C-ID: CHEM 102.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Chemistry 1510 or equivalent.

CHEM 2211 - General Chemistry (5.00 Credits(s))

This is the first semester of a one-year course sequence in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering. C-ID: CHEM 110 CHEM 120S

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Chemistry 1510 and Mathematics 1060 with a grade of "C" or better; high school chemistry and intermediate algebra or trigonometry with grades of "C" or better as part of the qualification by assessment process.

CHEM 2212 - General Chemistry and Qualitative Analysis (5.00 Credits(s))

This is the second semester of a one-year course sequence in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicines), mathematics, and engineering. Special emphasis in the laboratory is placed on the theory and techniques of qualitative analysis. C-ID: CHEM 120S

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Chemistry 2211 with a grade of "C" or better.

CHEM 2250 - Quantitative Analysis (4.00 Credits(s))

A practical and theoretical exploration of quantitative analytical techniques. Principles of gravimetric, volumetric, spectrophotometric and chromatographic analysis are stressed in both lecture and laboratory. Sample preparation methods and data analysis are also introduced.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Chemistry 2212 with a grade of "C" or better; 32 hours lecture; 96 hours lab (128 hours total).

CJA - CRIMINAL JUSTICE ADMIN

CJA 1001 - Corrections Officer Core Course (6.50 Credits(s))

This course is designed to meet the corrections standards authority requirements for entry level corrections officers in adult detention facilities. This course covers various legal issues in dealing with incarcerated offenders as well as supervision of inmates, transportation, report writing, blood borne pathogens, CPR, first aid, receiving and release of inmates, weaponless defense, fire and life safety. A Corrections Officer Core Course certificate is issued at the completion of this course. This course has a material fee.

Distribution: Social Sciences. Prerequisite: Prerequisite: None; 50 hours lecture; 158 hours lab (208 hours total).

CJA 1003 - Chemical Agent Deployment (1.50 Credits(s))

This class is intended for peace officers, correctional officers, juvenile institutions staff, and probation officers. This course provides the required competencies and certification for the use of chemical agent sprays. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program. This course includes physical activity and exposure to chemical agents for training purposes. This course is offered on a pass/no pass basis only. This course has a material fee.

Distribution: Social Sciences. Prerequisite: Prerequisite: This class is restricted to individuals currently employed in the criminal justice system; 24 hours lecture.

CJA 1004 - Defensive Tactics and Weaponless Defense (1.50 Credits(s))

This course is designed to provide corrections officers, first line supervisors, and probation officers with advanced skills in the area of weaponless self-defense through refreshment and enhancement of skills developed in the Basic Core Courses. This course includes the application of handcuffing techniques. Strenuous physical activity is involved. .

Distribution: Social Sciences. Prerequisite: Prerequisite: This class is restricted to those individuals that are currently employed in the criminal justice system; 24 hours lecture.

CJA 1005 - Unarmed Self-Defense (2.50 Credits(s))

This course provides training to law enforcement, corrections and security officers to perform their daily tasks with less danger to themselves and to increase their ability to control suspects and prisoners in a humane and lawful manner. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

Distribution: Social Sciences. Prerequisite: Prerequisite: Successful completion in Criminal Justice Administration 1001 or 1057. This class is restricted to those individuals currently working in the criminal justice system.

CJA 1057 - Arrest and Control Techniques PC 832 (2.50 Credits(s))

This course introduces methods and regulations used by peace officers regarding the powers of arrest, search, and seizure. Students will engage in the use of weaponless self-defense and physical arrest activities. The course is designed to meet the requirements of California Penal Code Section 832, which establishes a minimum mandatory standard of training for Peace Officers in the State of California. This course meets the Commission on Peace Officers Standards and Training (POST) requirements. This course includes strenuous physical activity. This course is offered on a Pass/No Pass basis only. This course is repeatable. Only 2.5 units can be applied towards an Associate degree.

Distribution: Social Sciences. Prerequisite: Prerequisite: None; 40 hours lecture.

CJA 1058 - PC 832 Firearms Training (1.50 Credits(s))

This course covers the competencies required for certification by Peace Officer Standards and Training (POST) for Penal Code section 832 Firearms. This course includes engagement in the use of firearms: which will include handgun familiarization, safety, care, cleaning and storage, and firearms range qualifications. This course is offered as pass/no pass basis only. Only 1.5 units can be applied towards an Associate degree. *SPECIAL NOTICE: Per Penal Code section 13511.5, students must obtain written clearance from the California Department of Justice verifying that they are not prohibited from possessing firearms.

Distribution: Social Sciences. Prerequisite: Prerequisite: Successful completion of CJA 1057 with a passing grade; 24 hours lecture.

CJA 1100 - Criminal Justice Administration Special Topics (0.25-3.00 Credits(s))

This is a series of workshop/seminar sessions devoted to instruction in specialized topics pertinent to criminal justice administration. The course will feature speakers or panels of specialists from the law enforcement or corrections fields who have expertise in the particular subject area. These courses will be graded on a Pass/No Pass basis only.

Distribution: Social Sciences. Prerequisite: Prerequisite: None; minimum of 4 hours lecture; 4 hours lab (8 hours total).

CJA 2115 - Patrol Procedures (3.00 Credits(s))

This course examines the basic responsibilities, techniques and methods of police patrol and operations, including theories of patrol, goals, patrol environment, hazards, community-oriented policing, and problem-oriented policing. In addition, this course analyzes patrol supervision, staffing and deployment, special issues in patrol operations, upgrading the patrol function, traffic enforcement, the handling of criminal activity, report writing as well as ethics in law enforcement.

Distribution: Social Sciences.

CJA 2131 - Control and Supervision in Corrections (3.00 Credits(s))

This course offers an overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and correctional worker. Topics include inmate sub-culture, violence and the effects of crowding on inmates and staff, and coping techniques for correctional officers in a hostile prison environment. The causes and effects of abusive tactics will also be discussed.

Distribution: Social Sciences.

CJA 2133 - Legal Aspects of Corrections (3.00 Credits(s))

This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course material will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of correctional officials.

Distribution: Social Sciences.

CJA 2134 - Correctional Interviewing and Counseling (3.00 Credits(s))

This course is an overview of the techniques in counseling available to practitioners in corrections. Appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling will be covered. This is a basic course for students planning to enter, or already employed within, the correctional science field.

Distribution: Social Sciences.

CJA 2135 - Public Safety Communications (3.00 Credits(s))

This is an introductory course dealing with all aspects of public safety communication. It will cover the techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety communications, i.e. crime/violation/incident reports, letters, memoranda, directives, and administrative reports. This course includes experience opportunities in interviewing, note taking, and report writing.

Distribution: Social Sciences.

COMM - COMMUNICATION

COMM 1510 - Mass Communication and the Individual (3.00 Credits(s))

This course is a survey of mass communications and the interrelationships of media and society including, history, structure and trends in a digital age. This course includes discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues including gender and cultural survey of mass communications and the interrelationships of media with society including diversity. Students may opt to receive credit in either Communications 1510 or Journalism 1510, not both.

Distribution: Liberal Arts.

COSC - COMPUTER SCIENCE

COSC 1000 - Introduction to Computers (1.00 Credits(s))

This course is a basic introduction to computer technology. It is intended for students with limited or no familiarity with computer use and technology. Students will become familiar with computer hardware and software through lecture, discussion, and hands on activities in the classroom during focused segments of instruction. The course content is presented in a classroom environment as well as via a textbook and interactive CD ROM.

Distribution: Applied Technologies.

COSC 1050 - Personal Computer Repair (2.00 Credits(s))

This course is designed for students planning to enter computer hardware replacement business. It will include demonstrations, lectures, problem assignments and hands-on experience troubleshooting a computer. The emphasis will be placed on a recent Microsoft Windows Operating System and its relationship to computer hardware components. Other operating systems will be explored.

Distribution: Applied Technologies.

COSC 1532 - Basic Internet Skills and Concepts (1.00 Credits(s))

This course provides an introduction to information resources on the Internet. Protocols and services covered include e-mail, news, discussion groups, and the World Wide Web. Navigation, searching, and retrieving techniques will be covered using Windows based web-browsers and search engines. Special focus will be given to the fastest growing resource, the WWW, by creating a personal home page.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 8 hours lecture; 24 hours lab (32 hours total).

COSC 1603 - Introduction to Word Processing - Microsoft Word (1.50 Credits(s))

This course is an introduction to word processing in the Microsoft Windows environment. The course will cover the operation and features of Microsoft Word to support common communication requirements in a business environment.

Distribution: Applied Technologies.

COSC 1703 - Introduction to Spreadsheets - Microsoft Excel (1.50 Credits(s))

This course is an introduction to spreadsheets in the Microsoft Windows environment. The course will cover the operation and features of Microsoft Excel to solve common problems in a business environment.

Distribution: Applied Technologies.

COSC 1812 - Introduction to Presentation Graphics - Microsoft PowerPoint (1.50 Credits(s))

This course is an entry-level course for students who wish to obtain a general knowledge of the application of presentation graphics software in the preparation of effective, professional presentations. This course will cover a computerized presentation on a topic of their choice as a final project. All presentations will be developed using Microsoft PowerPoint.

Distribution: Applied Technologies.

COSC 1902 - Introduction to Databases - Microsoft Access (1.50 Credits(s))

This course is an introduction to Database Management Systems (DBMS) in the Microsoft Windows environment. The course will cover the operation and features of Microsoft Access to support common data management requirements in a business environment.

Distribution: Applied Technologies.

COSC 2000 - Computer Operating Systems (1.50 Credits(s))

This course is designed for students planning to enter computer science. It will include demonstrations, lectures, problem assignments and hands-on experience troubleshooting a computer. The emphasis will be placed on the Microsoft Windows 2000 Operating System and its relationship to computer hardware components. Other operating systems will be explored.

Distribution: Applied Technologies.

COSC 2002 - Computer Operating Systems (1.50 Credits(s))

This course is an introduction to the Microsoft Windows XP Operating System. Both fundamental and advanced skills necessary to use Windows XP will be covered. The course will provide a solid foundation of knowledge upon which students can build. Real world examples prepare students to be skilled users of Windows XP.

Distribution: Applied Technologies.

COSC 2020 - Introduction to Computer Information Systems (3.00 Credits(s))

This course is designed for students planning to enter computer science, science, business, education or other related fields. Learn basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems career opportunities, certifications in the computer field, and computer trends. C-ID: BUS 140

Distribution: Applied Technologies.

COSC 2300 - Dreamweaver (3.00 Credits(s))

This introductory course is designed to present and provide various techniques for planning, building, uploading, maintaining, and updating a web site using the Dreamweaver software program. The course will emphasize methods for designing and creating web pages through the use of Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS), web scripting, and other web technologies. Topics such as integrating images, sound, and other multimedia into web pages using Dreamweaver will be discussed. This course will also address web file management, navigation systems, usability issues, limitations of web technologies, and content management.

Distribution: Applied Technologies.

CTRP - COURT REPORTING

CTRP 1010 - Beginning Machine Shorthand Theory and Lab 1 (5.00 Credits(s))

This course covers the basic theory of machine shorthand and mastery of the keyboard. It covers the introduction and master of basic stenotype concepts for all one-syllable words and simple two-syllable words written by sound, beginning number writing, all marks of punctuation, one- and two-letter brief forms, two- and three-letter phrases, reading from stenotype notes, and dictation at 40 words per minute. This course meets partial requirements of the Court Reporters Board of California and the National Court Reporters Association. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies.

CTRP 1070 - Legal Terminology I (3.00 Credits(s))

This course will provide a background of basic legal terminology. The course will explore Latin prefixes and Latin suffixes, which will allow for correct spelling, pronunciation and definition of basic legal terms. This course meets the requirements of the Court Reporters Board of California leading to certification to take the state Certified Shorthand Reporter test. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 48 hours lecture.

CTRP 1075 - Legal Terminology II (3.00 Credits(s))

This course is designed to provide an overview of terminology of the legal profession. The course will cover laws of wills and estates, real property, family law, negotiable instruments, business organization, and bankruptcy. The common legal terms used in these areas will be emphasized. This course meets the requirements of the Court Reporters Board of California leading to certification to take the Certified Shorthand Reporter test. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Court Reporting 1070; 48 hours lecture.

CTRP 1080 - Court and Deposition Procedures (3.00 Credits(s))

Emphasizes role of the official and freelance reporter in preparation of deposition and court transcripts, marking and handling of exhibits, indexing and storing notes, reporting techniques and ethics; also, the course includes the communication skills, professional image and business etiquette expected of the reporter. This course meets the requirements of the Court Reporters Board of California and this course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies.

CTRP 1090 - Punctuation and Grammar (4.00 Credits(s))

A comprehensive course covering standard English rules for grammar, punctuation, and capitalization with particular emphasis on punctuating the reporter's transcript. This course contains specialized English topics as they apply to the reporting profession. Grammar for reporters emphasizes parts of speech and parts of sentence structure. This course lays an essential foundation for correct grammar and punctuation, as well as an overview of proofreading techniques that apply to verbatim transcripts. This course meets the requirements of the Court Reporters Board of California. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies.

CTRP 1131 - 60 WPM Machine Shorthand Speed Building: Literary and Jury Charge (5.00 Credits(s))

This course presents beginning speed-building writing strategies to prepare for progressively more difficult speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and will introduce the student in developing sufficient skills to write literary and Jury Charge material on a stenotype machine at 60 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and an introduction to proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Court Reporting 1010.

CTRP 1132 - 100 WPM Machine Shorthand Speed Building: Literary and Jury Charge (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write literary and jury charge material on a stenotype machine at 100 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1151 and 1161.

CTRP 1133 - 140 WPM Machine Shorthand Speed Building: Literary and Jury Charge (5.00 Credits(s))

This course presents more complex speed-building writing strategies for Literary and Jury Charge material to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write literary, medical, and jury charge material on a stenotype machine at 140 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1152 and 1162.

CTRP 1134 - 180 WPM Machine Shorthand Speed Building: Literary and Jury Charge (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write literary, medical, and jury charge material on a stenotype machine at 180 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1153 and 1163.

CTRP 1141 - 60 WPM Machine Shorthand Speed Building: 2-Voice (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and will introduce the student in developing sufficient skills to write 2-Voice material on a stenotype machine at 60 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Court Reporting 1010.

CTRP 1142 - 100 WPM Machine Shorthand Speed Building: 2-Voice (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write 2-Voice material on a stenotype machine at 100 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1151 and 1161.

CTRP 1143 - 140 WPM Machine Shorthand Speed Building: 4-Voice (5.00 Credits(s))

This course promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and develops sufficient skills to write 4-Voice material on a stenotype machine at 140 words per minute (wpm) for a minimum of ten-minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1152 and 1162.

CTRP 1144 - 180 WPM Machine Shorthand Speed Building: 4-Voice (5.00 Credits(s))

This course promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and develops sufficient skills to write 4-Voice material on a stenotype machine at 180 words per minute (wpm) for a minimum of ten-minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1153 and 1163.

CTRP 1151 - 80 WPM Machine Shorthand Speed Building: Literary and Jury Charge (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and will introduce the student in developing sufficient skills to write literary and, jury charge material on a stenotype machine at 80 wpm for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1131 and 1141.

CTRP 1152 - 120 WPM Machine Shorthand Speed Building: Literary and Jury Charge (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write literary and jury charge material on a stenotype machine at 120 wpm for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1132 and 1142.

CTRP 1153 - 160 WPM Machine Shorthand Building: Literary and Jury Charge (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write medical, literary and jury charge material on a stenotype machine at 160 wpm for a minimum of ten (10) five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1133 and 1143.

CTRP 1154 - 200 WPM Machine Shorthand Speed Building: Literary and Jury Charge (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write literary and jury charge material on a stenotype machine at 200 wpm for a minimum of five minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1134 and 1144.

CTRP 1161 - 80 WPM Machine Shorthand Speed Building: 2-Voice (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and will provide the student with sufficient skills to write 2-Voice material on a stenotype machine at 80 wpm for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1131 and 1141.

CTRP 1162 - 120 WPM Machine Shorthand Speed Building: 2-Voice (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write 2-Voice material on a stenotype machine at 120 wpm for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1132 and 1142.

CTRP 1163 - 160 WPM Machine Shorthand Speed Building: 4-Voice (5.00 Credits(s))

This course presents more complex speed-building writing strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and further develops sufficient skills to write 4-Voice material on a stenotype machine at 160 wpm for a minimum of ten (10) minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1133 and 1143.

CTRP 1164 - 200 WPM Machine Shorthand Speed Building: 4-Voice (5.00 Credits(s))

This course promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and develops sufficient skills to write 4-Voice material on a stenotype machine at 200 wpm for a minimum of ten minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1134 and 1144.

CTRP 1210 - Proofreading for the Court Reporter (2.00 Credits(s))

This course will discuss the fundamentals of word division, capitalization, expressions of numbers, punctuation, grammar, and proofreading in court reporting. The course will provide practice on writing, proofreading, and editing various transcripts and documents. An extensive review of parts of speech and types and classification of sentences will be presented. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Co-requisite: Enrollment in Court Reporting 1030, 1040, 1050, and 1060.

CTRP 1250 - Certified Shorthand Reporter Preparation (2.00 Credits(s))

Comprehensive review of all academic course material, as well as court reporting related courses, which are necessary to take the Registered Professional Reporter and Certified Shorthand Reporter tests. Extensive reviews of vocabulary, legal and medical terminologies, court and deposition review (including various State and Federal codes), ethics, grammar and punctuation development, anatomy, and spelling. This course meets the requirements of the Court Reporters Board of California. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process; 32 hours lecture.

CTRP 1260 - Machine Shorthand Speed Building - Dictation/Transcription (1.25 Credits(s))

This course promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and develops sufficient skills to write and transcribe complex material on a stenotype machine up to 240 words per minute (wpm) for a minimum of five minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1034, 1044, 1054 and 1064.

DNTL - DENTAL HYGIENE

DNTL 1054 - Clinical Practice IV (1.00 Credits(s))

This course will provide the opportunity to become more proficient in the clinical skills learned and practiced in previous clinical courses and to prepare for success on their state clinical licensing examinations. It is offered on a Pass/No Pass basis only.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Acceptance into the Dental Hygiene Program, Dental Hygiene 2243; 48 clinic (lab) hours per semester to be arranged with the instructor.

DNTL 1510 - Oral Biology (4.00 Credits(s))

The study of the anatomy, histology and embryological development of oral and facial structures. Recognition of unique tooth form as it relates to functional characteristics, identification and specific location in the dental arches and analysis of microscopic and clinical features of dental and periodontal structures.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program, and successful completion in Biology 2250 and 2260 with grade of 'C' or better; 64 hours lecture.

DNTL 1511 - Oral Radiology (2.00 Credits(s))

This course teaches the fundamentals of radiation equipment and avoidance of radiation exposure hazard along with clinical application of procedures involved in exposing, processing, mounting and interpretation of dental radiographs and digital images.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program; 24 hours lecture; 32 hours lab (56 hours total).

DNTL 1512 - Head and Neck Anatomy (3.00 Credits(s))

This course studies the anatomical structures of the head and neck regions and relates these structures to the clinical practice of dental hygiene.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program and successful completion in Biology 2250 and 2257 with a grade of 'C' or better; 48 hours lecture.

DNTL 1513 - Dental Health Education/Seminar (2.00 Credits(s))

Principles and practices of prevention and control of dental disease with emphasis on nutrition, plaque control, motivation and chair side patient education are covered in this course.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program; 32 hours lecture.

DNTL 1514 - Introduction to Clinic (5.50 Credits(s))

Introduction to all clinical procedures and skills needed for Dental Hygiene Process of Care.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Acceptance in Dental Hygiene Program; 48 hours lecture; 128 hours lab; 176 hours total.

DNTL 1517 - Critical Thinking for Health Sciences (1.50 Credits(s))

The Introduction to Critical Thinking for Health Sciences course is designed to improve students' reasoning process. Instruction consists of creating argument maps, analyzing the validity of arguments, creating valid arguments, critiquing assumptions within arguments, distinguishing between induction and deduction, and in arriving at valid and supportable conclusions. Special emphasis is placed on reasoning and problem solving in health care.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program.

DNTL 2020 - Local Anesthesia and Nitrous Oxide (2.00 Credits(s))

This course emphasizes pharmacology, anatomy and physiology of local anesthetic agents and their proper use. Preparation for and the administration of local anesthesia techniques used in dental hygiene procedures. Also included in this course is the study and administration of nitrous oxide sedation used in dentistry and the prevention and management of medical emergencies.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first semester Dental Hygiene Program courses and Chemistry 1520 with a 'C' or higher; 16 hours lecture; 48 hours lab (64 hours total).

DNTL 2021 - General and Oral Pathology (4.00 Credits(s))

This course covers the pathological processes of inflammation, immunology neoplasia, developmental disorders, infection, systemic disease, genetics, healing and repair. Recognition of abnormal conditions of the human body with a special emphasis on normal conditions in the oral cavity.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first semester Dental Hygiene Program courses, Biology 2250, 2257, and 2260 with a grade of 'C' or better; 64 hours lecture.

DNTL 2024 - Clinical Practice I (4.00 Credits(s))

This course provides beginning clinical experience in the treatment of adult and child patients. Various clinical procedures utilizing scaling and polishing techniques, extra-oral and intra-oral inspections, cancer screening, dental and periodontal charting, plaque control instructions and topical fluoride application will be put into supervised practice.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first semester Dental Hygiene Program courses with a grade of 'C' or better; 16 hours lecture; 144 hours (lab) (160 hours total).

DNTL 2025 - Patient Management and Geriatrics (2.00 Credits(s))

This course teaches characteristics, motivation and management of individual patients, and interpersonal communication. Treatment of the compromised patient and myofunctional therapy is presented. This course teaches the dental hygiene student how to effectively and compassionately treat patients with special needs according to each of their individual needs. Specific diseases, disorders, and disabilities are studied in depth to gain a working knowledge of how to treat these patients in the scope of dental hygiene care and prevention.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first semester Dental Hygiene Program courses; 32 hours lecture.

DNTL 2026 - Nutrition in Dentistry (1.00 Credits(s))

This course provides the basic principles of nutrition and their relationship to dental and total health. Its intent is to teach the students how to perform dietary surveys on clinical patients and to plan nutritional dietary programs.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first semester Dental Hygiene Program courses with a grade of 'C' or higher; 16 hours lecture.

DNTL 2027 - Critical Thinking for Health Sciences (1.50 Credits(s))

This course is a continuation of Dental Hygiene 1517. Instruction consists of creating argument maps, analyzing the validity of arguments, creating valid arguments, critiquing assumptions within arguments, distinguishing between induction and deduction, and in arriving at valid and supportable conclusions. Special emphasis is placed on case studies germane to Dental Hygiene and Health Sciences.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Dental Hygiene 1517 with a grade of "C" or better.

DNTL 2130 - Periodontics I (3.00 Credits(s))

This course in periodontics teaches identification of the normal periodontium and recognition of deviations from normal and the etiology and principles of periodontal diseases, examination procedures, treatment and preventative measures.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses with a grade of 'C' or better; 48 hours lecture.

DNTL 2131 - Pharmacology (2.00 Credits(s))

This course emphasizes the classification and study of drugs according to origin, physical and chemical properties, therapeutic effect and values, particularly of drugs used in dentistry.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses, Chemistry 1520, Biology 2257 with a grade of 'C' or better; 32 hours lecture.

DNTL 2132 - Dental Materials (2.00 Credits(s))

This course covers the composition, properties and use of various dental materials and how they impact dental hygiene procedures and oral health. The utilization of dental materials for registered dental hygienist is emphasized.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses with a grade of 'C' or better; 32 hours lecture; 11 hours lab (43 hours total).

DNTL 2133 - Advanced Clinical Topics (2.00 Credits(s))

This course teaches the student to perform advanced techniques required in treating periodontal disease. Included are comprehensive periodontal assessment, advanced instrumentation techniques, soft tissue curettage, and the latest treatment modalities available in the profession. The current standards of care for patients with all classes of periodontal disease are emphasized.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses with a grade of 'C' or higher; 32 hours lecture.

DNTL 2134 - Clinical Practice II (5.00 Credits(s))

This course provides intermediate experience in the treatment of dental hygiene patients to expand on the procedures and techniques introduced in Introduction to Clinic and Clinical Practice I, and to provide more experience on more difficult cases.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses with a grade of 'C' or better; 16 hours lecture; 192 hours (lab) (208 hours total).

DNTL 2240 - Periodontics II (1.50 Credits(s))

This course discusses the management of periodontal disease as well as the legal and ethical implications of diagnosis and treatment. Therapeutic modalities to include surgery, dental implants and periodontal maintenance are covered.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses with a grade of 'C' or higher; 24 hours lecture.

DNTL 2241 - Practice and Financial Management (1.00 Credits(s))

This course discusses dental office practice concepts, financial, and business matters relating to dental hygiene practice as well as employment issues such as practice settings, job-seeking, interviewing skills, resume writing and cover letter composition.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses with a grade of 'C' or better; 16 hours lecture.

DNTL 2243 - Clinical Practice III (6.00 Credits(s))

This course provides students with the opportunity to become more proficient in the clinical skills learned and practiced in previous clinical courses and to prepare them for success on their state, national, and regional licensing examinations.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses; 16 hours lecture; 256 hours (lab) (272 hours total).

DNTL 2244 - Community Oral Health (2.00 Credits(s))

This course introduces students to the principle and practices of dental public health. The emphasis is based on the role of the dental hygienist as an innovator of, and an educator in, community health programs. Public health issues will be introduced and discussed. Students will learn to interpret and apply evidenced based research and develop a community based dental health project.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses with a grade of 'C' or better; 32 hours lecture.

DNTL 2245 - Ethics and Jurisprudence (2.00 Credits(s))

The study of the fundamental factors necessary to be employed and practice within the ethical and legal framework of the State Dental Practice Act and the code of ethics of the American Dental Association.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of all first, second, and third semester Dental Hygiene Program courses with a grade of 'C' or higher; 32 hours lecture.

DRAM - DRAMA

DRAM 1510 - Introduction to Theatre (3.00 Credits(s))

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces elements of the production process including playwriting, acting, directing, design, and criticism. This course will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions. C-ID: THTR 111

Distribution: Liberal Arts.

DRAM 1535 - Elementary Acting (3.00 Credits(s))

This course prepares a student to apply basic acting theory to performance and develops the skills of interpretation of drama through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and interpretation of text. C-ID: THTR 151

Distribution: Liberal Arts.

DS - DISABILITY STUDIES

DS 1501 - Introduction to Disabilities (3.00 Credits(s))

This introductory course provides a background in the history, theory, language, the basic concepts of services for persons with disabilities, effective communication, and terms and vocabulary that are important to the field of disabilities. The course will also detail ethics, rights, social issues, confidentiality, and mandated privacy. It will also explore the employment opportunities to work with individuals with disabilities.

Distribution: Learning Support.

DS 1502 - Disabilities and the Law (3.00 Credits(s))

This course provides general guidelines for documentation, recording activities and/or events, different types of documentation, effective documentation methods, and the importance of confidentiality. This course also provides an overview of the laws regarding rights and issues as they relate to individuals with disabilities and recipients of services

Distribution: Learning Support.

DS 1503 - Introduction to Medication Support (3.00 Credits(s))

This course covers how to support people with disabilities in effectively and safely managing their medications. Information on how to work with medical professionals and safely store, administer, and handle medications is included. Since not all paraprofessionals have the same responsibilities in medication support due to different regulations and the varied needs of the persons being supported, the course provides concepts and tools that help to understand and address unique situations.

Distribution: Learning Support.

DS 1504 - Cultural Competency Towards Disabilities (3.00 Credits(s))

This course helps explore cultural awareness and to understand how to work with people who have a wide variety of personal perspectives, cultures, and life circumstances through the disability perspective. The course investigates cultural competency through the five elements of cultural awareness: 1) valuing diversity; 2) understanding your own culture; 3) understanding when culture may be affecting interactions between persons and among groups; 4) knowing where to find good resources; and 5) knowing how to change your behavior to meet the cultural needs of individuals with disabilities.

Distribution: Learning Support.

DS 1505 - Teaching Individuals with Disabilities and Dealing with Challenging Behaviors (3.00 Credits(s))

This course provides an overview of methods for helping people with disabilities effectively learn new tasks and skills. The effects of cognitive disabilities on learning are examined as well as general learning principles and learning theories. Theories are combined with these learning principles in dealing with challenging behaviors that are harmful to self or others, result in property destruction, or consistently interfere with the achievement of personal goals.

Distribution: Learning Support.

DS 1506 - Maltreatment and Safety at Home and in the Community (3.00 Credits(s))

This course covers what abuse, neglect and exploitation are, how to identify suspected cases, how to protect the person who has been the victim of these situations and how to effectively document these situations. In addition, this course explores the personal and environmental factors that put people at risk and how to negotiate and support a balance between the risks of freedom, people's right to be safe, and the responsibilities of a paraprofessional.

Distribution: Learning Support.

ECEF - EARLY CARE, ED. AND FAMI STUDI

ECEF 1001 - Introduction to Curriculum (3.00 Credits(s))

This course is designed as an introduction to the appropriate and effective methods, theories, and practices of Early Care, Education and Family Studies. It is also a practical "hands-on" approach to presenting a variety of learning experiences to preschool aged children, with an awareness of cultural differences and diverse abilities. The units to be covered include mathematics, language arts, science, nutrition, seasonal activities, and fine arts. This is a general education course not open to students with credit in Early Care, Education and Family Studies 1501. This is designed to be taken as an associate degree applicable/non-transferable course in preparation for the lower division eight (LD8) as designed by the Curriculum Alignment Project (CAP). See www.childdevelopment.org for more information on LD8. It also satisfies a core requirement as part of the Child Development Matrix.

Distribution: Social Sciences.

ECEF 1003 - Introduction to Child Growth and Development (3.00 Credits(s))

This course is an overview of child growth and development; stages of physical, cognitive, social, and emotional growth from prenatal through adolescence. Other topics include historical and theoretical foundations in development and education, research methods and designs, educational testing and assessments, prenatal development and birth, parenting styles and special needs. This is a general education course not open to students with credit in Psychology 2003. This is designed to be taken as an associate degree applicable/non-transferable course in preparation for lower division eight (LD8) as designed by the Curriculum Alignment Project (CAP). See www.childdevelopment.org for more information on LD8. It also satisfies a core requirement as part of the Child Development Matrix.

Distribution: Social Sciences.

ECEF 1031 - Introduction to the Child in Family/Community Relationships (3.00 Credits(s))

This course is an examination of the developing child in a social context focusing on the interrelationship of family, school and community emphasizing historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. This is a general education course not open to students with credit in Early Care, Education and Family Studies 1531. This is designed to be taken as an associate degree applicable/non transferable course in preparation for the lower division eight (LD8) as designed by the Curriculum Alignment Project (CAP). See www.childdevelopment.org for more information on LD8. It also satisfies a core requirement as part of the Child Development Matrix.

Distribution: Social Sciences.

ECEF 1090 - Introduction to Child Health and Safety (3.00 Credits(s))

This course is an introduction to the laws, regulations, standards, policies and procedures, and Early Care, Education and Family Studies curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. This is a general education course not open to students with credit in Early Care, Education and Family Studies 1590. This is designed to be taken as an associate degree elective/non transferable course in preparation for the lower division eight (LD8) as designed by the Curriculum Alignment Project (CAP). See www.childdevelopment.org for more information on LD8. It also satisfies a core requirement for the Child Development Matrix.

Distribution: Social Sciences.

ECEF 1500 - Introduction to Early Care, Education and Family Studies: Principles and Practices (3.00 Credits(s))

This course is an introduction to the field of early care and education. In the field where relationships are the foundation, we will examine the principles of developmentally appropriate learning environments and respectful, constructive adult/child interactions. This course will develop teaching strategies that support the domains of development for all children which include but are not limited to physical, social, intellectual and emotional development. This course includes a review of the historical and theoretical roots of early childhood programs and the evolution of practices promoting advocacy, professional ethics and identity. C-ID: ECE 120

Distribution: Social Sciences.

ECEF 1501 - Early Care, Education, and Family Studies Curriculum (3.00 Credits(s))

This course is designed as an introduction to the appropriate and effective methods, theories and practices of Early Care, Education and Family Studies curriculum. It is also a practical "hands-on" approach to presenting a variety of learning experiences to children birth through age 8 with an awareness of cultural differences and diverse abilities. The following content areas will be examined: mathematics, language and literacy, science, nutrition, and arts and creativity, social and emotional learning and sensory learning. The teacher's role in supporting learning and development in young children, with an emphasis on the role of play, will also be examined. TB clearance is required. C-ID: ECE 130

Distribution: Social Sciences.

ECEF 1511 - Creative Experiences for Children (3.00 Credits(s))

This course develops a sensitivity for children and their instructional needs and introduces learning experiences, techniques and curricula that promotes creativity in young children as well as the other domains of development. Various methodologies and theories will be presented for setting up developmentally appropriate environments conducive to creativity, respectful of culture and ability and where children's interest and need for play are emphasized. The value and benefit of play and creative experiences to the whole child will be explored.

Distribution: Social Sciences.

ECEF 1521 - Practicum Field Experience (3.00 Credits(s))

This course provides students with the opportunity to apply their knowledge of Early Care, Education, and Family Studies theory and pedagogy in the learning environment under the supervision of a mentor teacher. Child development, children and families, developmentally appropriate practice, and curriculum content areas are primary focus areas. Experiential learning is the primary modality of the course through design, implementation, and evaluation of experiences that promote positive development and learning inclusive of all children and families. TB test clearance may be required for some lab work locations. C-ID: ECE 210

Distribution: Social Sciences. Prerequisite: Successful completion of ECEF 1500, ECEF 1501, ECEF 1531, and PSYC 2003 with a grade of C or better; 32 hours lecture; 48 hours lab (participation in a pre-school program) (80 hours total).

ECEF 1531 - The Child in Family/Community Relationships (3.00 Credits(s))

This course is an examination of the developing child in a societal context focusing on the interrelationship of family, school and community, and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. C-ID: CDEV 110

Distribution: Social Sciences.

ECEF 1561 - Literature and Storytelling in the Early Childhood Environment (3.00 Credits(s))

This is an introduction to children's literature, storytelling and book selection for children from two to ten years. The major emphasis will center on the works of contemporary authors whose books are chosen for many collections. Techniques of storytelling and story reading will be presented along with various methods used to interest children in literature. Children's poetry will be introduced as well as dramatic readings.

Distribution: Social Sciences.

ECEF 1571 - Child Study and Assessment (3.00 Credits(s))

This course will provide students with information on appropriate assessment techniques used to assess children, guide learning and curriculum development, and create appropriate and respectful environments. Content includes hands-on experience working with families in observing, assessing, and developing portfolios for young children. Anecdotal records, rating systems and multiple assessment techniques will be explored. C-ID: ECE 200

Distribution: Social Sciences.

ECEF 1581 - Introduction to Infancy Development - Infant, Family, and Society (3.00 Credits(s))

This is an introduction to the basic concepts of infant behavior and development. This course is designed to prepare students to work effectively with infants and their families. It addresses theories of infant development, primary care and continuity of care, social, emotional, cognitive, linguistic and physical development, how to create healthful physical and social environments, and how to work respectfully with children, staff and families with various cultures, beliefs and abilities.

Distribution: Social Sciences.

ECEF 1582 - Infant Massage (1.00 Credits(s))

This course provides instruction on positive touch, infant massage, and relaxation techniques in the context of support for the development of the infant. The impact of positive touch is discussed in terms of child growth and development, bonding and attachment, human anatomy and physiology, stress management, self-esteem, and overall health and well being. The course also covers facilitation of positive interactions between infant and caregiver through instruction on the recognition of infant cues, sensitivity to cultural issues and special needs infants, and development and maintenance of safe and appropriate environments during use of these techniques. Emphasis is on the interaction between the caregiver and the infant in reading and understanding cues, relaxation techniques and the importance of preparing for massage and massage techniques.

Distribution: Social Sciences.

ECEF 1583 - Using Infant Cues (1.00 Credits(s))

This course is a study of the verbal and non-verbal forms of communication in infants and toddlers that enhances the relationships between primary caregivers and the children in their care. Emphasis is on the role of the caregiver in reading the infant/toddlers gestures, body language, facial expressions, and verbal cues to establish a nurturing relationship. Strategies for working with children with special needs and ESL learners will be explored.

Distribution: Social Sciences.

ECEF 1584 - Field Experience for Infant and Toddler Care and Development (2.00 Credits(s))

This course is designed to support and guide the student in working directly with infants and toddlers while under the supervision of qualified infant/toddler teacher. Information learned in ECE 1581 will be applied, focusing on concepts such as: primary care giving and continuity of care, observation and assessment, developmentally appropriate curriculum and environments, health and safety, guidance and discipline, working with families from various ethnic and linguistic backgrounds and special needs. A TB clearance is required.

Distribution: Social Sciences. Prerequisite: Prerequisite: Successful completion or concurrent enrollment in Early, Education, and Family Studies 1581 with a grade of 'C' or higher.

ECEF 1590 - Health, Safety, and Nutrition (3.00 Credits(s))

This course is a study of health and safety as related to children from birth through adolescence. Content includes information to enable the teacher and the parent to become more fully aware of their role in developing the overall well-being of the children in their care. Laws, regulations, standards and policies, procedures and early childhood curriculum related to health, safety and nutrition are studied at an introductory level. C-ID: ECE 220

Distribution: Social Sciences.

ECEF 1601 - Diversity in Early Care, Education and Family Studies (3.00 Credits(s))

This course studies the philosophy, goals, materials, and techniques necessary for designing an anti-bias environment for young children. It includes the examination of different cultural practices, as well as the impact prejudice, discrimination and stereotypic behavior can have on an environment as well as on children and families and involves self-reflection of one's own understanding of educational principles in integrating anti-goals in order to better inform teaching practices and/or program development. The development of social identities is also addressed. Course includes skills of how to empower children to address bias in their classroom as well as their community in hopes of creating a peaceful world. C-ID: ECE 230

Distribution: Social Sciences.

ECEF 1611 - Introduction to Children With Special Needs Birth to Age Eight (3.00 Credits(s))

This course is an introduction to the variations in development of children with special needs and the resulting impact on families. It will include an overview of historical and societal influences, laws relating to children with special needs and the identification and referral process.

Distribution: Social Sciences.

ECEF 1612 - Curriculum and Intervention for Children with Special Needs (3.00 Credits(s))

This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Emphasis is on the use of observation and assessment in meeting individual needs, adapting curriculum strategies to facilitate all domains of development, and providing inclusive and natural environments. It also addresses the role of the teacher as the professional working with families, collaboration with interdisciplinary teams, and cultural competence. This course will satisfy one of the requirements for the Early Intervention Certificate.

Distribution: Social Sciences.

ECEF 1621 - Administration I: Planning and Administering an Early Care, and Education Program (3.00 Credits(s))

This course is an introduction to administration and management of a program in early care, and education. It covers program types, budgets, regulations and laws, development and implementation of policies and procedures, and examines administrative tools, philosophies, and techniques for opening and operating an early care and education program.

Distribution: Social Sciences.

ECEF 1653 - Discipline Techniques for Preschool Children (1.00 Credits(s))

This course is designed to assist early care and education teachers in addressing challenging behavior in the classroom. This course teaches strategies for fostering empathy and respect among children, effective and appropriate responses to conflict, and how to assess and develop classroom environments that are sensitive to both culture and diverse abilities. Emphasis will be placed on teaching problem solving skills, conflict resolution strategies, positive reinforcement, and guidance and discipline techniques that are respectful of the child and family.

Distribution: Social Sciences.

ECEF 1654 - Discipline Techniques for School-Age Children and Adolescents (1.00 Credits(s))

This course is designed to assist child care providers and teachers in dealing with challenging behaviors in the school age child and adolescent. This course will cover the possible reasons for behavior, and strategies for assessing, preventing and addressing them. Special attention will be given to challenges specific to this age group, as well as how to develop a school culture that promotes respect of individual and collective needs and abilities.

Distribution: Social Sciences.

ECEF 1660 - School-Age Curriculum for Before and After School Programs/Interpersonal Relationships (1.00 Credits(s))

This course is designed for instruction in the methods and principles of teaching school-age children in before and after school programs. Emphasis is on planning the program, building self-esteem in children, creating peaceful environments, and learning how to develop pro-social skills. This course will cover how to establish an environment with respect for individual learning styles and abilities, and respecting diverse cultures in school-age children.

Distribution: Social Sciences.

ECEF 1661 - School-Age Curriculum for Before and After School Programs/Activities (1.00 Credits(s))

This course is designed for instruction in the methods and principles of teaching school age children in before and after-school programs. Emphasis is on planning the program, gathering resources, developing curriculum and designing appropriate environments. This course will cover curriculum approaches appropriate for children in before and after school programs with special emphasis on physical activities and games, music and movement, creative and performing arts, literacy development, and the importance of establishing healthy relationships.

Distribution: Social Sciences.

ECEF 1662 - School-Age Curriculum for Before and After School Programs/Theory (1.00 Credits(s))

This course is designed for instruction in the methods and principles of teaching school-age children in before and after school programs. Emphasis is on the theoretical and historical foundations on which quality programs are built and curricula and environments are established. This course will cover different types of programs and approaches to before and after school care including the importance of establishing and anti-bias, respectful environment.

Distribution: Social Sciences.

ECEF 2021 - Introduction to the Primary Grade Classroom (3.00 Credits(s))

An introduction to elementary education through exploration of curricula used in various kindergarten through third grade classrooms. Weekly interaction with children and teachers throughout the semester while researching various educational theories and developing appropriate activities and lesson plans is a part of this course.

Distribution: Social Sciences. Prerequisite: Prerequisite: Successful completion in Psychology 2003 with a grade of "C" or higher.

ECEF 2041 - Administration II: Personnel and Leadership in Early Care and Education Programs (3.00 Credits(s))

This course is designed to meet an educational need for administrators and directors that is not covered in the introduction administration course, Early Care, Education and Family Studies 1621. This course will focus on effective strategies for personnel management and leadership in early care and education settings, as well as legal and ethical responsibilities, supervision techniques, professional development and developing the skill of reflective practice to ensure a diverse and inclusive program.

Distribution: Social Sciences. Prerequisite: Prerequisite: Successful completion in Early Care, Education and Family Studies 1621 with a grade of 'C' or better; 48 hours lecture.

ECEF 2051 - Adult Supervision: Mentoring in a Collaborative Learning Setting (3.00 Credits(s))

This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in Early Care, Education and Family Studies classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the diverse and special needs of children, parents, and other staff.

Distribution: Social Sciences.

ECON - ECONOMICS

ECON 2120 - Principles of Economics - Micro (3.00 Credits(s))

This is an introductory course focusing on choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, elasticity, production and cost theory, market structures, factor markets, and market failure. C-ID: ECON 201

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Mathematics 1050 or equivalent; 48 hours lecture.

ECON 2210 - Principles of Economics - Macro (3.00 Credits(s))

An introductory course focusing on aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth. C-ID: ECON 202

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Mathematics 1050 or equivalent algebra with a grade of "C" or better; 48 hours lecture.

ENER - ENERGY

ENER 1005 - Energy Data Management and Analysis (1.00 Credits(s))

This course is designed as a brief overview of the data software programs used by oil, gas and energy companies to track, monitor and calculate reservoir modeling, production management, economics, charting and graphing data. The course will provide a basic introduction to the various data software, their functions, purposes, and uses.

Distribution: Applied Technologies.

ENER 1025 - Oil and Gas Laws and Regulations (1.00 Credits(s))

This course is an overview of the laws and regulations governing oil and gas operations in California and the regulatory agencies that implement them.

Distribution: Applied Technologies.

ENER 1510 - Introduction to Energy (3.00 Credits(s))

This course is a survey of the energy industry. The course is intended to provide an overall understanding of the various fields and types of energy, the role it plays in the national and global economy as well as challenges and opportunities. This class will discuss the various types of energy sources, which include wind, solar, and others. Field trips are required.

Distribution: Applied Technologies.

ENER 1515 - Fundamentals of Instrumentation for Energy Industries (3.00 Credits(s))

This course is designed to provide students with a basic understanding of instrumentation and processes that provide energy and oil and gas industries vital information needed to monitor and improve production, and improve safety and efficiency. Field trips may be required. Course is not open to students who have credit of 'C' or better in ENER 1010.

Distribution: Applied Technologies.

ENER 1520 - Introduction to Petroleum Technology (3.00 Credits(s))

This course is a comprehensive introduction to the engineering and business challenges that pertain to the exploration and production of oil and natural gas. The course addresses the many fundamental topics within the main sub-disciplines of Petroleum Engineering: reservoir, drilling, production and operations, facilities, and project economics. Fieldtrips may be required.

Distribution: Applied Technologies.

ENER 1530 - Electricity and Basic Electronics (3.00 Credits(s))

This course teaches the fundamentals of electricity and electronics. It covers a wide range of topics such as test equipment, electrical properties, unit of measure, fundamental electrical laws, magnetism, and both AC and DC components and circuits. This course provides a solid foundation for both traditional and emerging electrical/electronic career paths.

Distribution: Applied Technologies.

ENER 1540 - Fundamentals of Programmable Logic Controllers (3.00 Credits(s))

This course is a comprehensive introduction to the Programmable Logic Controller (PLC), the basic parts of a PLC, how a PLC is used to control a process, and the different kinds of PLCs and their applications. The course introduces the ladder logic language developed to simplify the task of programming PLCs. Fieldtrips may be required.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion of ENER 1530 with a grade of 'C' or better.

ENGL - ENGLISH

ENGL 0800 - Introductory Writing and Grammar (4.00 Credits(s))

This course reviews and strengthens basic writing and grammar skills. It focuses on correct usage of a variety of grammatical structures and the implementation of these into well-developed, 300-350 word paragraphs through the use of rhetorical modes on a wide range of current topics. By the end of the semester a minimum of 1,250 words will be written. Compositions are graded based on grammar, organization, and content. This course also enhances and teaches practical application of basic spelling rules and patterns for commonly used and misspelled words to improve overall spelling performance.

Distribution: English. Prerequisite: Prerequisite: None; 48 hours lecture; 48 hours lab (96 hours total).

ENGL 0900 - Intermediate Writing and Grammar (4.00 Credits(s))

This course reviews basic communication skills specifically targeting academic writing through composing, revising, and editing essays. It fuses writing and reading skills through vocabulary acquisition and reading short works. Particular attention is placed on applying grammar, punctuation, and mechanics to writing.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English 0800 with a grade of "C" or better; 60 hours lecture; 16 hours lab (76 hours total).

ENGL 1000 - Interactive Writing and Grammar (3.00 Credits(s))

This course is a review of the mechanics of written composition: sentence structure, punctuation, and spelling. Paragraph and theme writing, reading for understanding, and vocabulary are included, (minimum 5000 words).

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English 0900 or English as a Second Language 0900 with a grade of "C" or better; 48 hours lecture.

ENGL 1500 - Composition and Reading (3.00 Credits(s))

This is a collegiate-level course in expository and argumentative writing, appropriate and effective use of language and vocabulary, close reading, critical thinking, research paper, information literacy, and documentation. C-ID: ENGL 100

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English 1000 and Reading 1005 with grades of 'C' or better; 48 hours lecture.

ENGL 1600 - Critical Thinking, Literature, and Composition (4.00 Credits(s))

This course focuses on critical thinking and composition through reading of essays, poetry, drama, and fiction. It introduces critical evaluation, develops techniques of analytical, critical and argumentative writing, explores inference, evidence, inductive and deductive reasoning, identification of assumptions, underlying conclusions and other terms of logical thinking, and continues expository writing (8,000 word minimum). C-ID: ENGL 105, ENGL 110, ENGL 120

Distribution: English. Prerequisite: Prerequisite: Successful completion in English 1500 with a grade of "C" or better; 64 hours lecture.

ENGL 1700 - Introduction to Creative Writing (3.00 Credits(s))

This course is an introduction to creative writing, including experimentation with analysis and writing in multiple genres. This course involves the writing of imaginative literature (short stories, short plays, poems and creative nonfiction), the discussion of techniques, and group evaluation of student writing by class members. C-ID: ENGL 200

Distribution: English.

ENGL 1725 - Creative Writing: Poetry (3.00 Credits(s))

This course is a creative writing workshop dedicated to the creation of poetry. Course requires analysis of published and unpublished poetry, experimentation with poetic forms, creation of poetry, revision of poetry, assembling poetry into a manuscript, and exploring venues for publishing poetry.

Distribution: English.

ENGL 1750 - Creative Writing: Fiction (3.00 Credits(s))

This course is a creative writing workshop dedicated to the creation of short stories and novels. Course requires analysis of published and unpublished fiction, study of the theory of fiction, creation of fiction, revision of fiction, preparing a manuscript, and exploring venues for publishing fiction.

Distribution: English.

ENGL 1775 - Creative Writing: Nonfiction (3.00 Credits(s))

This course is a creative writing workshop dedicated to the creation of creative nonfiction. Memoir, creative essays, book and film reviews, and creative critical writing will be explored. Course requires analysis of published and unpublished nonfiction, study of the theory of nonfiction, create of original nonfiction, revision of nonfiction, assembling a manuscript of nonfiction, and exploring venues for publishing nonfiction.

Distribution: English.

ENGL 2100 - American Literature I (3.00 Credits(s))

This course introduces America's literary traditions from their beginnings to the second half of the nineteenth century. This is a writing intensive class where students will compose 6000 to 9000 words of interpretive, analytical writing. This course emphasizes investigating historical and cultural contexts, applying reasoned analysis, and comparing themes and structures of different texts. C-ID: ENGL 130

Distribution: English. Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture.

ENGL 2150 - American Literature II (3.00 Credits(s))

This analytical study of American Literature since 1865 is multicultural and includes a variety of postbellum, modern, and contemporary works from several genres. This course is not open to students with credit in English 2400. C-ID: ENGL 135

Distribution: English. Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture.

ENGL 2600 - World Literature I (3.00 Credits(s))

This course is a study of representative literary works from various cultures from the dawn of literature to the late seventeenth century. The course includes texts from many cultures, but explores canonical western texts less than other, non-western texts. Course emphasizes applying critical thinking to literature, investigating cultural contexts, applying reasoned analysis, comparing themes and structures of different texts, research, and practicing academic conventions of literary discourse in writing. C-ID: ENGL 140

Distribution: English. Prerequisite: Prerequisite: Successful completion in English 1500 with a grade of 'C' or better; 48 hours lecture.

ENGL 2650 - World Literature 2 (3.00 Credits(s))

This course is a study of representative literary works from various cultures from the late seventeenth century to the present. The course explores texts from many cultures, including texts from the Enlightenment, the Romantic Period, and the nineteenth and twentieth century. Course emphasizes applying critical thinking to literature, investigating cultural contexts, applying reasoned analysis, comparing themes and structures of different texts, research, and practicing academic conventions of literary discourse in writing. C-ID: ENGL 145

Distribution: English. Prerequisite: Prerequisite: Successful completion in English 1500 with a grade of 'C' or higher; 48 hours lecture.

ENGL 2700 - British Literature 1 (3.00 Credits(s))

This course is a study of selected works of classic British literature up to the late eighteenth century. Representative writers may include Chaucer, Shakespeare, Spenser, Donne, Milton, Dryden, Pope, Swift, Johnson, and Boswell. This is a writing intensive class including four analytical argument essays of 4-6 pages. Course emphasizes investigating historical and cultural contexts, applying reasoned analysis, and comparing themes and structures of different texts. C-ID: 160

Distribution: English. Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture.

ENGL 2750 - British Literature 2 (3.00 Credits(s))

This course is a study of selected works of British literature from the late eighteenth century to contemporary British texts. Representative writers may include the Romantic poets, Tennyson, Browning, Rossetti, and selected moderns. This is a writing intensive class which includes writing four analytical argument essays of 4-6 pages. Course emphasizes investigating historical and cultural contexts, applying reasoned analysis, and comparing themes and structures of different texts. C-ID: 165

Distribution: English. Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture.

ENGR - ENGINEERING

ENGR 1500 - Introduction to Engineering (2.00 Credits(s))

This course explores the branches of engineering, the functions of an engineer, and the industries in which they work. It explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. This course also presents an introduction to the methods and tools of design and problem solving. Finally, this course introduces and develops ethical, communication and teamwork skills for the professional engineer. Fieldtrips will be required. C-ID: ENGR 110

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 32 hours lecture.

ENGR 1510 - Engineering Graphics and Introduction to Design with Lab (3.00 Credits(s))

This course covers the principles of developing engineering 3D designs and 2D drawings including proper design, dimension and visualization techniques. Topics include the engineering design process and the development of skills to create and properly use part and assembly relationships, visualization skills, orthographic projections and mechanical dimensioning and tolerancing practices. The use of CAD software, 3D printing and plotting is an integral part of the course.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Math 1060 Intermediate Alegbra with a grade of 'C' or better.

ENGR 1520 - Statics (3.00 Credits(s))

A first course in engineering mechanics including properties of forces, moments, couples and resultants; two- and three-dimensional force systems acting on engineering structures in equilibrium; analysis of trusses, and beams; distributed forces, shear and bending moment diagrams; center of gravity, centroids, friction, and area, mass moments of inertia, fluid statics and cables.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Physics (PHYS) 2221 General Physics (Calculus) and Mathematics (MATH) 2100 Analytic Geometry and Calculus 1 with a grade of 'C' or better.

ENGR 1530 - Material Science and Engineering with Lab (4.00 Credits(s))

This course and lab presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. The lab will apply concepts learned through usage of test equipment, data acquisition, analyzing data and writing engineering reports. C-ID: ENGR 140B

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Physics (PHYS) 2221 General Physics (Calculus) and Chemistry (CHEM) 2211 General Chemistry.

ENGR 1540 - Introduction to Programming Concepts and Methodologies for Engineers with Lab (3.00 Credits(s))

This course covers the fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, the interface of software with the physical world (e.g., the use of sensors), and the application of numerical techniques. This course uses the C++ programming language.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Mathematics (MATH) 1540 Precalculus Mathematics with a grade of 'C' or better.

ENGR 1550 - Computer Programming and Hardware Interface Controls (3.00 Credits(s))

This course utilizes engineering computing environments to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, data structures and interfacing with hardware. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. Lab activities will include computer controls and integration with hardware test equipment, data acquisition and mechanical sensors setup and user interface. C-ID: ENGR 220

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Mathematics (MATH) 2100 Analytic Geometry and Calculus I with a grade of 'C' or better.

ENGR 2000 - Circuit Analysis with Lab (4.00 Credits(s))

An introduction to the analysis, construction and measurement of electrical circuits. Use of analytical and laboratory techniques based on the application of circuit laws and network theorems. Analysis of Direct Current (DC) and Alternating Circuit (AC) circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers and/or switches. Natural and forced responses of first and second order Resistance/Inductance/Capacitance (RLC) circuits, the use of phasors, AC power calculations, power transfer and energy concepts. Basic use of electrical test and measurement instruments including multimeters, oscilloscopes, power supplies, and function generators. Interpretation of measured and simulated data based on principles of circuit analysis. Practical considerations such as component value tolerance and non-ideal aspects of laboratory instruments. Construction and measurement of basic operational amplifier circuits. Use of circuit simulation software. C-ID: ENGR 260 ENGR 260L

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Physics (PHYS) 2222 General Physics (Calculus) with a grade of "C" or better; Corequisite: Mathematics (MATH) 2140 Ordinary Differential Equations.

ESCI - EARTH SCIENCE

ESCI 1520 - Introduction to Earth Science Lecture and Laboratory (4.00 Credits(s))

This course is an introduction to the essentials of Earth Science with a laboratory. The sciences that collectively make up Earth science include geology, oceanography, meteorology, and astronomy. This course focuses on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, and hydrologic cycle. This course covers the distinction between weather and climate and an understanding of Earth's place in the larger universe. C-ID: GEOL 121

Distribution: Sciences and Mathematics.

ESL - ENGLISH AS A SECOND LANGUAGE

ESL 0040 - English as a Second Language: Level 4 (0.00 Credits(s))

This course is designed for students at the high-intermediate level of English. The focus is on preparing students for academic/vocational success through increasing vocabulary and improving grammatical understanding. This is done through practice of listening, speaking, reading and writing skills. Students work independently on homework and exams and in groups on projects and presentations. This is an open-entry, open-exit class.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0030; 112 hours lecture.

ESL 0050 - English as a Second Language: Level 5 (0.00 Credits(s))

This course is designed for students at the advanced level of English. The focus is on preparing students for academic/vocational success through increasing vocabulary and improving grammatical understanding. This is done through practice of listening, speaking, reading and writing skills. Students work independently on homework and exams and in groups on projects and presentations. This is an open-entry, open-exit class.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0040; 112 hours lecture.

ESL 0090 - English as a Second Language for Early Childhood Education (0.00 Credits(s))

For non-native speakers, this course stresses listening, speaking, reading, writing, pronunciation, vocabulary development, and workplace English used in the childcare industry.

Distribution: English. Prerequisite: Prerequisite: Successful completion of English as a Second Language 0050 or equivalent with a grade of 'C' or better; 48 hours lecture.

ESL 0600 - English for Academic Purposes: Writing and Grammar I (4.00 Credits(s))

This course is designed for bilingual and/or immigrant students learning English at the high beginning level, and focuses on grammar and writing at the sentence level. This course focuses on writing a series of related sentences based on personal experiences and familiar material leading to brief paragraphs. Emphasis is placed on the acquisition of vocabulary, idioms, and structures appropriate for writing. The course stresses the correct use of a variety of grammatical structures, verb tenses, and sentences at the beginning level.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0030.

ESL 0605 - English for Academic Purposes: Reading and Vocabulary I (3.00 Credits(s))

This course is designed for bilingual or immigrant students learning English at the high beginning level. Emphasis is placed on building vocabulary, reading academic material and learning how to infer meaning from context.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0030.

ESL 0610 - English for Academic Purposes: Listening and Speaking I (3.00 Credits(s))

This course is designed to address high beginning level English and focuses on English language communication. Emphasis is placed on understanding speech, producing comprehensible language, and analyzing situations to improve knowledge of English-speaking cultures. Speaking emphasis is placed on vowels, consonants, stress, rhythm, and intonation.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process and successful completion with grades of 'C' or better or concurrent enrollment in English as a Second Language 0600 and 0605; 48 hours lecture.

ESL 0700 - English for Academic Purposes: Writing and Grammar II (4.00 Credits(s))

This course is designed for bilingual and/or immigrant students learning English at the early intermediate level. It focuses on grammar and composition. Emphasis is placed on writing one- to two- paragraph compositions, and the acquisition of vocabulary, idioms, and structures of written English. The course stresses the correct use of a variety of grammatical structures and verb tenses within the context of the composition.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0600 with a grade of "C" or better; 60 hours lecture; 16 hours lab (76 hours total).

ESL 0705 - English for Academic Purposes: Reading and Vocabulary II (3.00 Credits(s))

This course is designed for bilingual and/or immigrant students learning English as a Second Language at the low-intermediate level, focusing on developing the skills necessary to read academic material. Emphasis is also placed on building vocabulary and helping students learn how to infer meaning from context. A complete work is read in this class.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0605 with a grade of "C" or better.

ESL 0800 - English for Academic Purposes: Writing and Grammar III (4.00 Credits(s))

English as a Second Language 0800 is designed for bilingual and/or immigrant students at the upper intermediate level of English. This course focuses on grammar and three-to-five paragraph compositions. Special emphasis is placed on the acquisition of vocabulary, idioms, and structures of written English. The course stresses the correct use of a variety of grammatical structures and verb tenses within the context of the composition.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0700 with a grade of "C" or better; 60 hours lecture; 16 hours lab (76 hours total).

ESL 0805 - English for Academic Purposes: Reading and Vocabulary III (3.00 Credits(s))

This course is designed for bilingual and/or immigrant students learning English at the upper-intermediate level. The main emphasis is on reading extensively to improve language proficiency. A complete work of fiction or non-fiction is read and analyzed through related questions, discussions, and journal writing.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0705 with a grade of "C" or better.

ESL 0900 - English for Academic Purposes: Writing and Grammar IV (4.00 Credits(s))

English as a Second Language 0900 is designed for bilingual and/or immigrant students at the advanced level of English as a Second Language. This course focuses on paraphrasing, summarizing, and essay writing. Academic reading material is used to stimulate independent thinking, and compositions are written in response to the readings.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0800 with a grade of "C" or better; 60 hours lecture; 16 hours lab (76 hours total).

ESL 0905 - English for Academic Purposes: Reading and Vocabulary IV (3.00 Credits(s))

This course is designed for bilingual and/or immigrant students at the advanced level of English. There is extensive reading to develop English language proficiency. This course introduces college-level texts.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English as a Second Language 0805 with a grade of "C" or better.

GEOG - GEOGRAPHY

GEOG 1510 - Physical Geography (3.00 Credits(s))

This course is a spatial study of the Earth's dynamic physical systems and processes. Topics include: Earth-sun geometry, weather, climate, water, landforms, soil, and the biosphere. Emphasis is on the interrelationships among environmental and human systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS).

Distribution: Sciences and Mathematics.

GEOG 1520 - Cultural Geography (3.00 Credits(s))

This is a study of the basic cultural elements of geography that places special emphasis on population, settlement pattern, land use, cultural worlds and their patterns of distribution. This course is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. C-ID: GEOG 125

Distribution: Social Sciences.

GEOL - GEOLOGY

GEOL 1500 - Introduction to Geology (4.00 Credits(s))

An introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape it. The laboratory component focuses on the identification of rocks and minerals, topographic and geologic map exercises demonstrating the work of water, wind, ice and gravity and effects of tectonic activity. Field trips are required to certain local points of geological interest.

Distribution: Sciences and Mathematics.

GEOL 1501 - Historical Geology (4.00 Credits(s))

Historical geology examines the origin and evolution of Earth, its continents, oceans, atmospheres, and life. There is a laboratory component, which allows students to apply principles they learn in lecture to classroom and field activities. Subjects introduced in historical geology include minerals and rocks, plate tectonics, geologic time, evolution, plate tectonics, and summary of important events that occurred in the Precambrian, Paleozoic, Mesozoic, and Cenozoic Eras.

Distribution: Sciences and Mathematics.

HIST - HISTORY

HIST 2202 - Western Civilization to 1600 (3.00 Credits(s))

This course is an introduction to early Western Civilizations. The key centers of early Western Civilizations provide the foundation for examining the primary social, political, religious, cultural, economic, and intellectual aspects of these civilizations. C-ID: HIST 170

Distribution: Social Sciences.

HIST 2204 - Western Civilization from 1600 (3.00 Credits(s))

This course is a survey of the cultural foundations of Western peoples and nations with an emphasis on European civilizations from the 17th century to the present. C-ID: HIST 180

Distribution: Social Sciences.

HIST 2210 - World Civilization to 1500 (3.00 Credits(s))

This course surveys World History from the emergence of human beings through the Renaissance. Topics will include the River Civilizations, Greece, Rome, China, India, and Southeast Asia, Islam, Early American Civilizations, Africa and the emergence of Europe. C-ID: HIST 150

Distribution: Social Sciences.

HIST 2231 - History of the United States to 1877 (3.00 Credits(s))

This course is an historical survey of the European colonization of North America and of the United States through Reconstruction. It meets the 3 unit requirement in American History and Institutions for the Associate degrees. C-ID: HIST 130

Distribution: Social Sciences.

HIST 2232 - History of the United States Since 1877 (3.00 Credits(s))

This course is a survey of the history of the United States from the end of the Civil War to the present. Topics include Reconstruction, industrialization, America's emergence as a great power, economic boom and depression, world wars, the Cold War, and the modern industrial society. This course meets the 3-unit requirement in American History and Institutions for the Associate degrees. C-ID: HIST 140

Distribution: Social Sciences.

HIST 2270 - California History (3.00 Credits(s))

Beginning with the time when the Native Americans alone lived in California, through the days of Spanish domination, the Gold Rush, establishment of statehood, the turbulent 20th century, and into the 21st century, the history of California is studied in its economic, social, intellectual, cultural, and political aspects.

Distribution: Social Sciences.

HLED - HEALTH EDUCATION

HLED 1059 - Pediatric First Aid (0.25 Credits(s))

This course provides minimum knowledge necessary for a first aid provider to manage a medical emergency. Students will learn how to recognize medical emergencies and provide basic first aid care for ill or injured child, infant, and adult patients. This course is repeatable. This course is offered on a pass or no pass basis. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/> This class teaches Pediatric First Aid and CPR. This course is offered on a Pass/No Pass basis. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 5 hours lecture; 3 hours lab.

HLED 1060 - Safety and Health for Child Care Providers (0.50 Credits(s))

This course satisfies the State of California required training for home childcare providers. It is approved by the EMSA and includes eight hours of supplemental health and safety issues. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 8 hours lecture.

HLED 1510 - Principles of Healthful Living (3.00 Credits(s))

The course includes the meaning and significance of physical, mental and social health as related to the individual and society. Topics include mental health, physical fitness, health services, personal relationships, diseases, alcohol, drugs, tobacco, narcotics and nutrition.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 hours lecture.

HLED 1531 - Emergency Medical Technician 1-A A Refresher Course (1.50 Credits(s))

This course includes advanced skills and topics to fill continuing education requirements for those who already have Emergency Medical Technology Training and possess EMT cards.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Possession of a current EMT card; 24 hours didactic.

HLED 1535 - Emergency Medical Technician (5.50 Credits(s))

This course provides the skills and assessment techniques needed to care for an ill or injured person in the pre-hospital setting. It follows the National Emergency Medical Services Education Standards and prepares the student for the National Registry Emergency Medical Technician Exam. Completion of this course with an 80% is required for admittance to the National Registry Emergency Medical Technician Exam. Repeat as necessary for State EMS regulations. In order to be certified, a student must be 18 years of age by the end of this course.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: 18 years of age by end of course.

HLED 1541 - Medical Terminology (3.00 Credits(s))

The focus of this course is learning the origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. Specific emphasis is on root words, prefixes, suffixes, stems, combining forms, medical abbreviations, symbols, and terms commonly used in patient's records and laboratory reports.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 hours lecture.

HLED 1543 - Medical Terminology for Court Reporting (2.00 Credits(s))

This medical terminology course is designed to facilitate the learning process of building a medical vocabulary for the clinical setting. The course includes the use of an online tool which provides a virtual hospital setting in which the student can practice newly learned medical information and terminology.

Distribution: Sciences and Mathematics.

HUM - HUMANITIES

HUM 1500 - Introduction to the Humanities (3.00 Credits(s))

This course introduces the student to the variety of media and themes depicting universal human experiences presented in the humanities (painting, sculpture, architecture, theatre, music, dance, and film). Attendance at a live performance or a visit to an art museum during the semester is required.

Distribution: Liberal Arts. Prerequisite: Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture.

HUM 2010 - Introduction to Film Studies (3.00 Credits(s))

This is an introductory course designed to educate the student about the form and content of narrative documentary and experimental films. The focus is on how practitioners of the crafts have used the technologies of cinematography, editing and sound; includes selected cinematic movements from the early Twentieth Century to the present. Students will apply their knowledge to write an analysis paper.

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion in English 1500 with a grade of 'C' or better; 48 hours lecture.

IES - INDUSTRIAL ED SAFETY

IES 1050 - Hazardous Materials (1.50 Credits(s))

This course covers Federal and California Occupational Safety and Health Administration (OSHA) general industry standards and integrates materials from other consensus and proprietary standards that relate to hazardous materials. Included are flammable and combustible liquids, compressed gases, Liquefied Petroleum (LP) gases and cryogenic liquids. Related processes such as spraying and dipping are covered as well as electrical equipment. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 26 hours lecture.

IES 1051 - OSHA's Ergonomics Guidelines for Nursing Homes (0.50 Credits(s))

The focus of this one-day course is to use OSHA's Ergonomics Guidelines for Nursing Homes to develop a process to protect workers in nursing homes. The course will focus on analyzing and identifying ergonomic problem jobs and practical solutions to address these problems. Featured topics include: developing an ergonomics process; risk factors in the nursing home guidelines: identifying problem jobs including protocols for resident assessment; and implementing solutions including work practices and engineering solutions. This course is offered on a Pass/No Pass basis only.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 8 hours lecture.

IES 1052 - Respiratory Protection (1.25 Credits(s))

This course covers the requirements for the establishment, maintenance, and monitoring of a respirator program. Topics include terminology, Occupational Safety Health Administration (OSHA) standards, National Institute for Occupational Safety and Health (NIOSH) certification, and medical evaluation recommendations. Course highlights include laboratories on respirator selection, qualitative fit testing, and the use of a large array of respiratory and support equipment for hands-on training. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 20 hours lecture.

IES 1053 - Principles of Ergonomics (1.00 Credits(s))

This course covers the use of ergonomic principles to prevent musculoskeletal disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, video display terminals, and risk factors such as vibration, temperature, material handling, repetition, and lifting and transfers in health care. Course features industrial case studies covering analysis and design of work stations and equipment, laboratory sessions in manual lifting, and coverage of current Occupational Safety Health Administration (OSHA) compliance policies. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 18 hours lecture.

IES 1054 - Permit-Required Confined Space (1.25 Credits(s))

This course is designed to enable students to recognize, evaluate, control, and abate safety and health hazards associated with permit-required confined space entry. The course focuses on the specific requirements of 29 Code of Federal Regulations (CFR) 1910.146 (a) through (l) and California Code of Regulations (CCR), Title 8, Sections 5156 thru 5158. Each paragraph of the standard is discussed with references to the Occupational Safety Health Administration (OSHA) directives, letters of interpretation, and preamble rationale. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and general permit space ventilation techniques. Course features workshops on confined space classification permits and program evaluation. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 20 hours lecture.

IES 1055 - Excavation, Trenching and Soil Mechanics (1.25 Credits(s))

This course focuses on Occupational Safety and Health Administration (OSHA) and California (Cal) OSHA standards and on the safety aspects of excavation and trenching. The course addresses practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations. Various types of shoring (wood timbers and hydraulic) are covered. Testing methods are demonstrated and the use of instruments such as penetrometers, torvane shears, and engineering rods. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 20 hours lecture.

IES 1056 - Electrical Standards (1.25 Credits(s))

This course is designed to provide a survey of Federal and California standards and the hazards associated with electrical installations and equipment. Topics include single- and three-phase systems, cord- and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA inspection procedures. Hands-on training is provided using various types of electrical test equipment. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 20 hours lecture.

IES 1057 - Fall Arrest Systems (1.00 Credits(s))

This course provides an overview of state-of-the-art technology for fall protection and current OSHA requirements. Topics covered include the principles of fall protection, the components of fall arrest systems, the limitations of fall arrest equipment, and OSHA policies regarding fall protection. Course features a one-day field exercise demonstrating fall protection equipment. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 20 hours lecture.

IES 1058 - Occupational Safety and Health Standards for the Construction Industry (1.50 Credits(s))

This course covers Federal and California Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and construction safety and health principles. Topics include scope and application of the Federal and California OSHA standards. Special emphasis is on the most hazardous functions workers perform during construction projects. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 26 hours lecture.

IES 1059 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry (1.50 Credits(s))

This course is designed for those preparing to train workers in construction industry safety and health. The course builds on the subject matter presented in Industrial Education Safety 1058 focusing on effective preparation and presentation of Federal and California OSHA policies, procedures, standards, and construction safety and health principles. The course will also cover the development and delivery of safety presentations. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Industrial Education 1058 with a grade of 'C' or better; 26 hours lecture.

IES 1060 - Trainer Update Course in Occupational Safety & Health Standards for the Construction Industry (1.00 Credits(s))

This course is designed for personnel in the private sector who have completed #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and who are active trainers in the outreach program. It provides an update on such topics as OSHA construction standards, policies, and regulations. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Industrial Education 1059 with a grade of 'C' or better; 18 hours lecture.

IES 1061 - Occupational Safety and Health Standards for General Industry (1.50 Credits(s))

This course covers Federal and California Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and general industry safety and health principles. Topics include scope and application of the Federal and California OSHA standards. Emphasis is on the hazards routinely encountered by workers in a broad spectrum of industries. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 26 hours lecture.

IES 1062 - Trainer Course in Occupational Safety and Health Standards for General Industry (1.50 Credits(s))

This course is designed for those preparing to train workers in industrial safety and health. The course builds on the subject matter presented in Industrial Education Safety 1061 focusing on effective preparation and presentation of Federal and California Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and broad spectrum of safety and health principles. The course will also cover the development and delivery of safety presentations. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Industrial Education 1061 with a grade of 'C' or better; 26 hours lecture.

IES 1063 - Trainer Update Course In Occupational Safety and Health Standards for General Industry (1.00 Credits(s))

This course is designed for private sector personnel who have completed course #501 Trainer Course in Occupational Safety and Health Standards for General Industry and who are active trainers in the outreach program. It provides an update on OSHA general industry standards and OSHA policies. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Industrial Education 1062 with a grade of 'C' or better; 18 hours lecture.

IES 1065 - Machinery and Machine Guarding (1.50 Credits(s))

This course will cover various types of common machinery and the related safety standards. Guidance is provided on the hazards associated with various kinds of machinery and the control of hazardous energy sources (lockout/tagout). The course presents an approach to machinery inspection that enables participants to recognize hazards and to provide options to achieve abatement. These hazards include mechanical motions and actions created by points of operation and other machinery processes. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 26 hours lecture.

IES 1066 - Introduction to Machinery and Machine Guarding (0.50 Credits(s))

The main focus of this course is to increase the participant's knowledge and skill in proper machine safeguarding techniques, and to highlight the benefits of guarding various types of machinery. It is the employer's responsibility to identify and select the safeguard necessary to protect employees and others in the work area, as well as provide appropriate training in safe work practices. Knowing when and how to properly safeguard machinery can reduce or eliminate the potential for accidents and injuries. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 8 hours lecture.

IES 1067 - Guide to Industrial Hygiene (1.50 Credits(s))

This course covers industrial hygiene practices and related Occupational Safety and Health Administration (OSHA) regulations and procedures. Topics include permissible exposure limits, OSHA health standards, respiratory protection, engineering controls, hazard communication, OSHA sampling procedures and strategy, workplace health program elements, and other industrial hygiene topics. The course features workshops in health hazard recognition, OSHA health standards, and a safety and health program workshop. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 26 hours lecture.

IES 1068 - Pesticide Application Safety Training (0.25 Credits(s))

Provides a fundamental understanding of roles, responsibilities and accountabilities when handling and applying pesticides and other agricultural hazardous materials. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total).

IES 1100 - Basic Employee Safety for General Industry (0.25 Credits(s))

This course will satisfy the minimum safety training required by most companies found in industries requiring human machine interface. There are ten topics presented that are most commonly encountered by workers. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 7.5 hours lecture.

IES 1102 - Passport Safety Training (0.25 Credits(s))

This introductory course provides information intended to satisfy the basic level of safety awareness required of all contractor personnel working on the properties of the California Oil Producers. The course covers all the basic safety topics considered essential for working safely on these companies' properties. This course is suggested as a prerequisite into the Industrial Education and Safety program. This course is offered on a Pass/No Pass basis with the option to receive a letter grade.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 5 hours lecture.

IES 1103 - Plus Safety Training (0.25 Credits(s))

This lecture and activity course is designed to provide a fundamental understanding of permit-required confined space entry and non-entry rescue in accordance with the California Occupational Safety and Health Act, (Cal-OSHA), Title 8, California Code of Regulations, Sections 3203, 3314, 5157, 5158, 6535 and 6536, and Federal OSHA 1910.146. Additionally, training in the principles of fire extinguisher operation, awareness of the hazards of Naturally Occurring Radioactive Materials (N.O.R.M.) commonly found in the oilfields, Cardiopulmonary Resuscitation (CPR). This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total).

IES 1104 - Supervisor Safety Training (0.25 Credits(s))

This lecture/seminar and activity course is designed to provide fundamental understanding of supervisory roles, responsibilities and accountabilities in the petroleum and general workplace. It will include a working understanding of federal and state legal and regulatory requirements for safety and personnel issues at the supervisory level. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total).

IES 1105 - Mine Safety and Health Refresher (0.25 Credits(s))

This lecture/demonstration and familiarization course is mine specific and is designed to provide a fundamental understanding of surface, metal, non-metal mine workplace and the hazards associated thereto. The class will be in accordance with the requirements of 30 Code of Federal Regulations, Mine Safety and Health Act and Title 8, California Code of Regulations, Chapter 4, Subchapter 12, "Mine Safety Orders." This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total).

IES 1106 - Hazardous Material (HAZMAT) First Responder Awareness (0.25 Credits(s))

This course covers training required by the Occupational Safety and Health Administration (OSHA) first responder awareness level for individuals who are likely to witness or discover a hazardous substance release. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 7 hours lecture; 1 hours lab (8 hours total).

IES 1107 - Medic First Aid Training/CPR (0.25 Credits(s))

This course provides minimum knowledge necessary for a first aid provider to manage a medical emergency. Students will learn how to recognize medical emergencies and provide basic first aid care for ill or injured adult patients. This course is repeatable. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 6 hours lecture; 2 hours lab (8 hours total).

IES 1108 - Hazardous Waste Operations Emergency Response (HAZWOPER) Annual Refresher (0.25 Credits(s))

This course satisfies general annual refresher training requirements of 29 CFR 1910.120, Hazardous Waste Operations Emergency Response (HAZWOPER). This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Possession of current 24-hour or 40-hour HAZWOPER Technician Certificate; 4 hours lecture; 4 hours lab (8 hours total).

IES 1109 - Emergency Response Technician Training (1.00 Credits(s))

Designed to train students to the HAZMAT Technician level. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 12 hours lecture; 12 hours lab (24 hours total).

IES 1112 - Forklift Training for Operators (0.25 Credits(s))

This course is designed to introduce the student to the design, characteristics, and safe operating practices of the seven classes of powered industrial trucks. The course meets the general requirements of California's standards found in Title 8, General Industry Safety Orders, Sections 3664-3668. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total).

IES 1113 - California Commercial Driver License Permit Preparation (1.75 Credits(s))

This lecture/practical course is designed to prepare for taking the California Class A/B written driving test, thereby enabling the successful examinee to obtain a California Class A/B learner permit. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 24 hours lecture; 16 hours lab (40 hours total).

IES 1114 - Confined Space Entrant, Attendant, Supervisor Awareness and Rescue (0.50 Credits(s))

Introduces the hazards associated with entry into spaces defined as confined by Occupational Safety and Health Association (OSHA) standard 1910.146. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 8 hours lecture; 8 hours lab (16 hours total).

IES 1115 - California Oil Producers Confined Space Entry Training (0.25 Credits(s))

This course is designed to provide students with a fundamental awareness level understanding of permit-required confined space entry and non-entry rescue in accordance with the California Occupational Safety and Health Act, Title 8, California Code of Regulations, Sections 3203, 3314, 5157, 5158, 6535 and 6536. This course is repeatable. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 6 hours lecture; 2 hours lab (8 hours total).

IES 1116 - Hazardous Waste Operations and Emergency Response (HAZWOPER) Training (2.00 Credits(s))

This course covers the necessary disciplines required to satisfy the Federal Code of Regulations 1910.120 concerning off site instruction for personnel that will work in hazardous waste sites and or remediation zones with emphasis on emergency response operations. This course will also meet the State of California requirements for a Technician for emergency response standards CCR 75192. Westec provides a 40 hour hazwoper certificate upon successful completion. This course is offered on a Pass/No Pass basis with a letter grade option. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 30 hours lecture; 10 hours lab (40 hours total).

IES 1118 - Confined Space Training For Supervisors (0.25 Credits(s))

This course will satisfy the minimum safety training required by most companies for participants to take ultimate responsibility for safe operations as described in Code of Federal Regulations (CFR) 1910.146. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Industrial Education 1115 or 1120 with a grade of 'C' or better; 4 hours lecture; 4 hours lab (8 hours total).

IES 1119 - Defensive Driving Course (0.25 Credits(s))

Safe driving will be instructed by way of lecture, and audiovisual presentation. This course is repeatable. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 7 hours lecture; 1 hour lab (8 hours total).

IES 1120 - Confined Space Attendant/Entrant Plus Medic First Aid Retraining (0.25 Credits(s))

This course will satisfy the minimum safety training required by most companies for participants to work in Confined Spaces, and includes Cardio-Pulmonary Resuscitation (CPR) and First Aid. This course is offered on a Pass/No Pass basis with the option to receive a letter grade. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total).

IES 1125 - Passport and Medic First Aid Refresher (0.25 Credits(s))

This course covers the basic level of safety awareness required of all contractor personnel working on the properties of the California Oil Producers. Inclusion of First aid and CPR refresher training is intended to review knowledge, practice skill sets, and introduce new concepts and skills as necessary to support patients until the arrival of professional emergency response personnel. Course is repeatable if mandated for training requirements as a condition of continued paid or volunteer employment.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion of Industrial Education Safety 1107 with a grade of 'C' or better; 7 hours lecture; 1 hours lab (8 hours total).

IES 1500 - Occupational Safety and Health Compliance (3.00 Credits(s))

This course covers the laws and regulations pertaining to industrial occupational safety, the history of occupational safety, current legislation, and the development of the Occupational Safety and Health Administration (OSHA) Worker's Compensation and benefit laws, risk management, product safety and liability, and monitoring hazards in the workplace are covered.

Distribution: Applied Technologies.

IES 1532 - Industrial Hygiene (3.00 Credits(s))

This course covers industrial hygiene practices and related Occupational Safety and Health Administration (OSHA) regulations and procedures. Topics include permissible exposure limits (PEL's), OSHA health standards, principles of ergonomics, engineering controls, hazard communication, OSHA sampling procedures and strategy, workplace health program elements, and other industrial hygiene topics. The course features workshops in health hazard recognition, OSHA health standards, and a safety and health program workshop.

Distribution: Applied Technologies.

IES 1552 - Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces (3.00 Credits(s))

This course will focus on the safe handling, minimizing, and preventing catastrophic releases of hazardous materials. Personal Protective Equipment (including respiratory protection equipment) needed to work in and around hazardous atmospheres and permit-required confined spaces will be used.

Distribution: Applied Technologies. Prerequisite: Prerequisite none; 48 Hours lecture.

IES 2000 - Occupational Safety & Health Capstone (3.00 Credits(s))

This final course is designed to be the culminating project to a specific field of study such as Occupational Safety Health and Energy Technology. Professional and employment related situations and projects will be explored through a variety of learning methods to include simulations, case studies, scenarios, individual research papers, projects, internships, portfolios and presentations necessary for success in an Industrial Technology setting. Projects will be based on need and/or interest related to the discipline or profession and agreed upon between the instructor and the student.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Completion of all other required courses in the Occupational Safety and Health program. Must be in appropriate standing and in final semester of the Associate Degree Program;.

IES 2058 - Occupational Safety and Health Stds. for the Const. Ind./OSHA 30 hour Const. Ind. Training Prgm. (3.00 Credits(s))

This course is an overview of Federal and California Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and general industry safety and health principles. Topics include scope and application of the Federal and California OSHA standards. Emphasis is on the hazardous routinely encountered by workers in a broad spectrum of industries. This course includes a 30-hour General Industry Outreach Training Program. It is intended to provide a variety of training to workers with some safety responsibility. Training should emphasize hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time for both courses must be a minimum of 48 hours. Students successfully completing this course will receive an OSHA 30 card.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Completion of a minimum of 12 units in IES courses. Specifically: IES 1500 Occupational Health and Safety Compliance, IES 1552 Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces, IES 1532 Industrial Hygiene, and ENER 1503 Environmental Awareness and Compliance; 48 hours lecture.

IES 2061 - Occupational Safety and Health Standards for General Industry/OSHA 30 hour General Industry Training (3.00 Credits(s))

This course is an overview of Federal and California Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and general industry safety and health principles. Topics include scope and application of the Federal and California OSHA standards. Emphasis is on the hazards routinely encountered by workers in a broad spectrum of industries. 30-Hour General Industry Outreach Training Program - Designated Training Topics. This course includes a 30-hour General Industry Outreach Training Program. It is intended to provide a variety of training to workers with some safety responsibility. Training emphasizes hazard identification, avoidance, control and prevention, not OSHA standards. Instructional time for both courses must be a minimum of 48 hours. Students successfully completing this course will receive an OSHA 30 card.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Completion of a minimum of 12 units in IES courses. Specifically, IES 1500 Occupational Health and Safety Compliance, IES 1552 Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces, IES 1532 Industrial Hygiene, and ENER 1503 Environmental Awareness and Compliance; 48 hours lecture.

IES 2065 - Trainer Course in Occupational Safety and Health Standards (3.00 Credits(s))

The course will focus on the development and delivery of safety presentations using research related to specific topics in Federal and Cal OSHA procedures and standards. Students will build upon the subject matter presented in the Occupational Safety and Health courses IES 2058 and IES 2061, focusing on effective preparation and presentation of Federal and Occupational Safety and Health Administration (OSHA) policies, procedures, standards, and broad spectrum of safety and health principles in Construction and General Industries.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion of IES 2058, IES 2061 with a grade of ?C? or better; 48 hours lecture.

ILS - INDEPENDENT LIVING SKILLS

ILS 0010 - Personal Advocacy Level 1 (0.00 Credits(s))

This course focuses on increasing awareness of rights and responsibilities of adults. An historical overview of societal perspectives of persons with disabilities, the civil rights era, and key legislation are included. Requirements of Individual Program Plan (IPP) will be examined, and how to prepare for an IPP meeting will be learned.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0011 - Personal Advocacy Level 2 (0.00 Credits(s))

This course focuses on developing critical thinking skills. Awareness of how self-determination enhances lives is covered. The importance of setting personal goals and how to establish short and long term goals for themselves is taught as well as the ability to utilize a basic problem solving process and address situations that occur in everyday lives. Discussions of the importance of sound decision-making and negotiation processes are explored.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0010; 16 hours lecture.

ILS 0012 - Personal Advocacy Level 3 (0.00 Credits(s))

This course focuses on developing public speaking skills as well as building solid communication skills. Communication skills, public speaking and debate skills will be explored.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0011; 16 hours lecture.

ILS 0013 - Personal Advocacy Level 4 (0.00 Credits(s))

This course provides an overview of Supplemental Security Income (SSI) benefits as well as the legal rights of people with developmental disabilities. An understanding of the laws and regulations that individuals receiving Supplemental Security Income and Social Security benefits must abide by are explored. Rights and responsibilities regarding housing, access, employment, education, Durable Power of Attorney and/or Conservator, as well as resources, will be covered.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0012; 16 hours lecture.

ILS 0015 - Interpersonal Relationships Level 1 (0.00 Credits(s))

This course is designed to provide the moral, social, and legal aspects of sexuality. This comprehensive sex education class is designed to fully inform students about their sexuality. The course explores self-esteem, abstinence and dating through discussion and role play.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0016 - Interpersonal Relationships Level 2 (0.00 Credits(s))

This course focuses on the moral, social, and legal aspects of sexuality. The primary curriculum used is published by James Stanfield and includes videos and scripts for the instructor. Instruction focuses on parts of the body, the sexual life cycle, human reproduction, birth control, and sexual health. Sexual vulnerability will be covered.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0015; 16 hours lecture.

ILS 0017 - Interpersonal Relationships Level 3 (0.00 Credits(s))

This course covers inter-relationships with other people, including family, friends, and coworkers. The focus of the class is on building a successful marriage and other personal relationships. The class avoids intellectual jargon in favor of easy-to-follow concepts from which anyone can benefit.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0016; 16 hours lecture.

ILS 0018 - Interpersonal Relationships Level 4 (0.00 Credits(s))

This course focuses on the reality of parenthood. The course covers the financial, time, nurturing, educational, and medical responsibilities of having a child. The course examines ethical issues of parents with disabilities having children and the challenges of parents who have developmental disabilities. Facts regarding genetically passed disabilities, disabilities that do not increase the risk of a child having a disability, as well as child-bearing issues for mothers having physical disabilities will be researched in class. Resources and supports for developmentally disabled parents will also be discussed.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0017; 16 hours lecture.

ILS 0020 - Meal Preparation Level 1 (0.00 Credits(s))

This course is designed to teach students menu-planning, grocery shopping, and meal preparation. Basic kitchen skills are practiced, including understanding the food pyramid, following directions on stove top packaged meals, and using kitchen utensils such as pots, pans, and knives. Safe use of kitchen appliances and kitchen clean-up skills will be taught.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture; 32 hours lab (48 hours total).

ILS 0021 - Meal Preparation Level 2 (0.00 Credits(s))

This second course in this series will expand on weekly meal planning, shopping and cooking, and the basic kitchen knowledge to more precise cooking skills. Planning a weekly menu, shopping for ingredients, and preparing daily meals will be taught. Utilization of various kitchen appliances, following a recipe using measurement skills, and following step by step directions will be practiced.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0020; 16 hours lecture; 32 hours lab (48 hours total).

ILS 0022 - Food and Nutrition (0.00 Credits(s))

This course is designed to teach students the importance of weekly menu-planning, grocery shopping tips, stocking a kitchen, use of shopping ads and coupons, along with the importance of nutrition. Students will develop skills to: plan weekly menus, make a weekly grocery list, shop on a grocery budget, prepare nutritional meals on a budget, use leftovers, and understand measurement of liquid and dry ingredients.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0025 - Personal Finance Level 1 (0.00 Credits(s))

This course is designed to facilitate basic money management skills pertaining to self-sufficiency in banking transactions, such as budgeting, paying personal bills, establishing good record keeping skills, check writing, and basic online banking.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture; 48 hours lab (64 hours total).

ILS 0026 - Personal Finance Level 2 (0.00 Credits(s))

This course is designed to facilitate intermediate money management skills pertaining to self-sufficiency in banking transactions such as independent budgeting, paying personal bills, maintaining good record keeping skills, independent check writing, and intermediate online banking.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0025; 16 hours lecture; 48 hours lab (64 hours total).

ILS 0027 - Personal Finance Level 3 (0.00 Credits(s))

This course is designed to facilitate advanced money management skills pertaining to self-sufficiency in banking transactions such as independent budgeting, paying personal bills online, maintaining good record keeping skills, independent check writing within the community, acquiring a personal visa check card, and intermediate to advanced online banking transactions and online banking tools.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0026; 16 hours lecture; 48 hours lab (64 hours total).

ILS 0028 - Personal Finance Level 4 (0.00 Credits(s))

This course expands and refines independent money management skills pertaining to self-sufficiency in banking transactions such as independent budgeting, independently paying personal bills online or via mail, independently maintaining sound record keeping skills, independently writing checks or using bank visa cards within the community, and independently demonstrating accessing online banking accounts to explore and balance banking transactions.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0027; 16 hours lecture; 48 hours lab (64 hours total).

ILS 0030 - Personal Safety Level 1 (0.00 Credits(s))

This beginning course is designed to develop and improve personal safety skills. Basic personal safety procedures and skills will be introduced. Local safety resources such as 911, emergency contacts, and police and authorities will be reviewed. These skills are taught through lecture, and role playing.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0031 - Personal Safety Level 2 (0.00 Credits(s))

This course is designed for students to expand personal safety skills needed to live independently. Basic personal safety while out in the community will be further developed. Safety while traveling and meeting strangers will be covered, and safe practices will be demonstrated.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0030; 16 hours lecture.

ILS 0032 - Personal Safety Level 3 (0.00 Credits(s))

This course is designed to expand and improve personal safety skills while at home. Basic home safety tips will be explored and practiced. Importance of securing one's home will be practiced, and ensuring a safe and secure home and how to escape in an emergency will be covered.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0031; 16 hours lecture.

ILS 0033 - Personal Safety Level 4 (0.00 Credits(s))

This course is designed for students to develop and improve personal safety skills while out in public. Safety procedures while traveling and knowing what resources to use when help is needed will be explored.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0032; 16 hours lecture.

ILS 0040 - Community Transition Level 1 (0.00 Credits(s))

This course focuses on the skills, goals, and choices needed for a full life in a new transition community. Lessons focus on the premise that students gain personal power when setting goals, identifying learning strengths, and making productive choices, such as identifying transition areas and goals, making a plan of action to reach the goals, and identifying transition needs. A Transition Portfolio will be developed. Activities include class discussions, simple interviews with classmates, and completions of handouts, checklists, and worksheets. Lab will include meeting with parents and to begin developing transition plans.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture; 16 hours lab (32 hours total).

ILS 0041 - Community Transition Level 2 (0.00 Credits(s))

This second transition course focuses the skills, goals, and choices needed for a full life in the new transition community. Lessons focus on identifying things people do well, developing a resume of personal success, identifying a Circle of Support and identifying local community agencies. In addition, a Transition Portfolio will be further developed. Activities include class discussions, simple interviews with classmates, and completions of handouts, checklists, and worksheets. Lab time is spent in the student's transition community. The learning sites become places of business in the transition community: banks, stores, public transportation, apartments, housing authorities, restaurants, etc. In addition to the community experiences, meetings with Circle of Support People to continue the transition planning process to the new community will be conducted.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0040; 16 hours lecture; 16 hours lab (32 hours total).

ILS 0042 - Community Transition Level 3 (0.00 Credits(s))

The third transition course focuses on empowering skills, goals, and choices needed for a full life in a new transition community. Lessons focus on planning leisure activities on a budget and finding a place to live that matches a budget. In addition, students will assess their progress and further develop their Transition Portfolio. Activities include class discussions, simple interviews with classmates, and completions of handouts, checklists, and worksheets. This course has lab time that is spent in the student's transition community. The learning sites become the places of business in the transition community: banks, stores, public transportation, apartments, housing authorities, restaurants, etc. In addition to the community experiences, students will continue to conduct meetings with their Circle of Support People to continue the transition planning process to the new community.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0041; 16 hours total; 16 hours lab (32 hours total).

ILS 0043 - Community Transition Level 4 (0.00 Credits(s))

This course focuses on identifying steps for a successful transition meeting, practicing leading a Transition Meeting, learning to set up and budget utilities, practicing making choices to furnish an apartment and identifying safety issues in a new home and community. Progress and further development of the Transition Portfolio will be assessed. Activities include class discussions, simple interviews with classmates, and completions of handouts, checklists, and worksheets. This course has lab time that is spent in the student's transition community. The learning sites become the places of business in the transition community: banks, stores, public transportation, apartments, housing authorities, restaurants, etc.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0042; 16 hours lecture; 16 hours lab (32 hours total).

ILS 0045 - Career Education Level 1 (0.00 Credits(s))

This is the first in a series of classes that focuses on building a foundation for becoming productive and successful employees. Lessons focus on identifying the skills to become a valued employee, such as getting along with supervisors and co-workers, learning how to succeed in a new job and understanding employer's expectations for a new employee. In addition, lessons about initiative and advancing on the job will be explored. Activities include class discussions, simple interviews with classmates, and completions of handouts, checklists, and worksheets.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0046 - Career Education Level 2 (0.00 Credits(s))

The second course in this vocational series focuses on identifying skills necessary to become a valued employee, such as identifying interests in relation to work, identifying qualities of a good employee, identifying the value of teamwork, identifying personality strengths and weaknesses, identifying proper interview attire, identifying possible interview questions, and demonstrating appropriate behavior during an interview. Activities include class discussions, simple interviews with classmates, and completions of handouts, checklists, and worksheets.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0045; 16 hours lecture.

ILS 0047 - Career Education Level 3 (0.00 Credits(s))

This is the third in a series of courses which focuses on building a foundation for becoming a productive and successful employee. Lessons focus on identifying the skills necessary to become a valued employee, such as identifying stressors, methods and strategies to relieve or reduce stressors, identifying insubordination, determining future employment preferences, identifying appropriate etiquette and communication, understanding the meaning of sexual harassment, identifying approaches used to sexually harass, and identifying the steps needed to stop or prevent sexual harassment. In addition, students will develop personal and work reference lists. Activities include class discussions, simple interviews with classmates, and completions of handouts, checklists, and worksheets.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0046; 16 hours lecture.

ILS 0048 - Career Education Level 4 (0.00 Credits(s))

This course is designed for students in the Transition to Independent Living Program. This course focuses on helping students build a base for becoming productive and successful employees. Lessons focus on learning skills to become a valued employee, such as, learning how to interview effectively, complete an application, learning how to identify demand list, learning how to make a good first impression, practicing interviewing skills, resume writing, understand the benefits of internships and volunteerism, develop a career ladder, and complete a portfolio. In addition, students will develop personal and work reference lists, and learn how to obtain letters of recommendation. Students engage in activities such as class discussions, simple interviews with classmates, and completion of handouts, checklists, and worksheets.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0047; 16 hours lecture.

ILS 0050 - Communication Skills Level 1 (0.00 Credits(s))

This introductory course is designed for development and improvement of the basic communication skills needed for daily life. Topics covered include differences in communication styles, appropriateness, and use of communication devices. Skills are taught through lecture, activities, and role playing.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0051 - Communication Skills Level 2 (0.00 Credits(s))

This second course in communication is designed to continue developing and improving basic communication skills. Written means of communicating will be explored. Expansion of interpersonal skills and addressing barriers to good communication will be covered.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0050; 16 hours lecture.

ILS 0055 - Conflict Resolution Level 1 (0.00 Credits(s))

This course is designed to describe, explain, and teach techniques to manage and resolve most common and difficult interpersonal behaviors including teasing, anger, criticism, and bullying. Conflict resolution strategies such as CALM (C=calm down, A= ask why I feel this way, L=look for ways to feel better, M=move to feel better) and COOL (C=cool off, O=openly give an "I" statement, O=offer your solution, L=leave/let it go) will be explored. Role playing activities with classmates related to resolving various conflicts will be conducted.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0056 - Conflict Resolution Level 3 (0.00 Credits(s))

This second course in this series is designed to further develop and improve calm and effective communication skills, further explore communication styles, expand effective ways to manage anger and stress, identify the physical symptoms of anger, stop negative angry thoughts, and further explore the conflict resolution strategies. Various role playing activities to resolve conflicts and become more aware of how anger affects communication/conflict resolution skills will be explored.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0055; 16 hours lecture.

ILS 0057 - Independent Life Level 2 (0.00 Credits(s))

This course is designed to describe, explain, and teach techniques to manage and resolve the complexities of common off campus living situations: borrowing and lending items, establishing household rules, and exploring the basic respect of and guidelines of personal space. It continues to teach conflict resolution strategies that may be necessary to resolve roommate conflicts.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0058 - Reaching Independence Level 4 (0.00 Credits(s))

This course is designed to describe, explain, and teach techniques to live successfully in an independent dwelling. This course provides the opportunity to gain practical knowledge in regard to living in a supported environment to transitioning to a larger community and living independently.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0056; 16 hours lecture.

ILS 0060 - Personal Health Level 1 (0.00 Credits(s))

This course covers how to maintain a healthy lifestyle. Basic health and hygiene will be explored. Symptoms, remedies, and accessing medical help will be covered.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0061 - Personal Health Level 2 (0.00 Credits(s))

The first unit will cover essentials of maintaining a healthy lifestyle as they transition into their sophomore year. Emphasis will be on good dental hygiene, following the food pyramid, portion size, reading food labels, benefits of vitamins and maintaining healthy eating habits, sleep habits, and incorporating exercise into students' lives. The second unit will cover basic knowledge regarding autism, mental retardation, epilepsy, cerebral palsy, and how a healthy, thoughtful lifestyle will help to minimize the physical and cognitive issues associated with disabilities.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0060; 16 hours lecture.

ILS 0070 - Travel and Safety Level 3 (0.00 Credits(s))

This course is designed to introduce students to the public transportation system. Students learn to read maps and schedules of various public transportation systems. Students apply skills developed in earlier courses such as planning, budgeting, socialization, and personal safety.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture; 16 hours lab (32 hours total).

ILS 0071 - Travel and Safety Level 4 (0.00 Credits(s))

This course is designed for students to plan, budget for and travel safely to an out of town destination to include an overnight stay. Planning for hotel accommodations and safely executing a trip will be accomplished. Public transportation will be used. This course integrates the coursework from previous and current courses including: planning, budgeting, socialization, personal safety and reality to augment coursework and generalize those skills to the real world environment.

Distribution: Learning Support. Prerequisite: Prerequisite: Successful completion in Independent Living Skills 0070; 16 hours lecture; 16 hours lab (32 hours total).

ILS 0075 - Pedestrian Safety (0.00 Credits(s))

This course is designed to teach safe pedestrian skills, bicycle safety, and use of public and private transportation. The course will focus and build skills to understand pedestrian and driver responsibilities, public transportation schedules, and mapping transportation routes.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 9 hours lecture; 7 hours lab (16 hours total).

ILS 0076 - Remedial Reading (0.00 Credits(s))

This remediation course is designed to improve reading by identifying words by sight. Survival words that appear on road signs, grocery ads, medication containers, basic recipes, household cleaning products, and bank statements are emphasized. How to distinguish business mail from junk mail is covered, and words from the Dolch Word List are explored.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

ILS 0077 - Personal Planning (0.00 Credits(s))

This course covers the different components of event planning and time management skills including setting short and long term goals, and planning schedules, activities, and future events. Differences between priority, important, and not important events and how to successfully collaborate with peers to hold a special event are covered.

Distribution: Learning Support. Prerequisite: Prerequisite: Acceptance into the Transition to Independent Living Program; 16 hours lecture.

INCO - INFORMATION COMPETENCY

INCO 1048 - Information Competency and Bibliography (1.00 Credits(s))

This course is an introduction to research skills and strategies for college students to successfully locate, access, evaluate, and use information in various formats. Students will learn how to use print, database, and Internet resources, cite sources in-text, create bibliographies, and understand the legal and ethical issues involving research. Not open for students with credit in INCO 1548.

Distribution: Learning Support.

INTC - INDUSTRIAL TECHNOLOGY

INTC 1000 - Career Readiness in Industrial Technology (3.00 Credits(s))

This course will cover survival skills necessary to be successful in careers in industrial technology fields. Emphasis will be placed on industrial safety, applied mathematics in the workplace, job survival and readiness skills, communication, quality control, planning and professional leadership. Field experiences to places of employment may be required.

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 48 hours lecture.

INTC 1100 - Industrial Technology Capstone (3.00 Credits(s))

This course is designed to be the culminating project specific to a program of study. Professional and employment related situations and projects will be explored through a variety of learning methods to include simulations, case studies, scenarios, individual research papers, projects, internships, portfolios and presentations necessary for twenty-first century success. Projects will be based on need and/or interest related to the discipline or profession and agreed upon between the instructor and the student.

Distribution: Applied Technologies.

JRNL - JOURNALISM

JRNL 1510 - Mass Communication and the Individual (3.00 Credits(s))

This is a survey of mass communications and the interrelationships of media and society including history, structure and trends in a digital age. This course includes discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues including gender and cultural survey of mass communications and the interrelationships of media with society including diversity. Students may opt to receive credit in either Journalism 1510 or Communications 1510, not both. C-ID: JOUR 100

Distribution: Liberal Arts.

JRNL 1605 - Reporting and News Writing (3.00 Credits(s))

This introductory course focuses on news sources, news gathering techniques, and several approaches to handling news combined with practice in writing different types of news stories for multiple platforms. C-ID: JOUR 110

Distribution: Liberal Arts. Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture.

JRNL 1610 - Reporting and Feature Writing (3.00 Credits(s))

This course focuses on feature writing and approaches to handling different types of feature stories such as profiles, human interest, consumer, and interpretive news features. Participation in the preparation of the college newspaper is required.

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion in Journalism 1605 with a grade of 'C' or better; 48 hours lecture.

JRNL 1620 - Introduction to Multimedia Reporting (3.00 Credits(s))

The Introduction to Multimedia Reporting course covers the knowledge needed to create video content for TV broadcast, web, and social media. It covers technical aspects of shooting and editing video and explores the importance of good communication and storytelling. C-ID: JOUR 120

Distribution: Liberal Arts.

JRNL 2105 - News Media Practicum (3.00 Credits(s))

This is the capstone course for Multimedia Journalism. This course is designed to simulate every aspect of normal media operations and production, including the sale of advertising to local businesses. Proceeds of these advertisements are to be used to offset operating expenses of the enterprise. C-ID: JOUR 130

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion in Journalism 1510, 1605; 16 hours lecture, 96 hours lab (112 hours total).

JRNL 2110 - Advanced News Media Practicum (3.00 Credits(s))

This is the second semester of the capstone course in Multimedia Journalism. This course refines production skills and techniques of normal media operations.

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion in Journalism 2105 with a grade of 'C' or better; 16 hours lecture, 96 hours lab (112 hours total).

KINE - KINESIOLOGY

KINE 1500 - Introduction to Kinesiology (3.00 Credits(s))

This course is an introduction to the discipline of human physical activity. This course will analyze the three ways to learn about physical activity: experiencing physical activity, the scholarly study of physical activity and the professional practice of physical activity. Topics to be covered include the importance of physical activity, the history, sociology and philosophy of physical activity, the biomechanics and physiology of physical activity and the various professions in physical activity. C:ID KIN 100

Distribution: Sciences and Mathematics.

LRSK - LEARNING SKILLS

LRSK 0200 - Enhancement of Learning Styles (0.50 Credits(s))

This course is designed to identify and enhance the learning styles of students who may be eligible to receive services through Student Support Services. This course utilizes specialized techniques and materials to assess students' learning style strengths and to aid in the adaptation of those strengths to compensate for identified areas of weakness. This course is offered on a Pass/No Pass basis only.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 8 hours lecture.

LRSK 0220 - Improving Learning Potential (1.00 Credits(s))

This course offers specialized computer assisted instruction and cognitive rehabilitation for students with learning disabilities, acquired brain injuries, or other disabilities to provide an opportunity to maximize their learning potential and increase their academic efficiency with written language tasks.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 16 hours lecture.

LRSK 0230 - Functional Word Processing (1.00 Credits(s))

This course covers the fundamentals of word processing using assistive technology specifically designed and adapted for students with learning and/or physical disabilities. Students will learn basic word processing skills using assistive technology.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 16 hours lecture.

LRSK 0240 - Math Concepts (2.00 Credits(s))

Utilizing "Skills Bank II" and "Careful Mathematics," this course is designed to augment the teaching of the basic ideas and skills of arithmetic. The course offers specialized computer-assisted instruction for students with learning disabilities.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 32 hours lecture.

LRSK 0250 - Improving Study Skill Strategies (1.00 Credits(s))

This course offers specialized computer assisted instruction and study skills for disabled students to provide an opportunity to maximize their study skills and increase their academic efficiency and success.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 16 hours lecture.

LRSK 0260 - Functional Reading Enhancement (2.00 Credits(s))

This course offers specialized direct instruction in reading decoding skills utilizing a corrective reading program, providing an opportunity to improve reading speed and ease for students with learning disabilities. Section enrollment is determined by reading assessment.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 32 hours lecture.

LRSK 0910 - Basic Academic Preparation (0.00 Credits(s))

This course offers instruction to maximize student learning potential and increase efficiency in core curricula (science, social studies, arts and literature, and mathematics) required for academic preparation. The course also addresses the development of the affective domain for success in college. This is a non-credit class. This class is offered on an open-entry/open-exit basis.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 48 hours lecture;.

LRSK 0911 - Basic Academic Preparation in Spanish (0.00 Credits(s))

This course offers instruction to maximize student learning potential and increase efficiency in core curricula (science, social studies, arts and literature, and mathematics) for basic academic preparation and is taught in Spanish. The course also addresses development of the affective domain in being successful in college. This is a non-credit class. This course is offered on an open-entry/open-exit basis. For additional assistance, student may be referred for specialized tutoring.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 96 hours lecture;.

LRSK 0920 - Functional Word Processing I (2.00 Credits(s))

This course covers the fundamentals of word processing for students with limited exposure to academic uses of computer technology. Students will learn basic word processing skills for producing paragraphs and essays.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 32 hours lecture; 16 hours lab (48 hours total).

LRSK 0930 - Math Concepts (2.00 Credits(s))

Utilizing computer applications, this course is designed to augment the teaching of the basic ideas and skills of arithmetic. The course offers specialized computer-assisted instruction.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 32 hours lecture.

LRSK 0940 - Improving Study Skill Strategies (1.00 Credits(s))

This course offers specialized computer assisted instruction and study skills to provide an opportunity to maximize study skills and increase academic efficiency and success.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 16 hours lecture.

MATH - MATHEMATICS

MATH 0230 - Basic Mathematics (5.00 Credits(s))

This course is designed to teach and reinforce basic proficiency in the basic ideas and skills of arithmetic. The course also presents topics needed by the student for further work in mathematics, as well as everyday life.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 80 hours lecture.

MATH 0240 - Pre-algebra (5.00 Credits(s))

This course reviews basic skills necessary for beginning algebra and provides an introduction to algebra. Topics include number systems, operations with signed numbers, integral exponents, order of operations, introduction to the idea of variables, introduction to inequalities, solutions to simple linear equations and substituting into formulas.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Qualification by assessment process or completion of Mathematics 0230 or one year of high school basic mathematics with a grade of "C" or better; 80 hours lecture.

MATH 1050 - Elementary Algebra (4.00 Credits(s))

This is an introductory course in elementary algebra that introduces the real number system; equations; inequalities; graphs of linear equations and inequalities in two variables; systems of linear equations and inequalities; exponents and polynomials; and factoring.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Qualification by assessment process or completion of Mathematics 0240 with a grade of "C" or better.

MATH 1060 - Intermediate Algebra (4.00 Credits(s))

This regular course in intermediate algebra includes solutions of first and second degree equations and inequalities, exponents and radicals, logarithms, and the algebra of polynomials.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Qualification by assessment process or completion of Mathematics 1050 or one year of high school algebra with a grade of "C" or better.

MATH 1500 - Math for a Modern Society - A Liberal Arts Course (4.00 Credits(s))

A liberal arts mathematics course designed for students whose majors do not require calculus, this applications-orientated course involves the study of several topics from modern society. At least six independent parts will be included: thinking critically, approaches to problem solving, numbers in the real world, financial management, statistical reasoning, and exponential modeling. *UC credit not granted for Math 1500 if taken after Math 2120

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Mathematics 1060 or the equivalent; 64 hours lecture.

MATH 1520 - Finite Mathematics (3.00 Credits(s))

Linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques and an introduction to probability. This course has applications in business, economics and social sciences C-ID: MATH 130

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Mathematics 1060 or the equivalent.

MATH 1530 - Plane Trigonometry (4.00 Credits(s))

This course includes the study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, polar coordinates, and introduction to vectors. C-ID: MATH 851

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Mathematics 1060 or the equivalent; 64 hours lecture.

MATH 1540 - Precalculus Mathematics (4.00 Credits(s))

Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates..

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Qualification by assessment process or completion of Mathematics 1060 and Mathematics 1530, or the equivalent.

MATH 2100 - Analytic Geometry and Calculus I (5.00 Credits(s))

This course is a beginning course in calculus and analytic geometry including functions, limits and continuity, derivatives, integrals, applications of derivatives and integrals, transcendental functions, and Fundamental Theorem of Calculus. This course is primarily for Science, Technology, Engineering, and Math majors and is taught with a computer component (Maple). C-ID: MATH 211.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Mathematics 1540 with a grade of "C" or better; 80 hours lecture.

MATH 2120 - Analytic Geometry and Calculus II (4.00 Credits(s))

A continuation of Mathematics 2100, this course includes integration; techniques of integration; infinite sequences and series; polar and parametric equations; applications of integration. Primarily for Science, Technology, Engineering, Math Majors. C-ID: MATH 221

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Mathematics 2100 with a grade of 'C' or better; 64 hours lecture.

MATH 2130 - Analytic Geometry and Calculus III (4.00 Credits(s))

This is a continuation of Mathematics 2120 including vector functions and analysis, partial differentiation, vector valued functions, calculus of functions of more than one variable, partial derivatives, multiple integration, Green's Theorem, Stokes' Theorem, divergence theorem, multiple integration and line integrals. C-ID: MATH 230.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of Mathematics 2120 with a grade of 'C' or better; 64 hours lecture.

MATH 2140 - Ordinary Differential Equations (4.00 Credits(s))

This course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems. C-ID: MATH 240

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Mathematics 2130 with a grade of 'C' or better; 64 hours lecture.

MGMT - MANAGEMENT

MGMT 1500 - Introduction to Human Resources Management (3.00 Credits(s))

This course provides an overview of the functional areas of Human Resource Management (HRM). The course begins by examining environmental factors such as legislation, organizational strategy, labor, and global issues. Next the HR process is examined: recruiting, training, compensation, benefits, performance appraisal, and termination. Throughout the course, students are provided with the opportunity to engage in HR practice and develop HR policy.

Distribution: Applied Technologies.

MGMT 1505 - Principles of Supervision (3.00 Credits(s))

This course is designed to provide the student with certain key principles and practices of management from the line supervisor level. Principles of employee-management relations and use of systematic approach to problem-solving will be discussed. Functions of the supervisor concerning interpretation of organizational policies, introducing new employees to their jobs, transfers, promotions and discharges, safety, training, and human resources. Case studies in the functional areas of supervision will be discussed and reviewed.

Distribution: Applied Technologies.

MGMT 1510 - Values and Ethics (0.50 Credits(s))

This course is designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized.

Distribution: Applied Technologies.

MGMT 1515 - Communication (0.50 Credits(s))

This course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills.

Distribution: Applied Technologies.

MGMT 1520 - Team Building (0.50 Credits(s))

This course is designed to provide the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace.

Distribution: Applied Technologies.

MGMT 1525 - Time Management (0.50 Credits(s))

This course is designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered.

Distribution: Applied Technologies.

MGMT 1530 - Conflict Resolution (0.50 Credits(s))

This course is designed to provide the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization.

Distribution: Applied Technologies.

MGMT 1535 - Decision Making and Problem Solving (0.50 Credits(s))

This course is designed to introduce the student to decision making and problem solving as a supervisor.

Distribution: Applied Technologies.

MGMT 1540 - Managing Organizational Change (0.50 Credits(s))

This course is designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change.

Distribution: Applied Technologies.

MGMT 1545 - Customer Service (0.50 Credits(s))

This course is designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills.

Distribution: Applied Technologies.

MGMT 1550 - Attitude (0.50 Credits(s))

This course is designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle these bad attitudes and specific techniques to raise the attitude of others.

Distribution: Applied Technologies.

MGMT 1555 - Stress Management (0.50 Credits(s))

This course is designed to acquaint the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations.

Distribution: Applied Technologies.

MGMT 1560 - Management Capstone (1.00-3.00 Credits(s))

This course is designed to be the culminating project specific to a program of study. Professional and employment related situations will be explored through a combination of simulations, case studies, scenarios, individual research papers, projects, portfolios and presentations necessary for twenty-first century success. Selection of a project will be based on need and/or interest related to the discipline.

Distribution: Applied Technologies.

MUSC - MUSIC

MUSC 1510 - Music Appreciation (3.00 Credits(s))

This course is designed to cover the concepts and vocabulary for the appreciation and history of music. Attendance to at least one off campus concert is required. C-ID: MUS 100

Distribution: Liberal Arts.

MUSC 1520 - History of American Jazz (3.00 Credits(s))

This course provides a survey of the history and appreciation of American jazz in a historical-cultural perspective. Primarily intended for non-music majors. Concert attendance is required.

Distribution: Liberal Arts.

PETC - PETROLEUM TECHNOLOGY

PETC 1100 - Introductory Well Control (0.25 Credits(s))

Successful completion of this course satisfies the requirements established by Title 30 Code of Federal Regulations, Part 250, Subpart O, for floorhand training. The course is intended for drilling floorhands. This course is designed to provide a working understanding of well control and the problems normally associated with pressure control. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total).

PETC 1102 - Basic Drilling and Workover Surface (1.25 Credits(s))

This course is designed to provide a working understanding of well control and the problems normally associated with pressure control as related to Basic Surface Drilling and Workover Surface. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 16 hours lecture; 14 hours lab (30 hours total).

PETC 1103 - Basic Drilling Surface Stack (1.00 Credits(s))

This course is designed to provide a working understanding of well control and the problems normally associated with pressure control as related to Basic Drilling Surface Stack. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 12 hours lecture; 16 hours lab (28 hours total).

PETC 1104 - Basic Drilling and Workover Sub-sea (1.50 Credits(s))

This course is designed to provide a working understanding of well control and the problems normally associated with pressure control as related to Basic Drilling and Workover Sub-sea. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 16 hours lecture; 16 hours lab (32 total hours).

PETC 1105 - Coiled Tubing for Supervisors (1.25 Credits(s))

This course is designed to provide a working understanding of coiled tubing and the problems normally associated with pressure control as related to coiled tubing. This course is offered on a Pass/No Pass basis only. This course is offered at the WESTEC facility. Please see additional information here: <http://westec.org/>

Distribution: Applied Technologies. Prerequisite: Prerequisite: None; 18 hours lecture, 18 hours lab; (36 hours total).

PHED - PHYSICAL EDUCATION

PHED 1505 - Womens Intercollegiate Golf (2.00 Credits(s))

This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics.

PHED 1506 - Mens Intercollegiate Golf (2.00 Credits(s))

This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirements unless the coach excuses the student.

Distribution: Sciences and Mathematics.

PHED 1507 - Intercollegiate Softball (2.00 Credits(s))

This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics.

PHED 1508 - Women's Intercollegiate Basketball (2.00 Credits(s))

This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics.

PHED 1509 - Women's Intercollegiate Volleyball (2.00 Credits(s))

This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics.

PHED 1510 - Women's Intercollegiate Soccer (2.00 Credits(s))

This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics.

PHED 1511 - Men's Intercollegiate Soccer (2.00 Credits(s))

This course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics.

PHED 1514 - Intercollegiate Baseball (2.00 Credits(s))

This course is designed for those students who possess the desire, ability, and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics.

PHED 1520 - Beginning Golf (1.00-2.00 Credits(s))

This activity course introduces students to the fundamental skills critical to playing golf. This course is not open to students with credit in PHED 1526.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units.

PHED 1523 - Beginning Weight Lifting and Physical Fitness (1.00 Credits(s))

This activity course is designed to introduce weight training and physical fitness to the beginning student. This course will introduce the proper techniques of weight training and how the exercise corresponds with the muscles of the human body, along with use of correct safety measures.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours.

PHED 1524 - Softball (1.00-2.00 Credits(s))

This is an activity course that will provide instruction in basic softball fundamentals. Emphasis will be on game play.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 hours lab for 1 unit; 96 hours lab for 2 units.

PHED 1528 - Beginning Volleyball (1.00-2.00 Credits(s))

This activity course introduces the fundamental skills critical to playing volleyball.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; or 96 lab hours for 2 units.

PHED 1529 - Water Aerobics (1.00 Credits(s))

This is an activity class providing cardiovascular conditioning, muscle strengthening, and flexibility through water exercise (not swimming) emphasizing low impact on joints. This class is intended for beginners and can be used for rehabilitation and as a cross-training activity for athletes.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours.

PHED 1532 - Low Impact Aerobics (1.00 Credits(s))

This is an activity course using low-impact dance techniques aerobically and intended for the beginner. Emphasis is placed on the development of aerobic fitness and becoming familiar with body movement. Music and various pieces of equipment are used while performing routines. Low-impact aerobics means that one foot always remains in contact with the floor.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours.

PHED 1533 - Walking for Fitness (1.00 Credits(s))

This course is designed to improve fitness. This includes improvement in the following fitness components: muscular strength/endurance, flexibility and range of motion, core strength and postural strength, improvement in body composition, and improvement in cardiovascular conditioning.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours.

PHED 1534 - Basketball and Physical Fitness (2.00 Credits(s))

This activity course is designed to improve understanding of the fundamentals of basketball. The instructional aspects of basketball are combined with a special basketball conditioning program.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 96 lab hours.

PHED 1535 - Baseball and Physical Fitness (1.00-2.00 Credits(s))

This activity course is designed to improve understanding of the fundamentals of baseball. The instructional aspects of baseball are combined with a special conditioning program.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; or 96 lab hours for 2 units.

PHED 1539 - Fundamentals of Baseball (3.00 Credits(s))

This course is designed to expose students to baseball techniques, fundamentals, individual and team drills in a classroom environment. This course will also explore strategy, history and the rules of competitive baseball.

Distribution: Sciences and Mathematics.

PHED 1542 - Beginning Soccer (1.00-2.00 Credits(s))

This is an activity course that introduces the fundamental skills critical to playing soccer.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units.

PHED 1623 - Intermediate Weight Lifting and Physical Fitness (1.00 Credits(s))

This course will continue to advance upon the proper techniques of weight training that was introduced in Beginning Weight Training and Physical Fitness. This course will also show how the exercise corresponds with the muscles of the human body, along with use of correct safety measures.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of PHED 1523 with a grade of C or better; 48 lab hours.

PHED 1629 - Intermediate Water Aerobics (1.00 Credits(s))

This class is designed to provide calisthenic type exercises and routines using the resistance of the water as a means for developing cardiovascular endurance, strength, flexibility, and coordination. Posture and appearance will improve through performance and understanding of using the water as a resistance. The class can be used for rehabilitation and as a cross-training activity for athletes.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of PHED 1529 with a grade of C or better; 48 hours lab.

PHED 1632 - Intermediate Low Impact Aerobics (1.00 Credits(s))

This is an activity course using low impact aerobic dance techniques at the intermediate level. Emphasis is placed on the development of aerobic fitness, flexibility, stress reduction and cardiovascular endurance. The course combines activity and a variety of musical rhythms. Low impact aerobics means that one foot always remains in contact with the floor.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of PHED 1532 with a grade of C or better; 48 hours lab.

PHED 1643 - Sports Officiating (3.00 Credits(s))

This course includes rules, mechanics and officiating procedures in sports found in intercollegiate, interscholastic, and intramural programs. Practical experience in officiating will be provided.

Distribution: Sciences and Mathematics.

PHED 1644 - Introduction to Physical Education (3.00 Credits(s))

This course provides an orientation to the profession of physical education and will explore the historical aspects of physical education and sport. Fieldtrips may be required.

Distribution: Sciences and Mathematics.

PHED 1646 - Techniques In Athletic Taping I (1.00 Credits(s))

This course provides instruction in the basic techniques required in preventing athletic injuries by the use of tape and wraps. Practical application of anatomy and kinesiology in emergency first aid and therapy methods used in athletics are emphasized.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 8 hours lecture; 24 hours lab (32 hours total).

PHED 1649 - Beginning Athletic Training (3.00 Credits(s))

This course provides an examination of the theories of prevention, care, and rehabilitation of athletic injuries and other sport-related pathological conditions.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 hours lecture.

PHED 1721 - Offseason Intercollegiate Golf (1.00-2.00 Credits(s))

This offseason course is designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units.

PHED 1723 - Advanced Weight Lifting and Physical Fitness (1.00 Credits(s))

This activity course will continue to advance upon the proper techniques of weight training that was introduced in Intermediate Weight Training and Physical Fitness. This course is designed for the motivated and fit individual who wishes to increase their physical potential.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of PHED 1623 with a grade of C or better; 48 lab hours.

PHED 1724 - Offseason Intercollegiate Softball (0.50-2.00 Credits(s))

This is an offseason intercollegiate course that will provide instruction in basic softball fundamentals. Emphasis will be on game play. This course is designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 24 lab hours for 0.5 unit; 48 lab hours for 1 unit; 96 lab hours for 2 units.

PHED 1728 - Offseason Intercollegiate Volleyball (1.00-2.00 Credits(s))

This offseason course is designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units.

PHED 1729 - Advanced Water Aerobics (1.00 Credits(s))

This is an activity course designed to improve muscular strength, flexibility and cardiovascular fitness, while reducing stress on the body by performing exercises in the water. Exercises will involve variations in movement and tempo, both with and without resistive implement, to achieve advanced fitness improvements. This course is designed for those individuals with a high degree of aerobic fitness. The class can also be used for rehabilitation and as a cross-training activity for athletes.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of PHED 1629 with a grade of C or better; 48 hours lab.

PHED 1732 - Advanced Low Impact Aerobics (1.00 Credits(s))

This is an activity course using low impact dance techniques aerobically and is intended for advanced study. Emphasis is placed on the development of strength, muscle tone, flexibility, coordination, stress reduction and cardiovascular endurance. The course combines activity and a variety of musical rhythms. Low impact aerobics means that one foot always remains in contact with the floor, although at this level a hop or jump becomes an option.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of PHED 1632 with a grade of C or better; 48 hours lab.

PHED 1734 - Offseason Intercollegiate Basketball and Physical Fitness (1.00-2.00 Credits(s))

This offseason intercollegiate course is designed to improve understanding of the fundamentals of basketball. The instructional aspects of basketball are combined with a special basketball conditioning program. This course is designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units.

PHED 1735 - Offseason Intercollegiate Baseball and Physical Fitness (0.50-2.00 Credits(s))

This is an offseason intercollegiate course that will provide instruction in basic baseball fundamentals. Emphasis will be on game play. This course is designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 24 lab hours for 0.5 unit; 48 lab hours for 1 unit; 96 lab hours for 2 units.

PHED 1742 - Offseason Intercollegiate Soccer (1.00-2.00 Credits(s))

This is an offseason intercollegiate course that will provide instruction in the fundamental skills of soccer. This course is designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the coach are necessary before enrollment.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units.

PHED 1823 - Elite Weight Lifting and Physical Fitness (1.00 Credits(s))

This activity course is designed for elite weight training. This course will continue to advance upon the proper techniques of weight training that was introduced in Advanced Weight Training and Physical Fitness. This course is designed to build strength and power with exercises that center on the development of core strength and multi-joint power lifts. This course also emphasizes, in the conditioning phase, the development of agility, quickness, coordination, balance and speed through the implementation of competitive drills and routines. This course will further instruct the elite fitness student in the use of peripheral fitness equipment and techniques to propagate their lifelong fitness goals.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion of PHED 1723 with a grade of C or better; 48 lab hours.

PHED 2146 - Techniques in Athletic Taping II (1.00 Credits(s))

This course is a continuation of Physical Education 1646, and provides further instruction in the basic techniques required in preventing athletic injuries by the use of tape and wraps. Practical application of anatomy and kinesiology in emergency first aid and therapy methods used in athletics are emphasized.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1646 with a grade of 'C' or better; 8 hours lecture; 24 hours lab (32 hours total).

PHED 2505 - Advanced Women's Intercollegiate Golf (2.00 Credits(s))

This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1505 with a grade of "C" or better; 107 hours lab.

PHED 2506 - Advanced Mens Intercollegiate Golf (2.00 Credits(s))

This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirements unless the coach excuses the student.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1505 with a grade of C or better; 160 lab hours.

PHED 2507 - Advanced Intercollegiate Softball (2.00 Credits(s))

This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1507 with a grade of 'C' or better; 160 lab hours.

PHED 2508 - Advanced Women's Intercollegiate Basketball (2.00 Credits(s))

This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student. .

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1508 with a grade of 'C' or better; 160 lab hours.

PHED 2509 - Advanced Women's Intercollegiate Volleyball (2.00 Credits(s))

This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1509 with a grade of 'C' or better; 160 lab hours.

PHED 2510 - Advanced Women's Intercollegiate Soccer (2.00 Credits(s))

This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1510 with a grade of 'C' or better; 160 lab hours.

PHED 2511 - Advanced Men's Intercollegiate Soccer (2.00 Credits(s))

This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1511 with a grade of 'C' or better; 160 lab hours.

PHED 2514 - Advanced Intercollegiate Baseball (2.00 Credits(s))

This advanced course is designed for those students who possess the desire, ability and skills necessary to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The consent of the coach is necessary before enrollment. Prior to participation a student must get medical clearance through a physical examination and must meet eligibility requirements. Attendance at all scheduled practices and games are considered part of the course requirement unless the coach excuses the student.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physical Education 1514 with a grade of 'C' or better; 160 lab hours.

PHIL - PHILOSOPHY

PHIL 1501 - Introduction to Philosophy (3.00 Credits(s))

A theoretical and practical treatment of the types and problems of philosophy is studied with particular concerns for issues confronting the modern age. Included are studies relating to the value systems found in the intellectual, religious, ethical and political areas of man's development, as well as the sources and limits of knowledge, and the nature of reality. Emphasis is placed through the course on the art and science of logic, but particularly explored in the second unit where the art of critical thinking is stressed. C-ID: PHIL 100

Distribution: Liberal Arts.

PHIL 1520 - Critical Thinking (3.00 Credits(s))

This course is designed to improve students' reasoning process. Instruction consists of creating argument maps, analyzing the validity of arguments, creating valid arguments, critiquing assumptions within arguments, distinguishing between induction and deduction, and in arriving at valid and supportable conclusions.

Distribution: Liberal Arts.

PHIL 1531 - The World's Living Religions (3.00 Credits(s))

This is a presentation of the distinctive features of Judaism, Islam, Christianity, Confucianism, Taoism, Hinduism, Buddhism, the Americas and Africa. The purpose of the course is to provide an understanding of the world's great religions, and an appreciation of the contributions of religions to our cultural heritage.

Distribution: Liberal Arts.

PHOT - PHOTOGRAPHY

PHOT 1510 - Basic Photography (3.00 Credits(s))

Photography 1510 is the basic introductory course in 35mm and digital camera operation and photographic composition. It represents the first level of instruction for students considering professional photography as a career.

Distribution: Liberal Arts. Prerequisite: Prerequisite: None; 48 hours lecture.

PHYS - PHYSICS

PHYS 2221 - General Physics (Calculus) (4.00 Credits(s))

Demonstration lectures, problems, and laboratory work in the fundamentals of mechanics, properties of matter, wave and simple harmonic motion, including problems in forces, motion, energy, and gravitation are covered in this course which is designed for chemistry, physics, and engineering students. C-ID: PHYS 205

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Mathematics 2100 with a grade of 'C' or better or concurrent enrollment in Mathematics 2100.

PHYS 2222 - General Physics II (Calculus) (4.00 Credits(s))

Demonstration lectures, problems and laboratory work in the fundamentals of electricity, including fields, circuits, magnetism and waves comprise this course, which is a continuation of Physics 2221. C-ID: PHYS 210 This is the second course in a series of three.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physics 2221 and Mathematics 2120 with grades of 'C' or better or concurrent enrollment in Mathematics 2120; 48 hours lecture; 48 hours lab (96 hours total).

PHYS 2223 - General Physics III (Calculus) (4.00 Credits(s))

This course, intended for Biology majors, will cover principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, molecular genetics, classical/Mendelian genetics, cell metabolism including photosynthesis and respiration, and cellular communication. The philosophy of science, methods of scientific inquiry and experimental design are foundational to the course. C-ID: PHYS 215.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Physics 2222 with a grade of 'C' or better; Corequisite: Successful completion or concurrent enrollment in MATH 2120.

POSC - POLITICAL SCIENCE

POSC 1501 - Government (3.00 Credits(s))

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. This course meets the 3 unit requirement in American History and Institutions for the Associate degrees. C-ID: POLS 110

Distribution: Social Sciences.

POSC 2005 - Contemporary Political Topics (3.00 Credits(s))

An examination of selected contemporary political problems is presented in this course. Subjects vary each semester but might include such topics as the politics of energy, the politics of leadership, the politics of foreign affairs, etc.

Distribution: Social Sciences.

PSCI - PHYSICAL SCIENCE

PSCI 1520 - Introduction to Physical Science Lecture and Laboratory (4.00 Credits(s))

This course introduces the fundamental concepts of physics and chemistry. Physics topics include motion, force, simple machines, work, energy, conservation of energy, electricity, magnetism, thermodynamics, and electromagnetic radiation. Chemistry topics include atomic theory and structure, the periodic table, chemical and physical properties of elements and compounds, chemical reactions, chemical bonding, solutions, and organic chemistry. The course is designed for liberal arts and education majors.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: None.

PSYC - PSYCHOLOGY

PSYC 1018 - Crisis Intervention (1.00 Credits(s))

This course provides an introduction to the strategies used to assist people in crisis. This course is not open to students with credit in Psychology 2018.

Distribution: Social Sciences.

PSYC 1500 - Introduction to Psychology (3.00 Credits(s))

This course is an introduction to the scientific study of behavior and mental processes through the exploration of major theories and concepts, methods, and research findings. Topics include the biological basis of behavior: perception, cognition, learning, emotion and motivation, lifespan development, personality, social psychology, psychological disorders, therapy, and applied psychology. C-ID: PSY 110

Distribution: Social Sciences.

PSYC 2003 - Child Growth and Development (3.00 Credits(s))

This course is an introduction to child growth and development from prenatal through adolescence with emphasis on physical, cognitive, and social-emotional development. Other topics include historical and theoretical foundations in development and education, research methods and designs, educational testing and assessments, prenatal development and birth, parenting styles, and special needs. This course is not open to students with credit in Early Childhood Education 1. C-ID CDEV 100

Distribution: Social Sciences.

PSYC 2030 - Human Sexuality (3.00 Credits(s))

This course is an introductory overview of the field of human sexuality. Human sexuality will be examined from psychological, biological, sociocultural, and historical perspectives. Students will be encouraged to become aware of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks. Current sex norms and various aspects of interpersonal and individual sexual adjustment will be explored. C-ID: PSY 130

Distribution: Social Sciences.

PSYC 2033 - Personal and Social Adjustment (3.00 Credits(s))

This course is designed with an applied focus for students interested in how psychology is used in everyday life and is related to other social sciences. The course surveys different psychological perspectives and theoretical foundations and how these are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized. C-ID: PSY 115

Distribution: Social Sciences.

PSYC 2038 - Gender Studies (3.00 Credits(s))

This course explores issues of sex and gender in sociological and psychological research, biological and socialization influences affecting females and males, and the effect of socially-constructed gender roles on human behavior. Specific topics that will be addressed include: gender bias in research, gender stereotypes, physiological/biological influences on gender, theories of gender development, gender identity, cognitive abilities, emotion, relationships, sexuality, and gender issues in treatment for mental disorders. Also covered are the debates on sex and gender and the impact of economic and political change on gender expectations and practices as well as a macro-analysis of how institutions shape gender. The student may opt to receive credit in either Psychology 2038 or Sociology 2038, not both.

Distribution: Social Sciences.

PSYC 2050 - Introduction to Biological Psychology (3.00 Credits(s))

This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental research. C-ID: PSY 150.

Distribution: Social Sciences.

PSYC 2080 - Introduction to Lifespan Psychology (3.00 Credits(s))

This course provides an overview, from a psychological perspective, of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems. C-ID: PSY 180

Distribution: Social Sciences.

PSYC 2200 - Elementary Statistics for the Behavioral and Social Sciences (4.00 Credits(s))

This course provides students with a solid foundation in statistics as used in psychological, sociological, and behavioral research. Students will develop a useable understanding of research design, the organization of data, measures of central tendency and variability, central tendency theory, descriptive and inferential statistics, parametric and nonparametric tests, and basic test assumptions. The course includes application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications use data from disciplines including business, social sciences, psychology, life science, health science, and education. C-ID: SOCI 125

Distribution: Social Sciences. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Mathematics 1060 with a grade of 'C' or better or equivalent.

PSYC 2205 - Introduction to Research Methods in the Social Sciences (4.00 Credits(s))

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the subdisciplines of psychology. In laboratory sessions students will conduct experimental and non-experimental research in a variety of areas of psychology. Actual data collected from research conducted during laboratory sessions will be analyzed with statistical software. C-ID: PSY 200

Distribution: Social Sciences. Prerequisite: Prerequisite: Successful completion of Psychology 1500 and Psychology 2200 or Statistics 1510 with grades of 'C' or better.

READ - READING

READ 0805 - Introductory Reading (4.00 Credits(s))

This course introduces essential reading skills in authentic texts and the development of metacognitive awareness necessary for college success. It offers direct, explicit instruction in the identification of word parts, vocabulary development and application, and centers on enhancing active reading strategies to improve comprehension and reading fluency through contextualized texts. This course is designed for a variety of backgrounds; it increases academic preparedness and will be beneficial for any chosen field.

Distribution: English. Prerequisite: Prerequisite: None; 64 hours lecture.

READ 0905 - Intermediate Reading (3.00 Credits(s))

This course develops metacognitive reading strategies that are essential level reading. Through extended practice, reading techniques such as recognizing the main idea, outlining, determining inferences by drawing conclusions, and critical thinking are developed. Also vocabulary expansion and application of new vocabulary are emphasized. In this course, the enhancement of reading strategies, vocabulary, and the ability to apply acquired skills will transfer to other college courses.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Reading 0805 with a grade of "C" or better; 48 hours lecture.

READ 1005 - Interactive Reading (3.00 Credits(s))

This course enhances reading strategies and strengthens study skills crucial for academic achievement. A broad spectrum of reading techniques are introduced, examined, developed, and applied to an array of genres. Vocabulary acquisition is achieved through a variety of methods, and practical applications of new terminology are emphasized. Through the development of critical reading and the ability to read academically challenging material, this course transfers to other courses.

Distribution: English. Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Reading 0905 with a grade of "C" or better; 48 hours lecture.

RECR - RECREATION

RECR 1510 - Introduction to Recreation and Leisure Service (3.00 Credits(s))

This course offers a general orientation to the field of recreation and leisure services including a history of the development of recreation through cultural context, a survey of recreation and leisure services, theoretical foundations of recreation, description and interpretation of recreation as a form of community service and the nature and scope and significance of leisure and recreation as a social force in contemporary society. Field trips may be a part of the course.

Distribution: Social Sciences.

RECR 1516 - Outdoor Recreation (3.00 Credits(s))

History, development, principles and trends of organized camping, nature and conservation, and outdoor recreation are presented in this course. Field trips, including camping and hiking activities, practical skills in firecraft, outdoor cooking, backpacking, and leadership training in camp counseling are included in this course. Fieldtrips will be required.

Distribution: Social Sciences.

SOC - SOCIOLOGY

SOC 1510 - Introduction to Sociology (3.00 Credits(s))

An introductory course of the field of sociology, this course examines a diverse range of topics on human behavior and social structure. Content focuses on developing a sociological perspective, through theory and research, for analyzing all aspects of social life. Analysis of culture, development of the self, interactions in groups, deviance and social inequality, social institutions and social change using sociological theories form the core of this course. C-ID: SOC 110

Distribution: Social Sciences.

SOC 1558 - The Role of the Tutor in Society and Education (1.00 Credits(s))

This course will focus on the practical skills necessary to function effectively as a tutor in the chosen area of study. Areas of study include the history of tutoring, duties and responsibilities of tutoring and effective tutoring and communication skills. Skills developed in this course will be practiced through supervised tutoring sessions. This course is offered on a Pass/No Pass basis only.

Distribution: Learning Support.

SOC 2038 - Gender Studies (3.00 Credits(s))

This course explores issues of sex and gender in sociological and psychological research, biological and socialization influences affecting females and males, and the effect of socially-constructed gender roles on human behavior. Specific topics that will be addressed include: gender bias in research, gender stereotypes, physiological/biological influences on gender, theories of gender development, gender identity, cognitive abilities, emotion, relationships, sexuality, and gender issues in treatment for mental disorders. Also covered are the debates on sex and gender and the impact of economic and political change on gender expectations and practices as well as a macro analysis of how institutions shape gender. The student may opt to receive credit in either Sociology 2038 or Psychology 2038, not both. C-ID: SOCI 140

Distribution: Social Sciences.

SOC 2110 - Minority Group Relations (3.00 Credits(s))

This course is a broad introduction to minority group relations in the United States. From a sociological viewpoint, it examines the historical experiences, contemporary circumstances, and future expectations for the country's major racial, ethnic, religious, and gender minority groups. In addition, minority groups defined by age, disabilities, and sexual preference are explored. C-ID: SOCI 150

Distribution: Social Sciences.

SOC 2120 - American Social Problems (3.00 Credits(s))

This course includes identification and analysis of contemporary social problems including (1) the role of power and ideology in the definition of social problems, (2) their causes and consequences, (3) evaluations of proposed solutions, and (4) methods of intervention. C-ID: SOCI 115

Distribution: Social Sciences.

SOC 2141 - Sociology of Marriage (3.00 Credits(s))

Sociological analysis of the family, including historical and recent changes, present nature and the socio-cultural and economic forces shaping these changes. C-ID: SOCI 130

Distribution: Social Sciences.

SPAN - SPANISH

SPAN 1501 - Spanish for Healthcare Professionals (3.00 Credits(s))

This course is directed toward the needs of nursing and healthcare students, as well as other medical and hospital personnel who must communicate quickly and effectively with Spanish-speaking patients. It is conducted in Spanish and English.

Distribution: Liberal Arts.

SPAN 1502 - Spanish for Healthcare Professionals II (3.00 Credits(s))

This course is directed toward the needs of nursing and healthcare students, as well as other medical and hospital personnel who must communicate quickly and effectively with Spanish-speaking patients. Conducted in Spanish and English.

Distribution: Liberal Arts. Prerequisite: Successful completion in Spanish 1501 with a grade of 'C' or better.

SPAN 1601 - Elementary Spanish I (4.00 Credits(s))

This course includes pronunciation, vocabulary, sentence structure, grammar, cultural readings and laboratory exercises.

Distribution: Liberal Arts. Prerequisite: Prerequisite: None; 64 hours lecture.

SPAN 1602 - Elementary Spanish II (4.00 Credits(s))

This course, a continuation of Spanish 1601, stresses pronunciation, vocabulary, sentence structure, grammar, dialogues, cultural readings and laboratory exercises. C-ID: SPAN 110

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion in Spanish 1601 or two years of high school spanish with a grade of "C" or better; 64 hours lecture.

SPAN 2001 - Intermediate Spanish III (5.00 Credits(s))

This course continues the study of pronunciation, vocabulary, sentence structure and grammar. Students also read short stories, literature and spend additional time with workbook exercises. C-ID: SPAN 200

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion in Spanish 1602 or three years of high school spanish with a grade of "C" or better; 80 hours lecture.

SPAN 2002 - Intermediate Spanish IV (5.00 Credits(s))

This course continues the study of grammar and readings, including literature. Students are required to spend time with workbook exercises. C-ID: SPAN 210

Distribution: Liberal Arts. Prerequisite: Prerequisite: Successful completion in Spanish 2001 or four years of high school spanish with a grade of "C" or better; 80 hours lecture.

SPAN 2500 - Latin American Culture (4.00 Credits(s))

This is a course about culture that allows the student to study and research topics of special importance to the Hispanic world from its beginning to the present day. Written and oral presentations are required. Class taught in Spanish.

Distribution: Liberal Arts. Prerequisite: Successful completion of Spanish 2002 with a grade of 'C' or better .

SPCH - SPEECH

SPCH 1507 - Group Discussion (3.00 Credits(s))

This course covers the structure and function of informal/formal group processes, the role of the individual participant and leadership functions, and provides study and practice in various group activities.

Distribution: Liberal Arts.

SPCH 1511 - Fundamentals of Speech (3.00 Credits(s))

This course develops the ability to organize, develop, and deliver a speech effectively. Emphasis is on research, organization, presentation, and evaluation. C-ID: COMM 110

Distribution: Liberal Arts.

STAT - STATISTICS

STAT 1510 - Elementary Statistics (5.00 Credits(s))

This course emphasizes descriptive statistics including the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education, sampling, sampling distributions, measures of central tendency and measures of dispersion, introductory treatment of probability and statistical inference with one and two sample problems, confidence intervals and hypothesis testing regarding means and proportions, and correlation and linear regression, ANOVA and nonparametric techniques such as the one-sample sign test, Wilcoxon rank-sum, Spearman's correlation, odds ratios and Kruskal-Wallis. C-ID: MATH 110.

Distribution: Sciences and Mathematics. Prerequisite: Prerequisite: Successful completion in Mathematics 1060 or the equivalent; 80 hours lecture.

STSU - STUDENT SUCCESS

STSU 0205 - Introduction to Campus Life (0.50 Credits(s))

This course provides familiarization to students with the resources and programs available at Taft College and in the city of Taft. In addition to curricular activities and services, co-curricular activities are also discussed. This course is offered on a Pass/No Pass basis only.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 8 hours lecture.

STSU 0206 - Time/Organizational/Study Strategies (0.50 Credits(s))

This course focuses on effective strategies for listening, taking useful notes, and creating/using a time schedule to adjust to the demands of college. This course is offered on a Pass/No Pass basis only.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 8 hours lecture.

STSU 1001 - Educational Planning (1.00 Credits(s))

This course is designed to increase understanding of educational planning. The course will include the development of a comprehensive educational plan, institutional, instructional, and student expectations for the college experience, knowledge of college resources, sequences of courses, and academic goal requirements. Not open to students who have taken STSU 1501 or LRSK 1501.

Distribution: Learning Support. Prerequisite: Prerequisite: None; 16 hours lecture.

STSU 1016 - College Survival (1.00 Credits(s))

The course focuses on effective strategies and techniques of reading, listening, taking useful notes, planning a time schedule, memory techniques and preparation for examinations. The course also includes an overview of college community resources available to students as well as the following areas of importance for success in college: critical thinking, relationships, health, money, self appraisal and the importance of setting future educational and career goals. Not open to students who have successfully completed Psychology 1516 or 48.

Distribution: Learning Support.

STSU 1017 - Becoming A Successful Online Student (1.00 Credits(s))

This course covers the basics of taking an interactive, asynchronous, distance education course via the Internet. Use of E-mail, online class interactions such as discussion groups, location and downloading, copy and pasting, attaching documents, and world wide web access, equipment needs and differences between on-line, off-line, and onsite courses will be covered. The goal of this class is to better prepare students for taking on-line classes by familiarizing students with the on-line course environment. Course provided on a Pass/ No Pass basis. Not open to students who successfully completed PSYC 46 or 1517.

Distribution: Learning Support.

STSU 1018 - Career and Major Exploration (1.00 Credits(s))

This course offers instruction in self exploration to make decisions about career and major options. The course focuses on values and the decision making process. A systematic examination of the various aspects of career alternatives is presented. Personal awareness will be explored as it relates to career choice. This course is offered on a Pass/No Pass basis only. Not open to students who have successfully completed PSYC 1518, PSYC 1519, or STSU 1019.

Distribution: Learning Support.

STSU 1019 - Career/Life Planning (2.00 Credits(s))

The course focuses on values and the decision-making process. Emphasis is placed on self discovery of goals, interests, and abilities through a series of self assessments. Other subjects covered include resume writing, the job interview process, and the exploration of career alternatives. This course is offered on a Pass/No Pass basis only. Not open to students who have successfully completed PSYC 1518, 1519 or STSU 1018.

Distribution: Learning Support.

TUTR - TUTORING

TUTR 0260 - Supervised Tutoring (0.00 Credits(s))

Supervised tutoring supports academic success in coursework where additional assistance is needed. To attend the course, a referral from an instructor or counselor is required. Course content is specific to each student and focuses on improving the individual's skills and ability to use reading, writing, and mathematic knowledge in problem solving. The use of homework or assignments from courses is not allowed in this course. Examples of problems similar to assigned homework are used during tutoring sessions so students may demonstrate their skills to instructors through the independent completion of assignments. Registration for this course is restricted to referred students only. This is a non-credit, positive attendance hour course. This course is offered on an open-entry, open-exit basis, meaning students can be referred at any time during the semester and can stop attending once they improve in the requested tutoring area. This course is repeatable.

Distribution: Learning Support. Prerequisite: Prerequisite: None; unlimited hours.

WELD - WELDING

WELD 1010 - Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) (3.00 Credits(s))

This course will cover the theory and application of the Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) processes. Emphasis will be on safe and proper application of these processes and the practical use of welding principles on mild steel, aluminum, and stainless steel. This course has a material fee.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Welding 1500, Industrial Education Welding 0001, 1001, or 1002 with a grade of 'C' or better; 32 hours lecture; 64 hours lab (96 hours total).

WELD 1020 - Gas Tungsten Arc Welding (GTAW) (3.00 Credits(s))

This course will cover the theory and application of the Gas Tungsten Arc Welding (GTAW) process. Emphasis will be on safe and proper application of these processes while welding on mild steel, aluminum and stainless steel. This course has a material fee.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Welding 1500, Industrial Education Welding 0001, 1001, or 1002 with a grade of 'C' or better; 32 hours lecture; 64 hours lab (96 hours total).

WELD 1030 - Pipe Welding (3.00 Credits(s))

This course is designed to provide knowledge and welding skill development related to the requirements of the American Society of Mechanical Engineers (ASME) Section IX and/or the American Petroleum Institute (API) 1104 Welding Codes. Emphasis will be on developing the necessary skill to pass various related code tests. This course has a material fee.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Welding 1500, Industrial Education Welding 0001, 1001, or 1002 with a grade of 'C' or better; 32 hours lecture; 64 hours lab (96 hours total).

WELD 1040 - Shielded Metal Arc Welding (SMAW) (3.00 Credits(s))

This course will cover the theory and application of the Shielded Metal Arc Welding (SMAW) process. Emphasis will be on safe and proper application of the SMAW process while welding in a variety of positions with common welding electrodes. This course has a material fee.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Welding 1500, Industrial Education Welding 0001, 1001, or 1002 with a grade of 'C' or better; 32 hours lecture; 64 hours lab (96 hours total).

WELD 1500 - Welding Processes (3.00 Credits(s))

This introductory course provides an overview of the necessary safety, theory, and practical lab experiences associated with Oxy-Fuel Welding and Cutting, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), and resistance welding processes. The properties and characteristics of metals, basic weld joints, and defects will also be discussed.

Distribution: Applied Technologies.

WELD 1560 - Blueprint Reading (3.00 Credits(s))

This course will cover certain key principles and practices of reading and interpreting basic industrial blueprints as applied to the welding trade. This course has a material fee.

Distribution: Applied Technologies. Prerequisite: Prerequisite: Successful completion in Welding 1500, Industrial Education Welding 0001, 1001, or 1002 with a grade of 'C' or better; 48 hours lecture.

WKEX - WORK EXPERIENCE

WKEX 1014 - General Work Experience (1.00-3.00 Credits(s))

Application and orientation required prior to enrolling in course. Please contact the Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. Credit may be accrued at the rate of 1 to 3 units per semester for a maximum of 12 units. Students must work 75 paid hours or 60 non-paid hours per unit earned. This course is offered on a pass/no pass basis. Note: Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.

Distribution: Applied Technologies.

WTER - WATER TECHNOLOGY

WTER 1510 - Introduction to Water Distribution (3.00 Credits(s))

This course provides a comprehensive introduction to water and related distribution systems for water distribution operators at system operator apprenticeship levels and those desiring to secure employment as a water distribution operator. This course also covers key concepts and terms in topic areas including water sources and regulations, wells and pumps, water pressure and head, water and power, instrumentation and controls, and water distribution system operation. The essentials of water mathematics are introduced throughout the course to increase skills necessary for using formulas and conversion factors on the job. Field trips will be required. This course enhances professional development and reviews the necessary range-of-knowledge subjects tested by the California Department of Public Health Grades D1 and D2 exams for water distribution.

Distribution: Applied Technologies.

WTER 1610 - Introductory Water Treatment (3.00 Credits(s))

This course provides a comprehensive introduction to water and related treatment systems for water treatment operators at treatment plant operator apprenticeship levels and those desiring to secure employment as a water treatment operator. This course also covers key concepts and terms in topic areas including treatment processes, sources of supply, pre-treatment, water treatment math, disinfection, filtration, coagulation and flocculation, basic chemistry, pumps, meters, and instrumentation. The essentials of water mathematics are introduced throughout the course to increase skills necessary for using formulas and conversion factors on the job. Field trips will be required. This course enhances professional development and reviews the necessary range-of-knowledge subjects tested by the California Department of Public Health Grades T1 and T2 exams for water treatment.

Distribution: Applied Technologies.

College Personnel

BOARD OF TRUSTEES

Billy White (President), **Dawn Cole** (Secretary), **Dr. Kathy Garner Orrin** (Trustee), **Emmanuel Campos** (Trustee) and **Michael Long** (Trustee).

EDUCATIONAL ADMINISTRATORS

Arvizu, Primavera 2016

B.A., M.A., California State University Bakersfield

Dean of Student Success

Balason, Severo 2017

B.A., M.A., Divine Word Seminary

Vice President of Student Services

Eastman, Stacy 1994

R.D.H., Cabrillo College; D.D.S., University of Southern California

Director of Dental Hygiene

McMurray, Brock 2001

B.B.A. and M.B.A., Delta State University

Executive Vice President of Administrative Services

Meteau, Robert 2015

B.A., University of LaVerne; M.A., Chapman University; D.P.A., University of LaVerne

Associate Vice President of Human Resources

Williams, Mark 2013

B.A. and M.S., University of New Mexico

Vice President of Instruction

ADMINISTRATIVE ASSISTANTS

Blanco, Melissa	2000
<i>Assistant to Vice President of Student Services</i>	
Criss, Sarah	2016
<i>Executive Assistant to the Superintendent/President</i>	
Madding, Justin	2016
<i>Executive Assistant to the Executive Vice President of Administrative Services</i>	
Vohnout, Danielle	2007
<i>Assistant to Vice President of Instruction</i>	

FACULTY

Abbott, Amar	2016
A.S., Napa Valley College; B.A., California State University Sacramento; M.S., California State University East Bay <i>High Tech Center- Access Specialist</i>	
Altenhofel, Jennifer	2012
B.A. and M.A., California State University Bakersfield; Ph.D., American University <i>History</i>	
Bandy, Kanoe	1987
A.A., Taft College; B.S., California State University Fresno; M.B.A., California State University Bakersfield <i>Business, Head Volleyball Coach, Director of Athletics</i>	
Beasley, Michelle	2007
B.A., California State University Bakersfield; M.A., University of La Verne <i>Early Care, Education, & Family Studies</i>	
Berry, Wendy	2010
B.S., Cal Lutheran University; M.S. University of Nebraska <i>Life Sciences</i>	
Blake, Paul	2013
B.S., Brigham Young University, M.B.A., University of Dallas <i>Engineering/Energy</i>	
Bledsoe, Adam	2013
B.A., M.A., California State University Bakersfield <i>Business</i>	
Bogle, Darcy	2007
B.A. M.A., California State University Bakersfield <i>Counselor</i>	
Brown, Elizabeth (Jill)	2016
B.A., M.A., University of La Verne <i>Counselor</i>	
Carlson, Kamala	2005
A.A., Bakersfield College; B.A., California State University Bakersfield; M.A., University of California Santa Barbara <i>Basic Skills, Reading, English</i>	
Chaidez, Joe'II	2008
B.A., M.A., California State University Bakersfield <i>Testing Coordinator/Assessment Specialist</i>	
Champion, Diana	2001
A.S., Taft College; B.S., California State University Bakersfield <i>Dental Hygiene</i>	
Chung-Wee, Chris	2001

B.A., University of Toronto; Diploma of Ed., University of the West Indies; M.A., Brigham Young University, Ph.D., Indiana University of Pennsylvania

English

Devine, Bill 2006

B.A., M.A., California State University Fresno

English

Donovan, Kelly 2009

B.A., Antioch University, Los Angeles; M.A., University of Phoenix

Dental Hygiene

Duron, Candace 2009

B.S., California State University Fresno, M.S., California State University Bakersfield

Counselor

Dyer, Geoffrey 2007

A.A., Bakersfield College; B.A., University of California Santa Cruz; M.F.A., Mills College

English

Eigenauer, John 2001

B.A., University of the State of New York; M.A., California State University Dominguez Hills; M.Phil., Ph.D., Syracuse University

Computer Science, English, Philosophy

Eveland, Sharyn 2001

B.A., M.A., California State University Bakersfield, Ed.D. University of La Verne

Psychology

Flachmann, Christopher 2015

B.A., University of the Pacific; M.A., California State University Bakersfield

Applied Technology/Incarcerated Students Counselor

Flowers, Carly 2016

B.A., Baldwin Wallace College; M.S., Otterbein University

Physical Education/ Women's Head Basketball Coach

Furman, Tori 2012

B.S., Colorado State University; M.S., Capella University

Career Development Counselor

Getty, Shelley 2008

B.S., B.A., Northwest Nazarene University, M.A., California State University Bakersfield

Mathematics

Golling, Greg 2007

B.S., California State University Bakersfield; Ph.D. State University of New York at Stony Brook

Life Sciences

Gonzalez, Lourdes 2006

B.A., M.S., California State University Fresno <i>EOPS/CARE Coordinator/CalWorks Counselor</i>	
Grimes, Jessica	2008
B.A., University of the Pacific, M.A.R. Yale University Divinity School <i>English</i>	
Hall, Dan	2013
B.A., San Diego State University, M.A., California State University Bakersfield; Ed.D., Pepperdine University <i>Distance Learning Coordinator</i>	
Hershkowitz, Eric	2012
D.D.S., University of Southern California <i>Dental Hygiene</i>	
Jacobi, Vicki	1999
B.S., M.A., California State University Fresno; Ed.D., University of LaVerne <i>Articulation Officer, SLO Coordinator</i>	
Jarrahian, Abbas	2015
B.S., California State University of Bakersfield, M.A., San Diego State University; M.S., Ph.D., Medical College of Wisconsin <i>Biological Sciences</i>	
Jean, Brian	2001
A.S., Bakersfield College; B.S., California State University Bakersfield; M.S., University of California Riverside <i>Mathematics, Statistics</i>	
Jiles, Michael	2014
A.A., Axia College; BSBAPA University of Phoenix; M.P.A., Ashford University <i>Administration of Justice</i>	
Jones, Diane	2001
B.S., University of Idaho; M.A., California State University Bakersfield <i>Mathematics</i>	
Kerr, Danielle	2013
B.A., MFA, University of California, Riverside <i>English</i>	
Kulzer-Reyes, Kelly	2007
B.A., M.A., St. Cloud State University <i>English as a Second Language</i>	
Layne, David	2008
B.A., University of the State of New York; M.B.A., City University, Ph.D., Walden University <i>Business Administration</i>	
Lytle, Steve	2013
B.A., M.S., Purdue University; Ph.D., University of Florida	

Life Sciences

Maiocco, Vince 2001

A.A., College of the Siskiyous; B.A., California State University Chico; M.S., United States Sports Academy; Single Subject Teaching Credential, Chapman University

Physical Education, Health, Head Baseball Coach

Martinez, Julián 2001

A.A., Bakersfield College; B.A., California State University Bakersfield; M.A., University of California, Santa Barbara

Spanish

Martinez, Mariza 2005

B.A., M.A., California State University Bakersfield

Mathematics

May, James 2014

B.S. San Jose State University; M.S. California State University Northridge

Physical Science

Mayfield, Mike 2004

B.S. University of California Santa Barbara; M.S., Illinois Institute of Technology

Chemistry

Mendenhall, Janis 2014

B.S., M.S., University of Iowa

DSPS Coordinator/Counselor

Mendoza, Tina 2015

B.A., M.S., University of Arizona

History

Mitchell, David 2016

B.S., California State University, Bakersfield; M.S., Northern Arizona University

Mathematics

Oja, Michelle 2012

B.A., Central Washington University; M.A., University of Nebraska; Ph.D., Claremont Graduate University

Psychology

Payne, Ruby 2008

B.A., M.A., California State University Bakersfield

Mathematics

Polski, Robin 2006

B.S., California State University Fresno; M.A., Pacific Oaks College Pasadena

Transition to Independent Living

Rangel-Escobedo, Juana 2007

B.A., M.A., California State University Bakersfield

Counselor

Reynolds, Dave	2009
A.S., Bakersfield College; B.S., California Polytechnic State University San Luis Obispo; M.S., California State University Fresno <i>Physical Science</i>	
Reynolds, Joy	2013
B.S., California State University Bakersfield; M.S., California State University Fresno <i>Mathematics</i>	
Rodenhauer, Debora	2015
B.A., M.A., California State University Bakersfield <i>Art</i>	
Roth, Becky	1992
B.A., M.A., California State University Bakersfield <i>Early Care, Education, and Family Studies</i>	
Smith, Terri	2013
B.A., California State University Bakersfield; M.L.I.S., San Jose State University <i>Research & Instruction, Librarian</i>	
Sundgren, Lori	2016
B.A., California State University Bakersfield; M.S., University of LaVerne <i>Precollegiate Coordinator</i>	
Thompson, Tony	1987
A.A., Hutchinson Community College; B.S., Kansas Newman College; M.Ed., Wichita State University <i>Health, Physical Education, Athletic Advisor</i>	
Thornsberry, Melissa	2016
A.A., Taft College; B.A., M.S., California State University Bakersfield <i>STEM Pathways Director</i>	

ADJUNCT FACULTY

Acosta, Suzanne	2014
<i>Art History</i>	
Adams, Brian	2017
<i>Engineering</i>	
Agundez, Adrian	2015
<i>Computer Science</i>	
Ambrose, Brooke	2014
<i>Independent Living Skills</i>	
Andrews, Megan	2016
<i>Counseling</i>	
Ashmore, April	2012
<i>Biology</i>	
Balestino, Theodore	2015
<i>Welding</i>	
Batchelor, Gregg	2015
<i>Administration of Justice</i>	
Bell, Cassidy	2016
<i>Physical Education</i>	
Bench, Patti	1989
<i>Psychology</i>	
Bender, Brian	2012
<i>Criminal Justice Administration</i>	
Brixey, Gabrielle	2017
<i>Management; Computer Science</i>	
Burnham, Kyle	2015
<i>Music</i>	

Bynum, Steve <i>Criminal Justice Administration</i>	2012
Cahoon, Nathan <i>Sociology</i>	2011
Clarke, George <i>Industrial Education Safety</i>	2014
Combs, Noelle <i>Political Science</i>	2006
Cook, Larry <i>Mathematics</i>	2004
Cross, Vanessa <i>English</i>	2002
Cuate, Bertha <i>Early Care, Education and Family Studies, English as a Second Language</i>	2011
Cunningham, John <i>Mathematics</i>	1997
Cutrona, Angelo <i>Head Men's Soccer Coach</i>	2002
Cutrona, Myisha <i>Head Women's Soccer Coach</i>	2006
DeFreece, Christopher <i>Physical Education</i>	2015
Dimayuga, Anna <i>Art</i>	2014
Draucker, Esther <i>Anthropology</i>	2011
Duncan, Brandon <i>History</i>	2007

Dunham, Geoffrey <i>Independent Living Skills</i>	2014
Durkan, Brian <i>Physical Education</i>	2012
Elkerdany, Amira <i>Dental Hygiene</i>	2016
Fariss, Jeff <i>Health Education</i>	2007
Ferguson, Bruce <i>Health Education, Physical Education</i>	1999
Golling, Leigh <i>Drama</i>	2011
Goodman, Daniel <i>Computer Science</i>	2015
Guitron, Anna <i>Spanish</i>	2013
Hanawalt, April <i>Sociology</i>	2012
Hawkins, Greg <i>Independent Living Skills</i>	2014
Hickman, Ryan <i>Biology, English, English as a Second Language</i>	2007
Holden, Richard <i>Art, Business, Computer Science, Journalism</i>	2002
Huddleston, Crystal <i>English</i>	2013

Husband, Jennifer	2017
<i>Business, Management</i>	
Jennings, Sandy	2011
<i>Dental Hygiene</i>	
Jose, Marie	2015
<i>Sociology</i>	
Kelsch, Noel	2016
<i>Dental Hygiene</i>	
Khasky, Amy	2013
<i>Psychology</i>	
Leonzo, Hector	2015
<i>Mathematics</i>	
Lindquist, Erica	2015
<i>Art History</i>	
McCracken, Susan	2002
<i>Dental Hygiene</i>	
McDaniel, Steven	2014
<i>Speech</i>	
Meyers, David	2010
<i>Mathematics, Science</i>	
Milbury, Matthew	2014
<i>Engineering</i>	
Queenan, Elisa	2007
<i>Economics, History</i>	
Ramirez, Natalie	2015
<i>Counselor</i>	

Richards, Kristi <i>Counselor</i>	2014
Rients, Amy <i>Early Care, Education and Family Studies</i>	2013
Romley, Mary <i>Psychology</i>	2013
Rozar, Tanna <i>English</i>	2011
Sahagun, Joanie <i>English, English as a Second Language</i>	2011
Salomon, Stephanie <i>Economics, Management</i>	2015
Schoneweis, Caroline <i>English</i>	2005
Sicari, Chad <i>Industrial Education Safety</i>	2014
Smith, Gaysha <i>Art; Art History</i>	2015
Smith, Lee <i>Music</i>	2002
Smith, Marie <i>Information Competency and Bibliography</i>	2012
Sorensen, Chad <i>Physical Education</i>	2016
Stockton, Laura <i>English</i>	2011
Sutherland, Tammy <i>Mathematics</i>	2008

Taibjee, Sukena	2017
<i>Information Competency</i>	
Taylor, Douglas	2015
<i>Mathematics</i>	
Taylor, Tyrone	2007
<i>Physical Education</i>	
Teeters, Anna	2015
<i>Dental Hygiene</i>	
Turakhia, Mit	2016
<i>Engineering</i>	
Van Ry, Veronica	2009
<i>Sociology</i>	
VanSistine-Yost, Linda	2017
<i>Information Competency</i>	
Vaughan, Julia	2017
<i>Dental Hygiene</i>	
Villa, Walter	2015
<i>Political Science</i>	
Wallace, Sara	2013
<i>English</i>	
Ware, Thomas	1997
<i>Geography</i>	
Waugh, Vicky	1998
<i>Physical Education</i>	
Wells, Lido	2013
<i>Psychology</i>	

Wessely, Jason	2017
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Administration of Justice

White, Marisol	2015
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Sociology

Wymore, Dave	2017
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Administration of Justice

Zimmer, Cynthia	2014
------------------------	-------------

Administration of Justice

PROFESSOR EMERITI

Bandy, Don	1979
<i>Geography, Health Education, History</i>	
Bench, Patti	1989
<i>Psychology</i>	
Bèrubè, Eric	2001
<i>Institutional Development, Research and Planning Coordinator</i>	
Filoteo, Harriet	1997
<i>Work Experience</i>	
Graupman, Gary	2001
<i>English, Speech</i>	
Hillygus, Dean	1997
<i>Math, Science, Health Education</i>	
Johnson, Craig	1980
<i>Life Sciences</i>	
Kuckreja, Karen	1997
<i>Director of Counseling, Speech, Psychology</i>	
Lowrey, Jim	1995
<i>Physics, Mathematics</i>	
Pease, Harold	1983
<i>History, Political Science, Philosophy</i>	
Ross, Jeff	1976
<i>Coordinator of Student Support Services</i>	
Swenson, Sonja	1989
<i>Art, Humanities</i>	

Vaughan, Susan

2007

Learning

Disabilities

Specialist

West, Linda

1999

Computer Science, Distance Learning Coordinator

Zumbro, Don

1996

Dean of Student Services

RETIRED FACULTY

Adams, Issac N.	1979
<i>Chemistry</i>	
Amorteguy, Fernando	1979
<i>Spanish</i>	
Baker, Bill	1977
<i>History, Coordinator of Learning Resources</i>	
Baldock, Al	1993
<i>P.E., Athletic Director</i>	
Basham, Garlyn A.	1975
<i>Superintendent/President</i>	
Bell, Fred G.	1981
<i>Computer Science, Coordinator of Distance Learning</i>	
Buddell, Jim	1986
<i>English</i>	
Christiansen, John	1987
<i>Photography, Sociology, Psychology</i>	
Clausen, Eugene	1993
<i>Adjunct Business Instructor</i>	
Cothrun, Dr. David	1980
<i>Superintendent/President</i>	
Cummings, A.D.	1972
<i>Student Activities</i>	
Davis, Milton	1955
<i>Applied Arts</i>	
Downer, Dr. John M.	1988
<i>Instruction/College Planner</i>	
Feeney, Fenton L.	1975
<i>Dean of Instruction, Director of Guidance, Counselor</i>	
Frazier, Vance	1972
<i>Vocational Education</i>	
Greene, Dr. Donald L.	1979
<i>Sociology</i>	
Gurwell, Clair M.	1985
<i>English, Fine Arts</i>	
Herrod, J. T.	1987
<i>Mechanical Drawing, Drafting</i>	
Hill, Elizabeth	1972
<i>Librarian</i>	

Janes, Dr. Ben <i>Anthropology, Philosophy, Sociology</i>	1972
Jenkins, Raymond E. <i>Accounting, Business Education</i>	1972
King, Marilyn <i>Dental Hygiene</i>	2008
Matthai, Ray L. <i>Dean of Students & Evening College</i>	1977
McMillan, Konrad <i>Humanities, Art</i>	1988
Miwa, Ann <i>Business</i>	1987
Morgan, George <i>Biological Science</i>	1980
Peahl, Lawrence E. <i>Dean of Fiscal Services, Mathematics</i>	1996
Reinhardt, John A. <i>Machine Shop, Wood Shop</i>	1974
Schroeder, Jerrold D. <i>Physical Science, Mathematics</i>	1980
Smith, Margot <i>Humanities, English</i>	1981
Stiles, Alpha <i>Librarian</i>	1977
White, Richard H. <i>Applied Arts, Dean of Student Services</i>	1972

ADMISSIONS/ACADEMIC RECORDS

Amber Anderson, *Director of Admissions & Records*
Nichole Cook
Sandra Graham
Jeff LaForce
Lupe Ray
Isaura Santiesteban

ATHLETICS

Kanoe Bandy, *Director*
Jennifer Edmaiston

Bruce Ferguson, *Coordinator P.E. Facility*
Travis Milner

CHILDREN'S CENTER

Genoveve Curiel-Garcia - *Director*

Lisa Adema
Martina Anguiano
Alma Barajas
Debbie Bozarth
Rosa Cazares
Stephanie Clark
Cheryl Davis
Rebecca Fernandez
Maria Garcia de Leon
Joshua Garrison
Jorge Gutierrez
Pilar Gutierrez
Jonas Guzman-Rodriguez
Meghan Hall-Silveira
Kathy Helms
Lorena Hernandez
Guadalupe Hinojosa
Brandi Hudson
Careli Leyva
Susan Madsen
Starlee McKown
Martha Melendrez
Norma Montoya
Ramon Perales
Blanca Quintero
Ricardo Quintero
Jennifer Ramirez
Billie Reed
Alba Ruiz
Cindy Ruiz
Teena Simmons
Ramona Urias

EOPS/CARE/CALWORKS

Lourdes Gonzalez, *Coordinator/Counselor*
Morgan Haskell

COUNSELING CENTER

Primavera Arvizu, *Dean of Student Success*
Apolonia Salazar

FINANCIAL AID

Barbara Amerio - *Director, Financial Aid & Scholarships*

Krystal Allikas

Carla Sandoval

Ruthie Welborn

OUTREACH/TESTING/ACTIVITIES

Joanne Dumbrigue

Myisha Cutrona

Martha Rodriguez

Deanne Woods

TRANSITION TO INDEPENDENT LIVING (TIL)

Carey Carpenter, *Interim Program Director*

Brooke Ambrose

Ramona Carty

Phil Centeno

Michael Chiaramonte

Jeanette Davis

John Dodson

Debra Ekdahl

Alex Gonzalez

Gabe Gonzalez

Rick Hawkins

Donna Lewis

Jamia Marcell

Karina Mora

Patty Owens

Warren Owens

Paula Patterson

Cindi Powell

David Powell

Perla Ramirez

Tristina Reich

Lee Schryver

Krystal Unruh

Victoria Waugh

Susan Wells

SECURITY/RESIDENCE HALL

Angelo Cutrona, *Supervisor*

Crystal Johnson

Val Sanchez

DISABLED STUDENT PROGRAM AND SERVICES

Janis Mendenhall, *DSPS Coordinator/Counselor*

Jessica White

LaNell Howell

Olga Silva

INSTRUCTIONAL SUPPORT

Fernando Lara

Breanna Payne

Mahea Maui

Edna Muy

Jo Ellen Patterson

Career and Technical Education

Anthony Cordova, *Director*

Aldrin Luben Fernandez

Tori Furman

Kristi Richards

Julie Rothgeb

Allisa Tweedy

Distance Learning

Dr. Dan Hall, *Coordinator*

Nicole Avina

Steven Richards

Classroom Support

Lori Sundgren, *Coordinator*

Brad Cramer

Bertha Cuate

Renae Ginther

Greg Hawkins

Wei Hill

Elizabeth McKnight

Kent Miller

Library/Learning Resource Center (LRC)

Terri Smith, *Librarian*

Mary Decker

Lynn Miles

Miranda Tofte

Dental Hygiene

Dr. Stacy Eastman, *Director*

Karen Byrd

Laura L'Ecuyer

Harriet Luzinas-Smith

Susan McCracken
Michele Matthews
Monica Perez

ADULT EDUCATION

Kathy Johnson, *Director*
Adaline Ramirez

ADMINISTRATIVE SERVICES

Business Services

Amanda Bauer, *Director of Fiscal Services*
Diana Duran
Sheila Green
Mindy Jewell
Edan Neill
Tiffany Payne
Cliff Watts
Kimberly Williams

Food Service

Geoff Dunham, *Supervisor*
Rori Blackwood
Denise Gill
Cynthia Johns
Shelley Nicholson
Kathy Schock

Human Resources

Dr. Robert Meteau, *Associate Vice President*
Rodolfo Noriega
Lynda Powers
Tiffany Rowden
Judy Wade

Maintenance & Operations

Mike Capela, *Supervisor*
Manuel Aguirre
Sergio Gomez
Chris Jones
Mary Perales
Kristy Porter
Kenny Schuyler
Tino Uribe
Michaela White
Fred Zeller

Taft College Bookstore

Bill Norris, *Manager*

Jessica McKnight
Kenzie Stearman
Krista Wren

FOUNDATION AND DEVELOPMENT

Sheri Horn-Bunk, *Foundation Director*
Shannon Jones
Mahea Maui

INFORMATION TECHNOLOGY SERVICES

Adrian Agundez, *Director*
Sherry Anderson
Alvin Bunk
Mark Gibson
Gustavo Gonzalez
Dana Hicks
Rich Hudson
Kevin Kasper
Olga Newlove
Terry Townsend
Jason Zsiba

INSTITUTIONAL RESEARCH

Dr. Eric Bérubé, *Coordinator*
Velda Peña
Brandy Young

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