

# Table of Contents

Taft College Maps .....5

Superintendent/President's Welcome .....6

College Calendar .....7

College Terms .....8

General Information..... 11

Admissions and Registration ..... 16

Academic Policies and Procedures .....31

Student Services .....54

Requirements for Associate Degrees and Certificates ..... 73

Transfer Planning Guide .....88

Degrees and Certificates..... 109

Course Descriptions.....214

College Personnel .....283

# Catalog with Addendum- As of November 1,

# 2018

**Cover:***Design**Credits:**Jason**Zsiba***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, 2018

May 21 - June 3	Summer Recess I
June 4	Instruction Begins
July 4	Independence Day Holiday
July 12	6-week Classes End
August 9	Instruction Ends
August 10-19	Summer Recess II

## Fall Semester, 2018

August 20	Instruction Begins
September 3	Labor Day
November 12	Veterans Day Holiday
November 22-23	Thanksgiving Holidays
December 7	Dead Day
December 10-14	Final Examinations
December 14	Fall Semester Ends
December 17, 2018 through January 20, 2019	Winter Recess

## Spring Semester, 2019

January 21	Martin Luther King Holiday
January 22	Instruction Begins
February 15	Lincoln's Birthday Holiday
February 18	Washington's Birthday Holiday
April 15 - April 19	Spring Break
May 16	Dead Day
May 17 - 23	Final Examinations
May 23	Spring Semester Ends
May 24	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. 214) 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                                     | <ul style="list-style-type: none"> <li>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.</li> <li>b. Deliver focused and coherent presentations.</li> <li>c. Demonstrate active reading skills and thorough comprehension.</li> <li>d. Demonstrate speaking skills.</li> <li>e. Demonstrate competence in both active and emphatic listening.</li> <li>f. Write clearly and effectively at an associate degree (Freshman English) level upon graduation.</li> </ul>   |
| 2. Community/Global Consciousness and Responsibility | <ul style="list-style-type: none"> <li>a. Demonstrate social and cultural awareness, ethical behavior, effective and sensitive communication, and a commitment to learning.</li> <li>b. Analyze from various perspectives, the implications of events, past or present, on a diverse population groups external to the U.S.</li> <li>c. Apply relevant facts and assumptions related to an ethical dilemma.</li> <li>d. Apply theoretical models for cross-cultural comparisons.</li> <li>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.</li> <li>f. Compare and contrast essential cultural and social similarities and differences between two cultures.</li> <li>g. Demonstrate professional and ethical behavior.</li> <li>h. Identify key issues facing the contemporary world in terms of outcomes.</li> <li>i. Practice ethical behavior in dealing with people, problems, and situations.</li> <li>j. Take responsibility for their own actions and well-being, make ethical decisions in complex situations, and participate actively in a diverse society.</li> </ul> |
| 3. Quantitative Reasoning                            | <ul style="list-style-type: none"> <li>a. Solve problems involving data gathering and analysis, apply mathematical concepts, and use technology in these processes.</li> <li>b. Apply mathematical concepts to a variety of everyday life situations.</li> <li>c. Solve problems involving data gathering and analysis.</li> </ul>  |
| 4. Critical Thinking                                 | <ul style="list-style-type: none"> <li>a. Analyze, interpret, explain and evaluate texts, ideas, works of art, and scientific and mathematical problems.</li> <li>b. Analyze, discriminate, organize, and scrutinize assumptions in an attempt to identify evidence for a conclusion.</li> <li>c. Judge or evaluate information based upon standards and criteria, values and opinions.</li> <li>d. Remember or recognize information or specifics as communicated with little assimilation.</li> <li>e. Grasp the meaning behind the information and interprets, translates, or comprehends the information.</li> <li>f. Demonstrate an ability to combine existing elements in an innovative way to create a new purpose or result.</li> <li>g. Think innovatively, extending a novel or unique idea, question, format, or product to create new knowledge or knowledge that crosses boundaries.</li> </ul>   |

### **Academic Freedom and the Faculty (BP 4030)**

Reference: Title 5, Section 51023; Accreditation Standard II.B.2.(a). 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 that 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](http://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 may take college level courses that are transferable (courses numbered 1500 or higher), with the exception of Math 1060, on a seats-available basis with permission from their parent/legal guardian, and high school principal/designated school official. *References: California Education Code: 76002/76300/48800.5; Title 5: 55002(a).* 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, and the high school principal/designated school official 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**

- 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.

#### **Step 3: Receive Assessment Clearance (for math and/or English courses/prerequisites only)**

- Students wishing to enroll in English or math, or any course with English or math as a prerequisite, must be cleared for assessment. Kindergarten – 12th grade classes will not be used as the sole assessment to meet college prerequisites. Please make sure you have your Taft College A# available before contacting the Testing Center at (661)763-7783. High school transcripts may be required.

#### **Step 4: Register for Classes**

- 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/degree or certificate 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 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.

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 California College Promise Grant due to Academic Standing (formerly BOGW)**

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

Students are able to appeal the loss of their California College Promise Grant 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 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](http://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, flash drives, CD, 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.

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 ORGANIZATION FEES**

The Associate Student Organization (ASO) fee, which is currently \$30 per academic year, is established by the members of the student organization 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 ASO to be able to more fully participate in student affairs and receive discounts at local participating businesses and discounts at the Taft College Bookstore. Please review the Taft College Bookstore website for more information on textbook rentals using an ASO card.  
(p. 27)

**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**

All students are assigned a Taft College email. To activate your email, [click here](#).

---

**2018-2019 ACADEMIC YEAR FEES**

---

**ENROLLMENT FEES**

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

<b>Enrollment Fee</b>	\$46 per unit (no maximum)
<b>Credit by Exam Fee</b>	\$46 per unit (no maximum)
<b>Class Audit Fee</b>	\$15 per unit
<b>Non-resident Tuition Fee</b> (in addition to \$46 per unit enrollment fee and credit by exam fee)	
0 thru 14 units	\$258 per unit
15 units or more	\$3870 per semester
<b>International Student</b> Admissions application fee	\$100
<b>Textbook Rental Fees*</b>	
Rental fee w/paid ASO fee	On average 30% of the new book price
<b>Associated Student Organization (ASO) fee**</b>	\$30 per year
<b>Residence Hall Room Rent (Ash Street Dorms)</b>	\$1089 per semester
<b>Residence Hall Room Rent (Cougar Dorms)</b>	\$945 per semester
<b>Meal Plan</b> (19 meals per week for dorm students)	\$1696 per semester
<b>Residence Hall Security Deposit</b>	\$150
<b>Transcripts</b>	
Two in a life-time	No charge
More than two (each)	\$6.75 each
Rush Processing Fee	\$8 per transcript
<b>Enrollment verification fee</b>	
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
<b>Returned Check Fee</b>	
Service charge per check	\$20

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

*\*\*Students purchasing an ASO 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 - \$38

Parking near a Fire Hydrant (within 15 ft.) - \$38

Stopping, Standing, or Parking prohibited - \$38

Parking prohibited in Fire Lane - \$150

Handicapped/Disabled Space Violation - \$450

### **BAD CHECK CHARGE**

A service charge of \$20 will be assessed for any check returned to the college Business Office, Library 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 ASO sticker with Taft College Student ID Card.

Students must purchase an ASO Sticker to participate in the rental program from the Cashier Office, Bookstore or website ([bookstore.taftcollege.edu](http://bookstore.taftcollege.edu)). The ASO sticker is available for \$30.00 per academic year. Students purchasing an ASO 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 ASO Sticker to participate in the rental program
3. Students must bring 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 unreturned rental books 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 ability to sell the 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/](http://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) 763-7854 - Administrative Assistant to Vice President of Student Services

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 high school 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. Work experience units do not apply towards load requirement.
- 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. Financial aid may be affected. 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 organization 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. Financial aid may be affected.**

### **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. Contact your counselor for additional information.

---

## 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. Check course description for details.

### **GRADE CHANGES**

The instructor is required to assign a definite grade based upon the work actually accomplished, regardless of the circumstances that 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**

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

**Non-Evaluative Grades**

<b>Symbols</b>	<b>Definitions</b>
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
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

**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**

---

### **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, 1500 1532, 1552, 2000, 2058, 2061, 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. WELD 1560.

**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.

**Learning Support Division:** All courses listed in the catalog except LRSK 0911.

**Liberal Arts Division:** All courses listed in catalog.

**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 PHED courses except: PHED 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1515, 1524, 1534, 1535, 1539, 1643, 1644, 1649, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2514; and Health Education 1059 and 1510.

**Social Sciences Division:** All courses listed in the catalog except all ADMJ, PSYC 2205, and SOC 2038.

### **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.

---

## **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 (AP), Credit by Exam, CLEP, International Baccalaureate (IB), DANTES, or Military Credit on their Taft College transcript for the purpose of earning an award.

A maximum of 30 semester units in any combination of Alternative Credit from the list above can be used towards 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 Applied Tech courses listed in the catalog with the exception of Work Experience.

**Learning Support Division:** All Learning Support courses listed in the catalog with the exception of LRSK 0200, LRSK 0240, LRSK 0250, LRSK 0910, LRSK 0911; and STSU 1001.

**Liberal Arts Division:** ART 1625, ART 1820, ART 2010; HUM 2010; MUSC 1510; SPAN 1501, SPAN 1601, SPAN 1602, SPAN 2001, and SPAN 2002.

**Social Sciences Division:** All Social Sciences courses listed in the catalog.

**Science and Mathematics Division:** ASTR 1511; BIOL 1510, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2260, BIOL 2265, BIOL 2370; ENGR 1510, ENGR 1540, ENGR 1550, ENGR 2000, ENGR 2200, ENGR 2300; HLED 1510, HLED 1543; MATH 1050, MATH 1060, MATH 1500, MATH 1505, 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.

### **INTERNATIONAL BACCALAUREATE (IB)**

Students may earn credit for International Baccalaureate (IB) exams. IB 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 IB exams 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://getcollegedcredit.com/scores\\_transcripts](http://getcollegedcredit.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	AA/AS Degree at Taft College			Major / Course Equivalency
		Taft College GE Area	GE Unit Value	Maximum Units Awarded towards AA/AS	
American Government <sup>2</sup>	50	Social/ Behavioral Science	3	3	POSC 1501
American Literature	50	Humanities	3	6	—
Analyzing & Interpreting Literature	50	Humanities	3	6	—
Biology	50	Natural Sciences	3	6	BIOL 1500
Calculus <sup>1</sup>	50	Communication & Analytical Thinking	3	3	MATH 2100
Chemistry	50	Natural Sciences	3	6	—
College Algebra <sup>1</sup>	50	Communication & Analytical Thinking	3	3	—
College Composition	50	N/A	0	0	—
College Composition(Modular)	50	N/A	0	0	—
College Mathematics	50	N/A	0	6	—
English Composition (no essay)	50	N/A	0	0	—
English Composition with Essay	50	N/A	0	0	—
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 <sup>2</sup>	50	Social/ Behavioral Science	3	3	HIST 2231
History, United States II <sup>2</sup>	50	Social/ Behavioral Science	3	3	HIST 2232
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 <sup>1</sup>	50	Communication & Analytical Thinking	3	3	MATH 1540
Principles of Accounting	50	N/A	0	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
Trigonometry	50	N/A	3	3	—
Western Civilization I	50	Humanities or Social /Behavioral Science	3	3	HIST 2202
Western Civilization II	50	Social/ Behavioral Science	3	3	HIST 2204

—

<sup>1</sup>These courses meet the Math Competency requirement.

<sup>2</sup>These courses meet the American History and Institutions course requirement.

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 Composition	50	0	0	N/A
College Composition - Modular	50	0	0	N/A
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 <sup>7</sup> Level I	50	6	0	N/A
French <sup>7</sup> Level II	59	12	3	C2
Freshman College Composition	50	0	0	N/A
German <sup>7</sup> Level I	50	6	0	N/A
German <sup>7</sup> 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 <sup>7</sup> Level I	50	6	0	N/A
Spanish <sup>7</sup> 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**

<b>AP Examination</b>	<b>Minimum Score</b>	<b>Units/GE Area</b>	<b>Total Units Allowed</b>	<b>Course Equivalency<sup>1</sup></b>
Art History	3	3 - Humanities & 3 - Elective	6	ARTH 1510
Biology	3	3 - Natural Science & 3 - Elective	6	BIOL 1510
Calculus AB <sup>2</sup>	3	3 - Communications & Analytical Thinking	3	MATH 2100
Calculus BC <sup>2</sup>	3	3 - Communications & Analytical Thinking & 3 - Elective	6	MATH 2120
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 <sup>3</sup>	3	3 - English Composition & 3 - Elective	6	ENGL 1500
English Literature <sup>3</sup>	3	3 - English Composition & 3 - Elective	6	ENGL 1500
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	SPAN 2500

Statistics	3	3 - Communications & Analytical Thinking	3	STAT 1510
Studio Art-2D <sup>2</sup>	3	3 - Humanities	3	ART 1600
Studio Art-3D	3	3 - Humanities	3	ART 1610
Studio Art-Drawing	3	3 - Humanities	3	ART 1620
U.S. Government & Politics <sup>4</sup>	3	3 - Social/Behavioral Science	3	POSC 1501
U.S. History <sup>4</sup>	3	3 - Social/Behavioral Science & 3 - Elective	6	HIST 2231
World History	3	3 - Social/Behavioral Science & 3 - Elective	6	N/A

<sup>1</sup>Course 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.

<sup>2</sup>These exams satisfy the Math competency requirement.

<sup>3</sup>These exams satisfy the Reading competency requirement, the Written Expression competency requirement, as well as the course requirement for Information Competency.

<sup>4</sup>These exams satisfy the American History and Institutions course requirement.

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 <sup>1</sup>	3	B4	4 <sup>3</sup>	2.7	2A	UC-M
Calculus BC	3	6 <sup>1</sup>	3	B4	8 <sup>3</sup>	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 <sup>1</sup>	0	N/A	2	1.3	N/A	N/A
Computer Science AB	3	6 <sup>1</sup>	0	N/A	N/A	N/A	N/A	N/A
English Language/Composition	3	6	3	A2	8 <sup>4</sup>	5.3	1A	UC-E
English Literature/Composition	3	6	6	A2 + C2	8 <sup>4</sup>	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 <sup>2</sup>	4	B1 + B3*	8 <sup>5</sup>	5.3	5A + lab	UC-S
Physics C (electricity/magnetism)	3	4 <sup>2</sup>	4	B1 + B3	4 <sup>5</sup>	2.7	5A + lab	UC-S
Physics C (mechanics)	3	4 <sup>2</sup>	4	B1 + B3	4 <sup>5</sup>	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 <sup>6</sup>	N/A	N/A	N/A
Studio Art-3D	3	3	0	N/A	8 <sup>6</sup>	N/A	N/A	N/A
Studio Art-Drawing	3	3	0	N/A	8 <sup>6</sup>	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.

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

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

<sup>3</sup>8 quarter/5.3 units max for all exams, 4 quarter/2.7 semester units max between AB and AB sub-score

<sup>4</sup>8 quarter/5.3 units max for both English Language and Literature Composition

<sup>5</sup>8 quarter/5.3 units max for all three Physics exams

<sup>6</sup>8 quarter/5.3 units max for all Studio Art exams

### **COLLEGE CREDIT FOR INTERNATIONAL BACCALAUREATE (IB)**



International Baccalaureate (IB)	Minimum Score	CSU Semester Credits Earned <sup>1</sup>	CSU GE Credits	CSU GE Area <sup>2</sup>	Minimum Score for IGETC	IGETC Area	IGETC Units
IB Biology	5	6	3	B2	5	5B (w/o lab)	3
IB Chemistry	5	6	3	B1	5	5A (w/o lab)	3
IB Economics	5	6	3	D2	5	4B	3
IB Geography	5	6	3	D5	5	4E	3
IB History (any region)	5	6	3	C2 <u>or</u> D6	5	3B <u>or</u> 4F	3
IB Language A - Literature	4	6	3	C2	5		
IB Language A - Language and Literature	4	6	3	C2	5		
IB Language A1 (any language)	4	6	3	C2 (if completed prior to Fall 2013) <sup>3</sup>	5	3B	3
IB Language A1 (any language, except English)	4	6	3			3B <u>and</u> 6A	3
IB Language A2 (any language)	4	6	3	C2 (if completed prior to Fall 2013) <sup>3</sup>	5	3B	3
IB Language B (any language) <sup>6</sup>	4	6	0	N/A	5	6A	3
IB Mathematics	4	6	3	B4	5	2	3
IB Physics	5	6	3	B1	5	5A (w/o lab)	3
IB Psychology	5	3	3	D9	5	4I	3
IB Theatre	4	6	3	C1	5		

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

<sup>1</sup>These units count toward eligibility for admission. The units may not all apply toward certification of the corresponding GE-Breadth area. See Executive Orders 1036 and 1100 for details.

<sup>2</sup>Areas of GE Breadth (A1 through E) are defined in EO 1100. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 1061, and at assist.org.

<sup>3</sup>Students seeking certification in GE Breadth prior to transfer must have passed the test before this date.

<sup>4</sup>If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

<sup>5</sup>Students who pass AP Environmental Science earn 4 units of credit. Tests prior to Fall 2009 may apply to either B1+B3 or B2+B3 of GE Breadth. Fall of 2009 or later, those credits may only apply to B1+B3.

<sup>6</sup>If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

<sup>7</sup>If a student passes more than one CLEP test in the same language other than English (e.g., two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered "Level I" and earns six units of baccalaureate credit; the higher score listed for each test is considered "Level II" and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

<sup>8</sup>The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

---

## 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.<br>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.<br>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 ORGANIZATION (ASO)**

**(661) 763-7887**

The student body at Taft College is organized as the Associated Student Organization (ASO) of Taft College. This student organization is managed by an Executive Board composed of officers elected by the students with a current ASO sticker.

The ASO Activities Coordinator in cooperation with the ASO Executive Board and the Coordinator of Student Life/ASO Advisor develops a calendar of co-curricular activities and events each month.

Student activities at the college include campus club events, organized athletics, performing arts, publications, music, social and cultural affairs, and co-curricular services. Every student is encouraged to join one or more of these activities and take an active interest in the campus clubs that align with educational pathways.

Campus clubs, programs, and organizations must submit an online event request form and have it approved by the ASO Executive Board, the Coordinator of Student Life/ASO Advisor, the Dean of Student Success, and the Vice President of Student Services 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/ASO Advisor for more information.

### **AVID**

**(661)763-7747**

Lori

Sundgren

Taft College AVID for Higher Education Liaison

Advancement Via Individual Determination (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.

### **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) 763-7723**

### **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 661-763-7723.

## **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.

Career tools and resources are 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 18
- 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](http://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 7:30 a.m. – 4:30 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 can complete an assessment test or bring high school transcripts to their appointment with a Counselor: 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 <http://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 California College Promise Grant, formerly called the 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/CalWORKs 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](http://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) 763-7866**

Phi Theta Kappa Honor Society (PTK) 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 is continuous once a student completes the Phi Theta Kappa registration process. Requirements for invitation 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 to receive an invitation for Phi Theta Kappa membership.

### **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** (Student Union Front Desk) / **(661) 763-7887** (Student Union Office)

The Associated Student Organization's (ASO) Activities Coordinator in collaboration with the ASO Executive Board members and the Coordinator of Student Life/ASO Advisor develops a calendar of co-curricular student events and other activities every month.

### **STUDENT ORGANIZATION FEE/ASO DISCOUNT STICKER**

**(661) 763-7887**

Taft College students have the option of purchasing an ASO discount sticker for \$30.00 each academic year. The ASO 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, be involved in all campus clubs under ASO, and receive discounted rates on ASO trips. With active club involvement, students with the current ASO Sticker are applicable for ASO scholarships.

The ASO 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 ASO sticker as well as Taft College faculty and staff. Located within the Student Union is the office of the Coordinator of Student Life/ASO executive board. Weekly Associated Student Organization (ASO) Executive Board meetings are held in the Student Union office (G-11) and ASO committee meetings are held in the ConnExpo (cafeteria banquet room) located inside the cafeteria. Changes to the location and/or time of the weekly ASO Executive Board and/or committee meetings will be announced one week prior to the meeting.

### **SUPPLEMENTAL INSTRUCTION (SI)**

**(661) 763-7806**

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 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.

### **TRIO STUDENT SUPPORT SERVICES (SSS)**

**(661) 763-7764**

TRIO is a federally funded program that provides support and guidance to you during your time at Taft College as well as helps you transfer successfully on to a university to pursue a bachelor's degree. Being successful in college takes a lot of work, and there are many decisions to make along the way that impacts your future.

We are here to advise and guide you to keep you on the right track in pursuing your goals. We want you to be successful, and we will help you in any way we can to make that happen.

To be eligible, you must:

- Be a United States citizen or permanent resident;
- Be a first-generation college student; (This means that neither of your parents have a bachelor's degree.)
- Be income eligible according to the federal income guidelines;
- Be enrolled in a Certificate or Associate level program and have the goal of transferring to a university to obtain a bachelor's degree. Complete an application by submitting one online or contact the TRIO office in the Counseling Center for a printed application or call (661) 763-7764.

### **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](mailto:learningcenter@taftcollege.edu). 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](http://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](http://www.gibill.va.gov).

VA benefits can 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](mailto: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 attendance as determined by the Financial Aid Office. Federal, state, and institutional programs are available. Please visit [www.fafsa.gov](http://www.fafsa.gov) or [www.dream.csac.ca.gov](http://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 2018-2019 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 Community College Chancellors Office and the California Student Aid Commission, sponsors financial aid programs which include the California College Promise Grant (formerly known as the Board of Governors Fee Waiver), Cal Grants B and C, Full Time Student Success Grant and the Completion Grant. For more information regarding these programs contact the Financial Aid Office at (661) 763-7762.

### **California College Promise Grant (formerly known as the 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 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 and:

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 California College Promise Grant application, a FAFSA or a Cal Dream 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 Director of Financial Aid & Scholarships.

## **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 as a full time student with a grade point average of less than 3.00 and earns a 3.00 or better in 12 or more units at Taft College and re-enrolls as a full time student will receive a non-resident scholarship for one semester. It is highly recommended all students complete the FAFSA or California Dream Application.

#### **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 College 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. The 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](http://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: CCPG, EOPS, CARE, outside scholarship or loans). The college reserves the right to vary priorities when deemed necessary by the financial aid office.

1. California College Promise Grant (CCPG) (formerly BOGW) eligibility
2. Federal Pell Grant eligibility
3. FSEOG eligibility
4. Cal Grant eligibility
5. Full Time Student Success Grant
6. Completion Grant
7. Merit Award
8. Taft College Scholarship eligibility
9. FWS eligibility
10. IWS 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, Full Time Student Success Grant and Completion 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 the California College Promise Grant (formerly known as the BOGW)**

A student shall become ineligible for a California College Promise Grant (formerly known as a BOGW) 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 California College Promise Grant (formerly known as BOGW) 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 California College Promise Grant (formerly known as the BOGW). 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 California College Promise Grant (formerly known as the BOGW) 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 a California College Promise Grant (formerly known as BOGW) 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 Director of Financial Aid and Scholarships 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 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*

- 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*

- 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*

- 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*

- 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 (p. 99)) or the Intersegmental General Education Transfer Curriculum (IGETC (p. 102) ) 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)	Art History	Biology
Business Administration	Early Childhood Education	English
History	Journalism (p. 171)	Kinesiology
Mathematics	Psychology	Sociology
Studio Art		

*As of April 2018 the Spanish transfer degree is pending approval. Check with your counselor to see if this degree has 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. 154)	Life Science (p. 187)	Physical Science (p. 200)
Multi-media Journalism (p. 171)	Physical Education (p. 198)	

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:

Administrative Services\* (p. 112)      Court Reporting (p. 123)

Criminal Justice Administration (p. 126)      Criminal Justice Administration-  
Corrections (p. 128)      Dental Hygiene\* (p. 130)

Early Care, Education, and Family Studies (p. 137)      Energy Technology\* (p. 149)      General Business\* (p. 158)

Information Management & Technology\* (p. 167)      Industrial Health and Safety\* (p. 162)      Liberal Arts Areas of Emphasis\* (p. 176)

Management\* (p. 188)      Welding Technology (p. 211)

\*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. 109)" 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 or 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:

1. 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.
2. General education requirements earned for one degree can be applied toward the additional degree; however, any deficiencies in current general education requirements must be completed. Competency, local requirements, and general education requirements may be waived for students who have received an associate degree or higher from an accredited institution recognized by the US Department of Education, the database for which can be found here. 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. Students may petition for reinstatement of catalog rights. Contact a counselor for additional information.

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

1. 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.
2. 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 2018-2019 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)
---------	-----------	---------	----------	----------	-----	--------

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**  
The local Taft College General Education pattern can be found below.

**Option Two**  
The California State University General Education Breadth (CSU GE Breadth) certification pattern can be found here (p. 99).

**Option Three**  
The Intersegmental General Education Transfer Curriculum (IGETC) pattern required for all UC bound students can be found here (p. 102). This pattern can also be used at CSU schools and many independent schools. 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 four different areas: reading, written expression, mathematics, and ethnic studies.

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.
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
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.
4. Ethnic Studies Competency in Ethnic Studies for Associate Degrees shall be demonstrated by obtaining a satisfactory grade in one of the following courses: **ARTH** 2030, 2040; **DS** 1504, **ENGL** 2100, 2150, 2600, 2650, 2700, 2750; **HIST** 2202, 2204, 2210, 2270, 2231, 2232; **JRNL** 1510; **PHIL** 1531; **POSC** 1501, **PSYC** 2030; **SOC** 1510, 2038, 2110.

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

---

**Lifelong Learning (3 units)**

This requirement can be met by completing:

HLED 1510	Principles of Healthful Living	3.00 Credits(s)
STSU 1500	Strategies for College and Life Management	3.00 Credits(s)

*Veterans who have successfully completed basic training and at least one year of military service are exempt (upon providing a copy of DD-214).*

---

**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)

---

**Information Competency (1 unit)**

This requirement can be met by completing:

INCO 1048	Information Competency and Bibliography	1.00 Credits(s)
-----------	---	-----------------

---

**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

ASTR 1511	Introduction to Astronomy with Lab	4.00 Credits(s)
BIOL 1500	Fundamentals of Biology	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)
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

BUSN 1500	Introduction to Business	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)
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 2270	California History	3.00 Credits(s)
JRNL 1510	Mass Communication and the Individual	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 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)

*JRNL 1510: May be used to meet either Humanities or Social Science requirements.*

### **Humanities (3 units)**

Complete a minimum of 3 semester units from the courses below

ART 1600	Basic Design	3.00 Credits(s)
ART 1610	Three-Dimensional Design	3.00 Credits(s)
ART 1620	Drawing and Composition	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 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)
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)
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)

*JRNL 1510: May be used to meet either Humanities or Social Science requirements.*

---

**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	3.00Credits(s)
BUSN 1510	Business Communication	3.00 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 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 Guide**



## **WHAT IS TRANSFER?**

Transfer is the process of continuing your education at a four-year college or university, usually after completing your first two years (freshman and sophomore levels) at a community college. If planned correctly, the courses that you complete in community college will count towards requirements in your bachelor's degree, just as if they had been taken at the four-year institution. Students enrolled in a transfer program will complete their GE and lower division major requirements before transferring.

Taft College students transfer to a wide variety of universities in California and throughout the United States.

## **TRANSFER SERVICES**

Transfer counseling is designed to help you during each step of your transfer experience to ensure a smooth and positive transition.

A variety of resources are available, including:

- Academic Counseling
  - Guidance in researching and selecting a transfer institution
  - Individual appointments with representatives from the UC, CSU, and independent colleges and universities
  - Transfer workshops including application and Transfer Admission Guarantee (TAG)
  - Transfer Admission Agreements with UC, CSU and some private colleges
  - A library of catalogs and college publications
  - Information on important dates and deadlines
  - College research
  - Transfer Fairs
  - Up-to-Date Transfer website
- The Transfer counselor is located in the Student Services and Administration Building. To make an appointment, call 661-763-7748. The Transfer counselor will help you understand:

### 1. Educational Options

Transfer is one of several different educational options available at Taft College. The college also offers programs and courses designed to prepare students for a new career field or to upgrade work skills related to a current occupation.

### 2. Transferrability of Coursework

Many courses offered at Taft College will transfer to meet lower-division (freshman and sophomore) requirements of a four-year university. These courses can include transfer general education as well as preparation-for-the major courses. Transfer coursework is the first step to completing the bachelor's and higher degrees.

### 3. Choosing a College Major

A major is a field of study that students emphasize in their college education. It is what students "specialize" in with their degrees. It's important to remember that a major is what students will study at the university they transfer to. At Taft College, students can prepare to transfer into virtually any major at any university, where there are literally thousands to choose from.

To narrow down the options, students often begin to select their major by one of the following techniques:

- If students have an idea of a career field they want to enter, you can find majors that are related to, or prepare for, that career field. Majors and career fields are not always “perfectly matched.” However, knowing an intended career field can help narrow options.
- To research possible career pathways, visit the Career Center, [www.taftcollege.edu/career-center](http://www.taftcollege.edu/career-center) or take STSU 1018 or STSU 1019 career courses at Taft College.
- If students know what university they want to attend, they can select from the list of majors at that university. To view a list of majors at the CSU or UC systems, go to [www.assist.org](http://www.assist.org) (click on “Explore Majors”).
- If a student thinks they might be interested in a particular major but are not sure, try taking a general education class in the major. Students often select their major based simply on the courses that are the most interesting to them.
- For a description of the most popular majors in California, visit [www.petersons.com/college-search/popular-majors-west.aspx](http://www.petersons.com/college-search/popular-majors-west.aspx)

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

---

## CHOOSING A TRANSFER COLLEGE OR UNIVERSITY

---

Each institution may have different transfer requirements, so choosing a transfer college or university early is important to ensure you complete the right courses. Universities in the US are organized into different systems and categories. Choosing a transfer institution is important because:

- Each institution has its own program and major requirement.
- Each institution has unique features, including factors like the student body, location, and extracurricular activities.
- You are more likely to do well academically in an educational environment that you have researched and are prepared for.

The most common universities that Taft College students transfer to include:

California	State	University	(CSU)
------------	-------	------------	-------

The CSU system emphasizes undergraduate education (leading to a bachelor’s degree) but also offers master’s degrees. Professors spend more time in the classroom and less time on research than those in the University of California system. CSUs emphasize preparation for specific careers and are relatively inexpensive for California residents.

CSU Minimum Admission Requirements \*See CSU Impaction Guide for additional details  
Transfer students will be eligible for admission if they meet the following requirements:

- Complete a minimum of 60 CSU-transferable semester units or 90 CSU-transferable quarter units.
- Obtain a minimum 2.0 GPA (2.4 for California non-residents).
- Impacted majors, programs, and colleges may have higher GPA requirements.

- Complete the “Golden Four” (Oral Communication, Written Communication, Critical Thinking, and Mathematics/Quantitative Reasoning) with a grade of C or better. Pass/ No- Pass grades are not recommended in these areas. Students are urged to complete a General Education Pattern in its entirety as CSU GE or IGETC (see appropriate section of this guide for details).

Students are strongly recommended to meet with a counselor to discuss additional requirements for competitive admissions based on major and campus choice.

### **Associate Degrees for Transfer (AD-T)**

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Taft College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please visit the Taft College transfer services websites at:

To view the most current list of Taft College Associate Degrees for Transfer and to find out which California State University campuses accept each degree, please visit the A Degree with a Guarantee website at [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com)

### **University of California (UC)**

The UC system combines undergraduate education (leading to a Bachelor's degree) with emphasis on graduate programs (Master and Doctor Degrees) and research.

UC Minimum Requirements

Upper Division Transfer students will be eligible for admission if they meet the following requirements:

- Complete a minimum of 60 UC-transferable semester units or 90 UC-transferable quarter units.
- Obtain a minimum 2.4 GPA (2.8 for California non-residents). Note: Admission is competitive and the required GPA can be significantly higher.
- Complete the following seven-course pattern:
- Two transferable college courses in English composition and one transferable college course in mathematical concepts and quantitative reasoning.
- Complete 4 transferable college courses chosen from at least two of the following subject areas: arts and humanities, social and behavioral sciences, physical and biological sciences

- For additional preparation guides go to <http://admission.universityofcalifornia.edu/pathways>. The UC gives high priority to students who complete major coursework early in their academic career.

Students who complete the Intersegmental General Education Transfer Curriculum (IGETC) pattern prior to transferring to the UC system will meet the transfer eligibility coursework requirement listed above (For details on IGETC, see appropriate section of this guide for details). Students are strongly recommended to meet with a counselor to discuss additional requirements for competitive admissions based on major and campus choice.

#### **Historically Black Colleges and Universities (HBCUs)**

Historically Black colleges and universities usually have a majority African-American student body, although students of all races attend them. They may be private or out-of-state public schools. Most are located in the southern United States.

There are 21 HBCUs that have partnered with Taft College to offer students a guaranteed admission. By completing the IGETC requirements or the CSU GE Breadth pattern and obtaining a transfer-level associate degree (60 units) with a 2.5 or higher GPA, students qualify with junior standing to participating HBCUs.

For additional information visit:  
<http://extranet.cccco.edu/HBCUTransfer.aspx>

#### **Private/Independent Colleges and Universities**

Private colleges and universities are not funded by public taxes and also are known as independent institutions. Each institution is unique with its own programs, majors, and degrees. Some offer academic programs grounded in a specific religion or philosophy.

Others offer programs in only one discipline, such as the arts or technical degrees. Others specialize in providing continuing education to working adults. They are also usually smaller and more focused in academic emphasis than public universities. For additional information visit: [www.naicu.edu](http://www.naicu.edu)

### **Hispanic Serving Institutions**

The Hispanic Association of Colleges and Universities (HACU) is a national educational association that represents colleges and universities committed to Hispanic Higher education success in the United States (including Puerto Rico), Latin America, and Spain. HACU has 193 member Hispanic-Serving Institutions (HSIs) located in 11 U.S. states and Puerto Rico. To be considered a Hispanic-Serving Institution, the Hispanic enrollment at a college or university must be at least 25 per cent of the total student enrollment.

California is home to 54 Hispanic Serving Institutions including Taft College.

### **Tribal Colleges and Universities**

Thirty-five (35) recognized Tribal Colleges and Universities exist in the United States. These are located mainly in the Midwest and Southwest. Tribal Colleges and Universities serve approximately 30,000 full and part-time students. They offer two-year associate degrees in over 200 disciplines, with some providing a bachelor's and master's degree. They also offer 200 vocational certificate programs.

### **Out-of-State Colleges and Universities**

These institutions include colleges and universities not in California. They may be public or private and are usually more expensive for out-of-state residents than those who live and pay taxes in the state. This group of colleges offers a huge variety of degrees and graduate programs.

### **Western Undergraduate Exchange (WUE)**

Public out-of-state universities charge higher tuitions to non-residents, however participating institutions of the Western Interstate Commission for Higher Education (WICHE) can offer reduced tuition to California residents. WICHE offers the Western Undergraduate Exchange Program (WUE, pronounced "woo-wee"). If accepted through WUE, California residents are eligible to request a reduced WUE tuition rate of 150% of the resident rate at any of the 145 participating schools, in 14 neighboring states. The WUE reduced tuition rate is not automatically awarded to all eligible candidates. Many institutions limit the number of new WUE awards each academic year, so apply early!

For more information about WUE, please visit <http://www.wiche.edu/wue>

---

## **PREPARING FOR TRANSFER**

---

**Preparation for Major Courses**

For each major at a four-year institution, there are lower division (freshman and sophomore level) preparatory courses designed to prepare students for upper division study (junior and senior level). Based on the availability of courses, students are strongly encouraged to complete as many major prerequisite courses as possible prior to transfer.

Preparation for Major courses for UC and CSU schools can be found on ASSIST [www.assist.org](http://www.assist.org). The ASSIST website is designed to provide students with the most accurate and up-to-date information available. ASSIST lists which community college courses are articulated to their four-year counterparts and/or will meet specific requirements. Students can find valuable information about additional screening requirements, if the major is impacted, and if there is a required GPA for a specific major on ASSIST.

Students looking to transfer to a private/independent or out-of- state school, should first access the Taft College Transfer Website or talk to a Counselor to find out if Taft College has an articulation agreement with the school of interest.

If Taft College has no articulation with the school, you should go to the school's undergraduate admissions page and search for transfer information, or contact the school's admissions department directly to find out the best way you can take courses towards major preparation.

**General Education Courses**

General Education (GE) is a set of courses from a variety of different subject areas that every student must complete in order to earn a bachelor's degree, regardless of major. The goal is to provide a well- rounded or "liberal" education and develop the knowledge, skills, and attitudes that together help make up an "educated person".

The completion of GE prior to transfer is not required for admission to most universities. However, students should complete an appropriate transfer GE pattern at the community college. GE requirements not fulfilled prior to transfer must be completed later at the university, which often extends the time and expense of a university education.

Students usually follow one of three transfer GE options. These are:

- **The CSU GE pattern**

CSU GE is accepted by all CSU campuses and some private/ independent or out-of-state universities. CSU GE is not accepted by the UC system

- **The IGETC pattern**

IGETC is accepted by all CSU campuses and most UC campuses and majors. IGETC is also accepted by some private/independent or out- of-state universities.

---

**GENERAL EDUCATION CERTIFICATION PROCESS**

---

General	Education	Certification	(GEC)
---------	-----------	---------------	-------

General Education Certification is a legal agreement between the UC or CSU systems and the California Community Colleges that permits a student to transfer from a community college to a UC or CSU campus without the need to complete additional lower division general education courses to satisfy university GE requirements after transfer. Taft College will provide an IGETC or CSU GE certification upon completion of GE coursework when requested by the student on the transcript form. This certification may include selected courses taken from other regionally accredited colleges, or credit earned through other means, such as Advanced Placement (AP) test credit. Students do not have “catalog rights” to a certification pattern. Certification is subject to the following conditions:

- For full certification, no fewer than 39 units will be certified; for partial certification, no fewer than 24 units will be certified;

- Only entire areas will be certified. For assistance in determining the most appropriate general education program, consult a counselor.

**C-ID - Course Identification Numbering System**  
 The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number.

Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example Taft College SPCH 1511-Public Speaking can be assured acceptance as a course from another community college with the C-ID COMM 110 designation. The C-ID designation is used to identify comparable courses across the community college system.

However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

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

**California State University General Education Breadth**  
 (CSU-GE Breadth Pattern)

The California State University General Education-Breadth (CSU GE) pattern is one option that allows California community college transfer students to fulfill the lower-division general education requirements of any California State University (CSU) campus. The curriculum consists of a 39-unit pattern with five areas of concentration described in the CSU GE pattern.

**Certification of CSU GE Requirements**  
 Official notification from a California community college that a transfer student has completed courses fulfilling lower-division general education requirements occurs through a process of "certification." Certification is a legal agreement between the CSU and California Community Colleges.

It is the policy of Taft College to provide certification of general education breadth requirements when such service is requested by the student or whenever a student requests that a transcript be sent to a CSU or UC if the student has completed all of 39 units for certification. Certification of general education courses is generally requested when the CSU GE pattern has been completed.

Additional CSU GE Information and Restrictions

- Completion of the CSU GE pattern is not an admission requirement nor does completion guarantee admission to any CSU campus or program.
- Certification is based on approved courses listed in the Taft College CSU GE pattern or from other regionally accredited institutions. Courses taken at other community colleges must fulfill the appropriate GE breadth area as defined by that college.



- Courses completed at a foreign college or university cannot be used to satisfy requirements for certification.
- Catalog rights do not apply to the CSU GE pattern
- Prior to certification, students must complete a minimum of 24 units in residence at Taft College.
- Official transcripts from all colleges and universities attended must be on file before submitting an application for certification. The application is available in the Admission and Records office.
- The CSU GE pattern is accepted by some California private and independent colleges and universities in satisfying lower division general education requirements. For additional information, consult a counselor.

### **IGETC - Intersegmental General Education Transfer Curriculum Pattern**

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education pattern that will fulfill all lower division general education requirements at all California State University (CSU) campuses and most University of California (UC) campuses/ majors. It is also accepted by some private/independent or out-of- state universities. IGETC is usually recommended for students who intend to transfer to a UC campus, or who are not yet sure of their intended transfer university. Completion of the IGETC pattern is not an admission requirement for transfer to most UC or CSU campuses, nor is it the only way to fulfill the lower division GE requirements of a UC or CSU campus prior to transfer.

Students should consult with a counselor to determine which general education pattern is most appropriate for their individual educational goals.

### **Rules for using the IGETC pattern**

- Each course must have been IGETC approved at the time it was taken. See [www.assist.org](http://www.assist.org) for a list of certified courses and approval dates.
- Courses may be approved for more than one IGETC area. However, each course may be used to certify only one of the areas it is approved for.
- Students should apply for IGETC certification at the last community college attended prior to transfer.
- AP credit and coursework completed at accredited U.S. colleges and universities may be used to fulfill some IGETC requirements. All such credit must be evaluated through Admissions and Records. Foreign coursework is not acceptable.
- All courses must be passed with a 'C' or higher. A 'C-' is not acceptable.
- Students transferring to UC need not complete the Oral Communication requirement (Area 1C).
- Students transferring to CSU need not complete the Languages other than English requirement.
- Some UC campuses do not allow use of IGETC for students who were previously enrolled at a UC campus.
- Some community college courses have limitations on the amount of credit awarded by the receiving university. See a counselor, the course description in the college catalog, or [www.assist.org](http://www.assist.org) for more information. IGETC is NOT recommended for the following transfer destinations:
- UC San Diego Revelle and Eleanor Roosevelt Colleges
- UC Berkeley Colleges of Business, Chemistry, Environmental Design (Architecture), Engineering, Natural Resources, Optometry.
- UC Davis College of Engineering
- UC Irvine Schools of Engineering, Biological Sciences, Physical Sciences
- UC Riverside Colleges of Engineering, Natural and Agricultural Sciences

- UC Santa Barbara Colleges of Engineering, Creative Studies
- UC Los Angeles Schools of Engineering and Applied Science  
Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California Community College (CCC) to a California State University (CSU) or University of California (UC) campus generally without the need, after transfer, to take additional lower-division general education courses to satisfy all lower-division general education requirements. However, individual colleges or majors within a CSU or UC campus may not accept IGETC for meeting general education.

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.

#### **IGETC for STEM Pattern**

IGETC for STEM is a separate IGETC track available for students planning to major in science, technology, engineering, or mathematics (STEM). As of March 2015, UC will accept IGETC for STEM only if:

- A student is earning an associate degree for transfer (ADT) in Biology or Chemistry at a community college that offers IGETC for STEM as an option for those degrees AND
- The UC major program or college the student is applying to accept partial IGETC certification  
NOTE: A Course must have a minimum unit value of 3 semester or 4 quarter units to meet requirements of IGETC. A minimum "C" grade is required for each college course. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale. A grade of credit or pass may be used if the college's policy states that it is equivalent to a grade of "C" or better.

CERTIFICATION: Taft College can provide full certification (completion of requirements in all areas, partial certification (completing all but two courses) or IGETC for STEM (missing one course in Area 3\*, Area 4\*, and Area 6\*). \*These deferred lower-division courses must be replaced with calculus and/or science courses required by the major before transfer.

CAUTION: Partial certification that includes a deficiency in IGETC Areas 1 and/or 2 may indicate that a student does not meet minimum admission transfer requirements. Schedule an appointment with a counselor to discuss your transfer plan and to ensure you meet the transfer requirements.

#### **Other Transfer General Education Options**

Some transfer students are best served by following a general education pattern other than the IGETC or CSU GE patterns. These typically include students who fall into one of the following three categories:

1. Students entering high unit majors such as an engineering or science discipline. Major preparation for the engineering and science fields typically consists of a high number of units. Most universities prefer (and some require) that these preparation for major courses be completed prior to transfer. Therefore, it may be more beneficial for students entering these majors to complete relatively fewer GE courses and more major preparation courses at the community college, while still meeting the minimum admission requirements of the university. Students should review the catalog, other published advising materials of the university and major to which they intend to transfer, and [www.assist.org](http://www.assist.org) for students transferring to the UC or CSU system and a Taft College counselor for assistance in selecting appropriate courses.
2. Students transferring to a private/independent or out-of- state university. Some private/independent and out-of- state universities accept IGETC or CSU GE, but most do not. Instead, each university has its own unique GE pattern.
3. Taft College has established articulation agreements with some of these institutions. These agreements specify the courses students can complete at Taft College to fulfill the university's GE requirements. They are available at [EDIT HERE](#) on the Transfer Portal. For information on transferring to a private/independent or out-of- state university, visit the Transfer Center.

4. Students may choose to complete the GE requirements for one specific university, rather than the more universally applicable IGETC or CSU GE patterns, for several reasons:
  - Some universities and/or majors do not accept IGETC and instead suggest following the university's own GE pattern.
  - Some students know that they will attend only one university (such as those with a guarantee of transfer admission) and so plan to complete the specific GE pattern for that institution only.
  - Some university-specific GE patterns require fewer total units than IGETC or CSU GE.

Each university's unique GE pattern can be found in their university catalog. In addition, some UC and CSU campuses have posted general education patterns on the ASSIST website at [www.assist.org](http://www.assist.org).

<b>Guaranteed</b>	<b>Admission</b>	<b>Programs</b>
Taft College offers a number of Guaranteed Admission Programs with several schools including: UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, UC Santa Cruz, as well as CSUB STEM majors. Visit the Taft College Transfer website or schedule a meeting with a counselor at 661-763-7748.		

Plan early as some agreements must be signed at least a year in advance of the transfer semester/quarter. Interested students are strongly urged to meet with the Transfer counselor or attend a Transfer Admission Guarantee (TAG) workshop for details on eligibility requirements as they change every year.

<b>Pass</b>	<b>Along</b>	<b>Certification</b>
Students who transfer credits from another California community college often want to "pass along" the general education certifications that they have earned. Any California community college may certify such coursework from another California community college, from a regionally accredited college or university, or from a CSU or UC campus. It is critically important that students transferring coursework from other colleges and universities fill out the Request for Evaluation form available under Admissions and Records, Other Forms on the Taft College website or at Office of Admissions and Records and have official transcripts sent to Taft College Admissions and Records Department to be evaluated.		

### **TAFT COLLEGE - CSU GENERAL EDUCATION BREADTH CERTIFICATION**

#### **Breadth Pattern for the California State University System**

A	<b>ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</b> (9 semester or 12-15 quarter units required with at least one course each from A1, A2, and A3)	Units	Grade	✓ if CERTIFIED
	<b>A1-Oral Communication:</b> SPCH 1507, SPCH 1511	<b>A1</b> _____	_____	_____
	<b>A2-Written Communication:</b> ENGL 1500			Area A
	<b>A3-Critical Thinking:</b> ENGL 1600; PHIL 1520	<b>A2</b> _____	_____	
	<b>Courses from other colleges:</b> _____	<b>A3</b> _____	_____	
	<b>AP Exam:</b> _____			
B	<b>SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</b> (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)			
	<b>B1-Physical Science:</b> ASTR 1511; BIOL 1513; CHEM 1510, CHEM 2211; ESCI 1520; GEOG 1510; GEOL 1500, GEOL 1501; PHYS 1510, PHYS 2221; PSCI 1520	<b>B1</b> _____	_____	_____
	<b>B2-Life Science:</b> BIOL 1500, BIOL 1510, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2255, BIOL 2257, BIOL 2260; CHEM 1520	<b>B2</b> _____	_____	Area B
	<b>B3-Laboratory Activity:</b> ASTR 1511; BIOL 1510, BIOL 1513, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2257; CHEM 1510, CHEM 2211; ESCI 1520; GEOL 1500, GEOL 1501; PHYS 2221; PSCI 1520	<b>B3</b> _____	_____	
	<b>B4-Mathematical/Quantitative Reasoning:</b> MATH 1500, MATH 1520, MATH 1530, MATH 1540, MATH 2100; PSYC 2200; STAT 1510	<b>B4</b> _____	_____	
	<b>Courses from other colleges:</b> _____			
	<b>AP Exam:</b> _____			
C	<b>ARTS AND HUMANITIES</b> (9 semester or 12-15 quarter units required with at least one course each in Arts and Humanities)			
	<b>C1-Arts:</b> ARTH 1500, ARTH 1510, ARTH 1520, ARTH 2030, ARTH 2040; DRAM 1510, DRAM 1535; HUM 2010; MUSC 1510	<b>C1</b> _____	_____	_____
	<b>C2-Humanities:</b> 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, SPAN 2500	<b>C2</b> _____	_____	Area C
	<b>Courses from other colleges:</b> _____	<b>C1 or 2</b> _____	_____	
	<b>AP Exam:</b> _____			
D	<b>SOCIAL SCIENCES</b> (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:**

**D2-Economics:** ECON 2120, ECON 2210

**D3-Ethnic Studies:** SOC 2110

**D4-Gender Studies:** SOC 2038

**D5-Geography:**

**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 2080; SOC 2038

**Courses from other colleges:**

**AP Exam:** \_\_\_\_\_

D \_\_\_\_\_ Area D

D \_\_\_\_\_

D \_\_\_\_\_

**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, PSYC 2080; RECR 1510; SOC 2141; STSU 1500

**Physical Education Activity Course (limit 1 unit):**

PHED 1510, PHED 1542,

**Courses from other colleges:**

**AP Exam:** \_\_\_\_\_

E \_\_\_\_\_ Area E

E \_\_\_\_\_

**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

\_\_\_\_\_ Complete

\_\_\_\_\_

Courses listed in multiple areas may only be certified in one area with the exception of courses listed in the U.S. History, Constitution area.

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.

### **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)

**1A – English Composition:** ENGL 1500

**1B – Critical Thinking – English Composition:** ENGL 1600\* (AP Credit not accepted)

**1C – Oral Communication (CSU requirement only):** SPCH 1507, SPCH 1511 (AP Credit not accepted)

**AP Credit or Courses from other colleges:**

Course	Units	Grade
<b>1A</b> _____	_____	_____
<b>1B</b> _____	_____	_____
<b>1C</b> _____	_____	_____

**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

**AP Credit or Courses from other colleges:**

**2A** \_\_\_\_\_

**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

**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\*

**AP Credit or Courses from other colleges:**

<b>3A</b> _____	_____	_____
<b>3B</b> _____	_____	_____
<b>3A or 3b</b> _____	_____	_____

**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-**

**4B-ECON** 2120, ECON 2210

**4D-SOC** 2038

**4E-**

**4F-HIST** 2202, HIST 2204, HIST 2210, HIST 2231\*, HIST 2232\*, HIST 2270

**4G-ECEF** 1531

**4H-POSC** 1501, POSC 2005

**4I-PSYC** 1500, PSYC 2003, PSYC 2030, PSYC 2080; SOC 2038

**4J- ADMJ** 1501; SOC 1510, SOC 2110, SOC 2120

**AP Credit or Courses from other colleges:**

<b>4</b> _____	_____	_____
<b>4</b> _____	_____	_____
<b>4</b> _____	_____	_____

**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:** BIOL 1500, **BIOL 1510, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2260**

**5C-LABORATORY:** ASTR 1511; BIOL 1510, BIOL 1513, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2260; CHEM 1510, CHEM 1520, CHEM 2211; ESCI 1520; GEOG 1500, GEOL 1501; PHYS 2221; PSCI 1520

**AP Credit or Courses from other colleges:**

<b>5A</b> _____	_____	_____
<b>5B</b> _____	_____	_____
<b>5C</b> _____	_____	_____

**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 \_\_\_\_\_)

\*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](http://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 Revell 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](http://www.assist.org)).

---

**APPLYING TO A UNIVERSITY**

---

Universities require you to apply and be admitted before you start attending school there. All students who apply must meet the minimum requirements (usually certain coursework requirements and a minimum transferable GPA). Some schools accept all transfer students who meet the minimum requirements, while others go through a selection process to determine which students will be offered admission.

### Application dates and deadlines

Different systems have different dates and deadlines to apply. If you plan to attend a private/independent or out-of-state university, you should check with that school to find their application deadline and procedures. The following dates and deadlines apply to California public universities only:

California		State		University	
Term of Transfer	Initial	Filing	Period	Term of Transfer	Initial
Summer	Feb.	1-28/29	of current year	Fall	Oct
Fall	Oct	1-Nov	30 of preceding year	Winter	June
Winter	June	1-30	of preceding year	Spring	August
Spring	August	1-31	of preceding year		
University		of		California	
Term of Transfer	Initial	Filing	Period	Term of Transfer	Initial
Fall Semester or	November	1-30	of preceding year	Winter Quarter	July
Winter Quarter	July	1-31	of preceding year	Spring Quarter	October
Spring Quarter	October	1-31	of preceding year		

All campuses are open for any given Fall term. For Winter/Spring terms, students should verify that the specific campus accepts transfers for that specific term. Check [www.calstate.edu/apply](http://www.calstate.edu/apply) for CSU campuses and [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) for UC campuses.

Each campus accepts applications until the end of the filing period or until capacities are reached. If applying after the initial filing period check the campus websites to verify if the campus is still open.

### How to apply

The UC and CSU systems strongly encourage all students to apply using the online application process to make sure students are not missing any required information before submitting the final application.

The UC application is available at: [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply).

The CSU application is available at: [www.calstate.edu/apply](http://www.calstate.edu/apply)

### Final Steps to Transfer

Many universities require you to submit documents, take assessment exams, attend mandatory orientations, or meet other requirements before you enroll. It is very important that you check your email regularly so that you do not miss deadlines. It's also a good idea to apply for your local Taft College degree and General Education certification from Taft College prior to transfer. You should do as much as you can now to make the transition to your university as smooth as possible.

Graduation - Candidacy for Graduation Application  
Graduation from Taft College is not automatic. You must fill out a Candidacy for Graduation form and a degree analysis with a counselor or advisor. Petition to graduate even if you are only completing transfer coursework. Some transfer students maybe eligible to receive a Liberal Arts Associate degree. You should petition to graduate during your last semester at Taft College by these dates:

Graduation Semester	Application Period	Petitioning Deadline to Submit Begins Application	Periods
---------------------	--------------------	---	---------

Students are encouraged to meet with their counselor if there are questions about academic program requirements.

**Transcripts** from **Other** **Colleges**  
All official college transcripts or other appropriate verifying documents must be on file with Taft College in order for the Office of Admissions and Records to complete an evaluation and post prior coursework to your Taft College transcript.

**File** for **General** **Education** **(GE)** **Certification**  
GE Certification is a legal agreement between Taft College and a California public university (UC or CSU campus) that all of your lower division GE requirements have been completed. Certification can be awarded for either the entire IGETC or CSU GE patterns, or for part of the CSU pattern. Some California private/independent institutions also accept IGETC or CSU GE certification. You should file for GE certification when you are enrolled in your final GE courses and know which university you will be attending. Request for certification is done through the transcript request portal.

**Submit** **Intent** to **Register** and **Transcripts**  
After offering you admission, most universities require you to send a statement of intent to register (SIR), official transcripts, a deposit, and sometimes additional materials. Review your university admission paperwork for details.

**Attend** **New** **Student** **Orientation**  
Most universities offer a new student orientation day (some require that you attend), where you learn about university services and requirements, get academic advising, tour the campus, etc. Review your university admission paperwork for details.

**Complete** **Assessment** **Tests**  
Some universities require transfer students to complete assessment tests either prior to enrollment or during their first year attendance. Review your university admission paperwork for details.

**Find** **Housing**  
Are you going to live on campus? If so, you will need to apply for campus housing. Check your university online portal account for housing submission dates. If you are going to live off campus, visit your university housing office for listings.

**Send** **Your** **Final** **Transcripts**  
You are usually required to send your university a final official transcript after the end of your last regular semester prior to transfer. Information on ordering transcripts from Taft College is available here.

**Meet** **Immunization** **Requirements**  
Most universities require documentation of immunization against certain communicable diseases like measles or rubella. Review your university admission paperwork for more information.

**Other** **Transfer** **Information**  
**UC** **Transfer** **and** **Physical** **Education** **Courses**  
The University of California grants a maximum of four semester units of credit for appropriate Physical Education activity courses. Courses that are subject to this limit are listed as such on the college's UC Transfer Course Agreement, available on web ASSIST at [www.assist.org](http://www.assist.org) under the UC Transferable Courses link.

**UC** **Transfer** **and** **Variable** **Topics** **Courses**  
These courses are also called "Independent Studies", "Special Studies", "Special Topics", "Internships", "Field Work", etc. Credit for variable topics courses is given only after a review of the scope and content of the course by the enrolling UC campus. This usually occurs after transfer and may require recommendations from faculty. UC does not grant credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice (Criminology), or Library Departments because of credit restrictions in these areas attendance. Review your university admission paperwork for details.

# Degrees and Certificates

---

## 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 (IGETC) or the California State University General Education-Breadth 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. Ethics and Professionalism - Distinguish between ethical behavior and professional standards that influence personal decisions and promote honesty, integrity, concepts of social justice, and the influence of leadership in a criminal justice career.
2. Discipline Specific Content - Demonstrate and evaluate discipline specific knowledge including differentiating between diverse course content including criminal law, policing, corrections, investigations, and the roles, responsibilities, and limitations of the criminal justice system.
3. Communications and Technology - Employ the use of technology to access, organize, and communicate information and distinguish valid sources, data, and evidence in the social sciences. Demonstrate the ability to communicate effectively according to industry standards.
4. Civic Engagement - Cooperate with professionals in the criminal justice system, recognize the roles and responsibilities of members of the criminal justice system, and apply an understanding of industry best practices and the personal commitment required for public service.

**For information on the Criminal Justice program, [click here](#).**

**ADMINISTRATION OF JUSTICE: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER**

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

**PROGRAM REQUIREMENTS****Required Core: (6 units)**

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

**List A: Select two (6 units)**

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)

**List B: Select two (6 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)

Any **List A** course not already used  
OR

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)

**GENERAL EDUCATION REQUIREMENTS:****Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

**ELECTIVES:**

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 18-20**

**Total Credit Hours: 60**

**Transfer Degree Benefits**

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adgreewithaguarantee.com](http://www.adgreewithaguarantee.com) or consult with your counselor for additional information.

### **Career Options/Pathways**

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

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

**Source:** [www.labormarketinfo.edd.ca.gov](http://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>

---

## **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	4.00 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	3.00 Credits(s)
	OR	
	any degree applicable Math	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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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****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	Three-Dimensional 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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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 (IGETC) or the California State University General Education-Breadth 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

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

#### PROGRAM REQUIREMENTS

##### Required Core: (9 Units)

ARTH 1510	Prehistoric to Renaissance Art History	3.00 Credits(s)
ARTH 1520	Renaissance to Contemporary Art History	3.00 Credits(s)
ART 1620	Drawing and Composition	3.00 Credits(s)

##### LIST A: Select one (3 units)

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)

*Any CSU transferable non-western art history course*

**LIST B: Select one (3 units)**

ART 1600	Basic Design	3.00 Credits(s)
----------	--------------	-----------------

Any studio arts course that transfers as CSU GE or as major preparation for the studio arts major or similar at the CSU (refer to assist.org)

**LIST C: Select one (3 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)

Any **List** **A** or **LIST** **B** course not already used  
**OR**

Any CSU transferable Art History course

Note: EXCEPT ARTH 100 Art Appreciation, which is EXCLUDED as fulfilling the art history major prep)

**OR**

Any Art or Humanities course articulated as CSU GE Area C1

**OR**

Any course articulated as CSU GE Area C2 in: A Language other than English (except ASL); Art, History, Humanities; Philosophy; Religion/Religious Studies; or The History of Costume

**OR**

Any course articulated as CSU GE Area D1, D3, D4, or D6

## GENERAL EDUCATION REQUIREMENTS:

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the UC Transfer Pathways website for expected coursework for specific majors.

## ELECTIVES:

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 18**

**Total Credit Hours: 60**

**Transfer Degree Benefits**

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or consult with your counselor for additional information.

**Career Options/Pathways**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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>

## 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 (IGETC) or the California State University General Education – Breadth 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.

### **BIOLOGY: ASSOCIATE IN SCIENCE DEGREE FOR TRANSFER**

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

**COURSE REQUIREMENTS****Required Core:**

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)

**LIST A:**

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)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)
		<b>Subtotal: 36</b>

---

**GENERAL EDUCATION REQUIREMENTS:**

---

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth for STEM* is required. One course in Area C and one course in Area D will be deferred until after transfer.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC) for STEM* is required. One course in Area 3 and one course in Area 4 will be deferred until after transfer. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

---

**ELECTIVES:**

---

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Total Credit Hours: 60**

**Transfer Degree Benefits**

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or consult with your counselor for additional information.

---

**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	3.00 Credits(s)
BSAD 1560		
	OR	
MATH 1560		
	OR	
ECON 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 1560, ECON 1560, 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](http://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 (IGETC) or the California State University General Education-Breadth 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

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

#### PROGRAM REQUIREMENTS

##### Required Core: Select five (15 units)

BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BSAD 2221	Introduction to Managerial Accounting	3.00 Credits(s)
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
BUSN 2275	Business Law	3.00 Credits(s)

##### LIST A: Select one (3 units)

PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
MATH 1520	Finite Mathematics	3.00 Credits(s)

##### LIST B: Select two (5-6 units)

COSC 2020	Introduction to Computer Information Systems	3.00 Credits(s)
BUSN 1500	Introduction to Business	3.00 Credits(s)
	OR	
BUSN 1510	Business Communication	3.00 Credits(s)

Any **LIST A** course not already used

## GENERAL EDUCATION REQUIREMENTS:

### Option 1:

CSU - Completion of the *California State University General Education-Breadth* is required.

### Option 2:

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

## ELECTIVES:

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 26-27**

**Total Credit Hours: 60**

### Transfer Degree Benefits

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adgreewithaguarantee.com](http://www.adgreewithaguarantee.com) or consult with your counselor for additional information.

### 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](http://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>

## 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.

<b>Requirements</b>	<b>Hours</b>
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)

**Recommended Course**

CTRP 1260	Machine Shorthand Speed Building - Dictation/Transcription	1.25 Credits(s)
-----------	---	-----------------

**Required Core**

ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
CTRP 1010	Beginning Machine Shorthand Theory and Lab 1	5.00 Credits(s)
CTRP 1015	Computer-Aided Transcription	3.00 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 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 1250	Certified Shorthand Reporter Preparation	2.00 Credits(s)
CTRP 1210	Proofreading for the Court Reporter	2.00 Credits(s)
ENGL 1500	Composition and Reading	3.00 Credits(s)
HLED 1541	Medical Terminology	3.00 Credits(s)
HLED 1543	Medical Terminology for Court Reporting	2.00 Credits(s)

**Total Credit Hours: 46**

### Career Options/Pathways

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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. Ethics and Professionalism - Distinguish between ethical behavior and professional standards that influence personal decisions and promote honesty, integrity, concepts of social justice, and the influence of leadership in a criminal justice career.
2. Discipline Specific Content - Demonstrate and evaluate discipline specific knowledge including differentiating between diverse course content including criminal law, policing, corrections, investigations, and the roles, responsibilities, and limitations of the criminal justice system.
3. Communications and Technology - Employ the use of technology to access, organize, and communicate information and distinguish valid sources, data, and evidence in the social sciences. Demonstrate the ability to communicate effectively according to industry standards.
4. Civic Engagement - Cooperate with professionals in the criminal justice system, recognize the roles and responsibilities of members of the criminal justice system, and apply an understanding of industry best practices and the personal commitment required for public service.

**For information on the Administration of Justice program, please click here.**

## CRIMINAL JUSTICE ADMINISTRATION: ASSOCIATE IN SCIENCE

### PROGRAM REQUIREMENTS

#### Required Core:

ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
-----------	----------------------------------	-----------------

#### 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 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)

Prior learning credit for POST academy completion may be awarded. See counselor for further information.

#### 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)
		<b>Subtotal: 18</b>

---

## CRIMINAL JUSTICE CORRECTIONS

---

### Program Learning Outcomes

Students will be able to:

1. Ethics and Professionalism - Distinguish between ethical behavior and professional standards that influence personal decisions and promote honesty, integrity, concepts of social justice, and the influence of leadership in a criminal justice career.
2. Discipline Specific Content - Demonstrate and evaluate discipline specific knowledge including differentiating between diverse course content including criminal law, policing, corrections, investigations, and the roles, responsibilities, and limitations of the criminal justice system.
3. Communications and Technology- Employ the use of technology to access, organize, and communicate information and distinguish valid sources, data, and evidence in the social sciences. Demonstrate the ability to communicate effectively according to industry standards.
4. Civic Engagement - Cooperate with professionals in the criminal justice system, recognize the roles and responsibilities of members of the criminal justice system, and apply an understanding of industry best practices and the personal commitment required for public service.

### 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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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**

**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.

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. Visit the Taft College Dental Hygiene website or contact the department for current information.

The application period for the fall 2019 class is January 15, 2019 through February 28, 2019.

Applicants may apply to the program with two non-science prerequisites in progress; however, if accepted, you must have successfully completed ALL prerequisites with a minimum grade of "C" or better before start of the fall 2019 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 2013** 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 200 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 (20 points)
- Attainment of a degree or certificate (20 points)
- Related work experience (25 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. <b>Legal and Ethical Principles.</b>	The graduates will be competent in the ethical and legal aspects of the Dental Hygiene profession.	
2. <b>Dental Hygiene Process of Care.</b>	The graduates will be competent in providing preventive and therapeutic dental hygiene services to patients of all ages, ethnicity, and socioeconomic levels.	
3. <b>Community Awareness.</b>	The graduates will participate in various community health programs that will focus on improving the oral health of individuals, families, and community groups.	
4. <b>Life Long Learning.</b>	The graduates will apply experience, skills, and knowledge to develop and implement a plan for professional growth.	
5. <b>Infection Control.</b>	The graduates will be competent in all aspects of infection control procedures and hazardous waste management.	
6. <b>Critical Thinking.</b>	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 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 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 2135	Community Oral Health I	2.00 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 II	2.00 Credits(s)
DNTL 2245	Ethics and Jurisprudence	2.00 Credits(s)

Subtotal: 58

**CAREER****OPTIONS/PATHWAYS**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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/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.

## 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 (IGETC) or the California State University General Education-Breadth 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**

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

#### **Required Core: (24 units)**

PSYC 2003	Child Growth and Development	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1500	Introduction to Early Care and Education: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
ECEF 1571	Child Study and Assessment	3.00 Credits(s)
ECEF 1521	Practicum Field Experience	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)

---

## **GENERAL EDUCATION REQUIREMENTS:**

---

### **Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

### **Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

---

## **ELECTIVES:**

---

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 24**

---

**Total Credit Hours: 60**

### **Transfer Degree Benefits**



Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or consult with your counselor for additional information.

### 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](http://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/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>

## 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 OR	3.00 Credits(s)
ECEF 1003	Introduction to Child Growth and Development	3.00 Credits(s)
ECEF 1500	Introduction to Early Care and Education: Principles and Practices	3.00 Credits(s)
ECEF 1501	Early Care, Education, and Family Studies Curriculum OR	3.00 Credits(s)
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 OR	3.00 Credits(s)
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 OR	3.00 Credits(s)
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 and Education: 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 Infant 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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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](mailto:credentials@ctc.ca.gov); Website: [www.ctc.ca.gov](http://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 and Education: 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 Infant 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 and Education: 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 Infant 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
<b>Assistant (Optional)</b>	<b>Option 1:</b> 6 units of Early Care Education and Family Studies (ECEP) or Child Development (CD)	None	<b>Option 2:</b> 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
<b>Associate Teacher</b>	<b>Option 1:</b> 12 units ECEP/CD including core courses**	50 days of 3+ hours per day within 2 years	<b>Option 2:</b> 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.
<b>Teacher</b>	<b>Option 1:</b> 24 units ECEP/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	<b>Option 2:</b> 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
<b>Master Teacher</b>	<b>Option 1:</b> 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	<b>Option 2:</b> BA or higher (does not have to be in ECE/CD) with 12 units of ECEP/CD, <b>plus</b> 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

<b>Site Supervisor</b>	<p><b>Option 1:</b> 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><b>Option 2:</b> BA or higher (does not have to be in ECEF/CD) with 12 units of ECEF/CD, <b>plus</b> 3 units supervised field experience in ECEF/CD setting <b>or</b></p> <p><b>Option 3:</b> Admin. Credential *** with 12 units of ECEF/CD, <b>plus</b> 3 units supervised field experience in ECEF/CD setting: <b>or</b></p> <p><b>Option 4:</b> Teaching credential ****with 12 units of ECEF/CD, <b>plus</b> 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>
<b>Program Director</b>	<p><b>Option 1:</b> 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><b>Option 2:</b> Admin. Credential*** with 12 units of ECEF/CD, <b>plus</b> 3 units supervised field experience in ECEF/CD setting: <b>or</b></p> <p><b>Option 3:</b> Teaching credential**** with 12 units of ECEF/CD, <b>plus</b> 3 units supervised field experience in ECEF/CD setting, <b>plus</b> 6 units administration; <b>or</b></p> <p><b>Option 4:</b> 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 and Education: 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. infant development, special needs, school age care and development)

+See the Child Development Permit Matrix for Alternative Qualifications

PSYC 2003, ECEF 1501, ECEF 1531, ECEF 1590, Electives: Students may take the transferable or non-transferable version of the course

#### **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 and Education: 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)
	6 units of specialization from one of the following areas	

**6 units of specialization from one of the following areas:**

**Option 1: Infant Development: Master Teacher Specialization**

ECEF 1581	Introduction to Infant Development	Infant,	3.00 Credits(s)
	Family, and Society		
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)

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

**Option 2: Special Needs: Master Teacher Specialization**

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)

**Option 3: School Age Care and Development: Master Teacher Specialization**

---

ECEF 2021	Introduction to the Primary Grade Classroom	3.00 Credits(s)
-----------	---	-----------------

**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 1662	School-Age Curriculum for Before and After School Programs/Theory	1.00 Credits(s)

---

**Total Credit Hours: 33****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/cdte/print/htdocs/services\\_colleges\\_aligned.htm](https://www.childdevelopment.org/cs/cdte/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 transferable to other related profession such as manufacturing, food processing, renewable/alternative energy fields, etc.

*\*Any course listed below may be used as a substitute for any Energy Technology major program requirement of equal or less unit value listed in current and prior catalogs. Substantial program changes have been submitted to the state for approval to include the most relevant courses and pre-existing courses have been inactivated or will not be made readily available for students to complete. ENER 1530 Electricity and Electronics; ENER 1540 Fundamentals of Programmable Logic Controller; ENER 1610 Mechanical Systems; ENER 1620 Fundamentals of Instrumentation; ENER 1503 Environmental Awareness & Regulatory Compliance. (\* See Office of Instruction Memo 12/01/2017)*

### **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**

ENER 1503	Environmental Awareness & Regulatory Compliance	3.00 Credits(s)
ENER 1510	Introduction to Energy	3.00 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)
ENER 1610	Mechanical Systems	3.00 Credits(s)
ENER 1620	Fundamentals of Instrumentation	3.00 Credits(s)
ENER 1630	Energy Analytics	3.00 Credits(s)
<b>Subtotal: 24</b>		

---

### **RESTRICTIVE ELECTIVES: MUST CHOOSE 11 UNITS**

#### **Restrictive Electives**

---

(As needed and does not include all courses that may count as electives ):

BUSN 1510	Business Communication	3.00 Credits(s)
ENER 1025	Oil and Gas Laws and Regulations	1.00 Credits(s)
IES 1500	Occupational Safety and Health Compliance	3.00 Credits(s)
ENER 1513	Work Experience in Energy Technology	1.00-4.00 Credits(s)
GEOL 1500	Introduction to Geology OR	4.00 Credits(s)
GEOL 1501	Historical Geology	4.00 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)
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)

---

**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 1530	Electricity and Basic Electronics	3.00 Credits(s)
ENER 1540	Fundamentals of Programmable Logic Controllers	3.00 Credits(s)
ENER 1610	Mechanical Systems	3.00 Credits(s)
ENER 1620	Fundamentals of Instrumentation	3.00 Credits(s)

**Total Credit Hours: 12**

### 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](http://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 Problem Solving with Lab	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
<b>Total Units</b>	<b>77</b>

**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	4.00 Credits(s)		
			Track Two Engineering Units	12
			Engineering Core Units	31
			General Education	28
			<b>Total Units</b>	<b>71</b>

**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	4.00 Credits(s)		
			Track Three Engineering Units	7
			Engineering Core Units	31
			General Education	28
			<b>Total Units</b>	<b>66</b>

---

**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 (IGETC) or the California State University General Education-Breadth 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 DEGREE FOR TRANSFER**

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

**PROGRAM REQUIREMENTS****Required Core: (4 units)**

---

ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
-----------	--	-----------------

**LIST A: Select two (6 units)**

---

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)

**LIST B: Select two (6 units)**

ENGL 1700	Introduction to Creative Writing	3.00 Credits(s)
-----------	----------------------------------	-----------------

Any **LIST** **A** course(s) *not* *already* *used*  
**OR**

Any English course(s) articulated as preparation for the English major at any CSU (refer to assist.org)

**LIST C: Select one (3 units)**

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 and 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)

Any **LIST** **A** or **LIST B** course *not* *already* *used*  
**OR**

Any CSU transferable English course

**OR**  
Any language course other than English which is articulated to fulfill CSU GE Area C (refer to assist.org)  
**OR**  
Any CSU transferable literature course offered in another department

## GENERAL EDUCATION REQUIREMENTS:

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

## ELECTIVES:

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 19-21**

---

**Total Credit Hours: 60****Transfer Degree Benefits**

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or consult with your counselor for additional information.

---

**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	3.00 Credits(s)
	OR	
BUSN 1051	General Accounting	4.00 Credits(s)
	AND	
BUSN 1052		
BUSN 1500	Introduction to Business	3.00 Credits(s)
	Electives*	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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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 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 (IGETC) or the California State University General Education-Breadth 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. Graduates of the history program should demonstrate critical thought regarding the nature of historical interpretation, the variety of historical sources, and the structure of historical argument and be able to apply that understanding to answering historical questions.
2. Graduates of the history programs should be able to interpret primary and secondary sources and compose an argument which explains their historical significance in western, non-western, and ancient societies regarding the following: race, class, gender, and ethnicity; technological and scientific developments; political trends; attitudes, conflicts, and events; and social and cultural developments.

## HISTORY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

### PROGRAM REQUIREMENTS

#### Required Core: (6 units)

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)

#### LIST A: Select two (6 units)

HIST 2202	Western Civilization to 1600	3.00 Credits(s)
	OR	
HIST 2210	World Civilization to 1500	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)

#### LIST B: Select one course from each area (6 units)

---



**Area 1 Diversity: (3 units)**

HIST 2210	World Civilization to 1500	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 LIST A*

**OR**

*A language other than English which is articulated as fulfilling CSU GE Area C2 (refer to assist.org)*

**Area 2: (3 units)**

ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
HIST 2270	California History	3.00 Credits(s)
POSC 1501	Government	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)
<b>OR</b>		
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)

*HIST 2210: if not used in LIST A or LIST B Area 1*

## GENERAL EDUCATION REQUIREMENTS:

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

## ELECTIVES:

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 18**

**Total Credit Hours: 60**

**Transfer Degree Benefits**

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adgreewithaguarantee.com](http://www.adgreewithaguarantee.com) or consult with your counselor for additional information.

**Career Options/Pathways**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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>

---

**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.

*\*Any course listed below may be used as a substitute for any Industrial Health & Safety major program requirement of equal or less unit value listed in current and prior catalogs. Substantial program changes have been submitted to the state for approval to include the most relevant courses and pre-existing courses have been inactivated or will not be made readily available for students to complete. IES 1532 Industrial Health & Safety Compliance; IES 15562 Respiratory Protection for Hazardous Materials Handling & Permit Required Confined Spaces; IES 2058 Occupational Safety & Health Standards & OSHA 30 Hour Construction Industry Training Program; IES 2061 Occupational Safety and Health Standards & OSHA 30 hour General Industry Training Program; IES 2065 Trainer Course in Occupational Safety & Health Standards; ENER 1503 Environmental Awareness & Regulatory Compliance (\* See Office of Instruction Memo 12/01/2017)*

**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**

*\*Any course listed below may be used as a substitute for any Industrial Health & Safety major program requirement of equal or less unit value listed in current and prior catalogs. Substantial program changes have been submitted to the state for approval to include the most relevant courses and pre-existing courses have been inactivated or will not be made readily available for students to complete. IES 1532 Industrial Health & Safety Compliance; IES 15562 Respiratory Protection for Hazardous Materials Handling & Permit Required Confined Spaces; IES 2058 Occupational Safety & Health Standards & OSHA 30 Hour Construction Industry Training Program; IES 2061 Occupational Safety and Health Standards & OSHA 30 hour General Industry Training Program; IES 2065 Trainer Course in Occupational Safety & Health Standards; ENER 1503 Environmental Awareness & Regulatory Compliance (\* See Office of Instruction Memo 12/01/2017)*

**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 1059	Trainer Course in Occupational Safety and Health Standards for the Construction Industry	1.50 Credits(s)
IES 1065	Machinery and Machine Guarding	1.50 Credits(s)
IES 1067	Guide to Industrial Hygiene	1.50 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 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)
-----------	--	-----------------

**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
--	------------	---

**English Composition: 3**

---

ENGL 1500	Composition and Reading	3.00 Credits(s)
-----------	-------------------------	-----------------

**Communication and Analytical Thinking 3****Competency and Local Requirements:**

---

MATH 1060	Intermediate Algebra	4.00 Credits(s)
-----------	----------------------	-----------------

**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)
-----------	--	-----------------

---

**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 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 1067	Guide to Industrial Hygiene	1.50 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: MIDLEVEL: 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
		<b>Subtotal: 25</b>

**Required Electives (Select 5.0 units from the following courses)**

---

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 1065	Machinery and Machine Guarding	1.50 Credits(s)
IES 1067	Guide to Industrial Hygiene	1.50 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 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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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	3.00 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 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	3.00 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 2020	Introduction to Computer Information Systems	3.00 Credits(s)
COSC 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
	OR	
INCO 1548		
ENGL 1000	Interactive Writing and Grammar	4.00 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 1532	Basic Internet Skills and Concepts	1.00 Credits(s)
	OR	
INCO 1548		

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 1548		
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, 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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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>

---

**JOURNALISM FOR TRANSFER**


---

**Description**

The goal of the associate in Art in Journalism for transfer program is to provide students with skills and knowledge to either transfer to a CSU to pursue a bachelor's degree or to function as a polished reporter in the news field. CSU baccalaureate degree program students will be prepared to transfer to upper division Communications and Journalism. The main competencies they will have upon completion of the degree will be having the skills to cover news events from the invention stage (deciding what to write about) to the actual presentation stage including written copy, art (photos), and video. Specific occupations would include writers and authors, editors, reporters and correspondents, and broadcast news analysts.

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-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. The Associate in Arts in Journalism for transfer prepares the student to transfer to a CSU as a junior.

Additionally, students shall be deemed eligible for transfer into a CSU 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 (IGETC) or the California State University General Education – Breadth 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.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.

Career Technical Education (CTE) and Transfer list would include writers and authors, editors, reporters and correspondents, and broadcast news analysts.

**PROGRAM LEARNING OUTCOMES**

After completing the 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.

## **JOURNALISM: ASSOCIATE IN ARTS FOR TRANSFER**

### **PROGRAM REQUIREMENTS**

#### **Required Core: (9 units)**

JRNL 1510	Mass Communication and the Individual	3.00 Credits(s)
JRNL 1605	Reporting and News Writing	3.00 Credits(s)
JRNL 2105	News Media Practicum	3.00 Credits(s)

#### **List A: Select one (3 units)**

JRNL 1620	Introduction to Multimedia Reporting	3.00 Credits(s)
-----------	--------------------------------------	-----------------

#### **List B: Select two (6 units)**

PHOT 1510	Basic Photography	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)
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
	OR	
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
POSC 1501	Government	3.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
PHIL 1520	Critical Thinking	3.00 Credits(s)

**Subtotal: 18-21**

General Education Requirement: Completion of Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth is required.

Electives: Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

---

**Subtotal: 60**

### **Career Options/Pathways**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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.

## 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 (IGETC) or the California State University General Education-Breadth 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**

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

#### **PROGRAM REQUIREMENTS**

##### **Required Core:**

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)
BIOL 2255	Inactivated	
	AND	
BIOL 2256	Inactivated	

**Movement-Based Courses (3 unit minimum) Select one course maximum from any three of the following areas:**

##### **Area 1: Aquatics**

PHED 1529	Water Aerobics	1.00 Credits(s)
-----------	----------------	-----------------

##### **Area 2: Combatives**

There is currently no course in Area 2.

##### **Area 3: Dance**

There is currently no course in Area 3.

##### **Area 4: 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)

##### **Area 5: Individual Sports**

There is currently no course in Area 5.

##### **Area 6: 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 (6 units)**

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)

**GENERAL EDUCATION REQUIREMENTS:****Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

**ELECTIVES:**

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 24-27**

**Total Credit Hours: 60**

**Transfer Degree Benefits**

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or consult with your counselor for additional information.

**Career Options/Pathways**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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 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 any 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 may be selected from the following:**

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)
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



<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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 any 18 units from the following courses and from 3 different disciplines:**

---

ART 1600	Basic Design	3.00 Credits(s)
ART 1610	Three-Dimensional 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 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	3.00Credits(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](http://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	3.00 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 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		
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	4.00 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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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)
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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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**

##### **Select 18 units from the following requirements:**

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)

##### **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	1.50-3.00 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	1.50-3.00 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	1.00Credits(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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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 any 18 units from the following requirements: A minimum of one course per section is required**

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](http://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 any 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 may be selected 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 any 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 may be selected 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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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	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)

**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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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)
		<b>Subtotal: 18</b>

#### CAREER OPTIONS/PATHWAYS

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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 (IGETC) or the California State University General Education-Breadth 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

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

**Required Core: (12 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)

**List A: Select one to two (3-6 units)**

Select 6 units minimum from the LIST below with at least 3 units from LIST A.

MATH 2140	Ordinary Differential Equations	4.00 Credits(s)
-----------	---------------------------------	-----------------

**List B: Select one (1-4 units)**

ENGR 1540	Introduction to Programming Concepts and Methodologies for Engineers with Lab	4.00 Credits(s)
PHYS 2221	General Physics (Calculus)	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

---

**GENERAL EDUCATION REQUIREMENTS:**

---

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

---

**ELECTIVES:**

---

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 21-22**

**Total Credit Hours: 60**

Transfer	Degree	Benefits
----------	--------	----------

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or consult with your counselor for additional information.

**Career Options/Pathways**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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>

## 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	3.00Credits(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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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
		<b>Subtotal: 18</b>

##### \*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	1.50-3.00 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	1.00Credits(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 Physcial 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	1.50-3.00 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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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](http://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 Intersegmental General Education Transfer Curriculum (IGETC) or The California State University General Education-Breadth 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. Knowledge base in Psychology
2. Scientific Inquiry and Critical Thinking
3. Ethical and Social Responsibility in a Diverse World.
4. Communication

### **PSYCHOLOGY: ASSOCIATE IN ARTS DEGREE FOR TRANSFER**

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

### **PROGRAM REQUIREMENTS**

#### **Required Core:**

---

PSYC 1500	Introduction to Psychology	3.00 Credits(s)
PSYC 2205	Introduction to Research Methods in the Social Sciences	4.00 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)

**List A: Select one (3-4 units)**

PSYC 2050	Introduction to Biological Psychology	3.00 Credits(s)
-----------	---------------------------------------	-----------------

**List B: Select one (3 units)**

PSYC 2080	Introduction to Lifespan Psychology	3.00 Credits(s)
-----------	-------------------------------------	-----------------

Any **LIST**                      **A** course                      not                      already                      used  
**OR**

Any course that has articulation as lower division major preparation for the psychology major at a CSU (refer to assist.org)

**List C: Select one (3 units)**

SOC 1510	Introduction to Sociology	3.00 Credits(s)
----------	---------------------------	-----------------

Any courses                      not                      already                      used                      above  
**OR**

Any CSU transferable psychology courses, and/or other courses that are lower division preparation for the psychology major at a university - in or outside of the discipline (refer to assist.org)

---

**GENERAL EDUCATION REQUIREMENTS:**


---

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

---

**ELECTIVES:**


---

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 20-21**

**Total Credit Hours: 60**

Transfer	Degree	Benefits
----------	--------	----------

**Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.**

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or consult with your counselor for additional information.

### Career Options/Pathways

<b>*Possible career types/employment opportunities in the following areas:</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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>

### 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

---

## 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 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

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

#### PROGRAM REQUIREMENTS

##### Required Core: (9 units)

SOC 1510	Introduction to Sociology	3.00 Credits(s)
----------	---------------------------	-----------------

##### Select two: (6 units)

SOC 2120	American Social Problems	3.00 Credits(s)
PSYC 2205	Introduction to Research Methods in the Social Sciences	4.00 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)

##### LIST A: Select two (6 units)

SOC 2110	Minority Group Relations	3.00 Credits(s)
----------	--------------------------	-----------------

Any **REQUIRED** **CORE** course not already used  
**OR**  
Any sociology course that is articulated as lower major preparation at a CSU (  
refer to [assist.org](http://assist.org))

---

**LIST B: Select one (3 units)**

SOC 2141	Sociology of Marriage	3.00 Credits(s)
Any	courses	not selected above

**OR**  
Any CSU transferable sociology courses, and/or other courses (in or outside the discipline) that are articulated as lower division major preparation for the Sociology major at a CSU (refer to [assist.org](http://assist.org))

---

## GENERAL EDUCATION REQUIREMENTS:

---

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

---

## ELECTIVES:

---

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 20-21**

---

**Total Credit Hours: 60**

<b>Transfer</b>	<b>Degree</b>	<b>Benefits</b>
-----------------	---------------	-----------------

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adgreewithaguarantee.com](http://www.adgreewithaguarantee.com) or consult with your counselor for additional information.

**Career Options/Pathways**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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>

## SPANISH FOR TRANSFER

### Description

The Associate in Arts in Spanish degree for Transfer (AA-T) is designed to prepare students to transfer to a CSU as a junior with a degree in Spanish. This degree provides students with the foundation classes to support ongoing interest in the field of Spanish. It provides a clear and direct route for transfer to upper division work in the Spanish major through structured and semi-structured opportunities and an in-depth study of the Hispanic Culture, to develop the necessary knowledge and skills to transfer to a university and/or to prepare them for a career pathway or occupation where speaking Spanish is required.

To earn an Associate in Arts in Spanish 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 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:

- PLO 1 - Create and give a clear presentation in Spanish.
- PLO 2 - Speak with others in Spanish at the ACTFL Intermediate Level.
- PLO 3 - Create compositions in Spanish at the ACTFL Intermediate Level.
- PLO 4 - Create and give a presentation about the different music types and foods from Spanish speaking countries.
- PSLO 5 Be able to summarize the main historical events that shaped Latin American culture and civilization from the precolonial period to the present time.

### SPANISH: ASSOCIATE IN ARTS DEGREE FOR TRANSFER

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

**PROGRAM REQUIREMENTS****Required Core: (16 units)**

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)

**Substitution Courses:**

If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major.

SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2038	Gender Studies	3.00 Credits(s)

**LIST A: Select one (4 units)**

SPAN 2500	Latin American Culture	4.00 Credits(s)
-----------	------------------------	-----------------

---

**GENERAL EDUCATION REQUIREMENTS:**

---

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

---

**ELECTIVES:**

---

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 22**

**Total Credit Hours: 60**

**Transfer****Degree****Benefits**

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adegreewithaguarantee.com](http://www.adegreewithaguarantee.com) or consult with your counselor for additional information.



For additional career resources, please visit:  
**Source:** [www.labormarketinfo.edd.ca.gov](http://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)  
<http://www.bls.gov/ooh/>; <http://www.Mynextmove.org>; <http://www.onetonline.org>

## 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 (IGETC) or the California State University General Education-Breadth 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

Transfer Model Curriculum (TMC) information is available as it is finalized for transfer degrees; unit requirements below may vary.

### PROGRAM REQUIREMENTS

**Required Core: (12 units)**

ART 1600	Basic Design	3.00 Credits(s)
ART 1610	Three-Dimensional 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)

**LIST A: Select one (3 units)**

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)

*Any other Art History survey course articulated for lower division major preparation. Course should count towards CSU GE Area C.1. Art Appreciation courses do not count towards this requirement (*

*refer to assist.org)*

**LIST B: Select three (9 units)**

ART 1631	Figure Drawing	3.00 Credits(s)
ART 1640	Painting	3.00 Credits(s)
ART 2010	Introduction to Printmaking	3.00 Credits(s)
ART 1800	Introduction to Digital Art	3.00 Credits(s)
ART 1625	Color Theory	3.00 Credits(s)
ART 1811	Graphic Design	3.00 Credits(s)
ART 1820	Computer Imaging: Adobe Photoshop	3.00 Credits(s)

*Any other local Studio Arts course within these curricular areas may be used that is CSU transferable and articulated as lower division major preparation for the Studio Arts major (*

*refer to assist.org)*

---

## GENERAL EDUCATION REQUIREMENTS:

---

**Option 1:**

CSU - Completion of the *California State University General Education-Breadth* is required.

**Option 2:**

UC - Completion of the *Intersegmental General Education Transfer Curriculum (IGETC)* is required. Students interested in the UC system should visit the *UC Transfer Pathways* website for expected coursework for specific majors.

---

## ELECTIVES:

---

Additional transferable elective units (numbered 1500 or higher) may be used to reach the required 60 units.

**Subtotal: 24**

---

**Total Credit Hours: 60**

<b>Transfer</b>	<b>Degree</b>	<b>Information</b>
-----------------	---------------	--------------------

Students who earn an AA-T or AS-T degree and meet the CSU minimum eligibility requirements are guaranteed admission to a CSU, but not necessarily to a particular campus or major. With the special degree, you may be given a GPA bump when applying to an impacted campus outside your local area or an impacted major that is deemed similar.

In addition, once at the CSU, if you are admitted and enrolled in a designated similar degree program you have the opportunity to complete your bachelor's degree with as little as 60 semester units or 90 quarter units of coursework. For details, visit [www.adgreewithaguarantee.com](http://www.adgreewithaguarantee.com) or consult with your counselor for additional information.

### 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](http://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>

## 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 1510	Shielded Metal Arc Welding (SMAW)	3.00 Credits(s)
WELD 1520	Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW)	3.00 Credits(s)
WELD 1530	Gas Tungsten Arc Welding (GTAW)	3.00 Credits(s)
WELD 1540	Pipe Welding	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 1510	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 1510	Shielded Metal Arc Welding (SMAW)	3.00 Credits(s)
WELD 1540	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 1530	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 1520	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**

<b>*Possible career types/employment opportunities</b>	<b>Median Hourly Rate, CA</b>	<b>Annual Job Openings, CA</b>
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](http://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](http://www.aws.org).

## **Course Descriptions**

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](#).

### **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](#).

### **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. Transfer Credit: CSU;UC

Advisories: Advisory: Successful completion of English 1500 with a grade of 'C' or better strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU;UC

Prerequisite: Prerequisite or Co-requisite: CJA 1501 Introduction to Administration of Justice or equivalent course; 48 hours lecture. Distribution: Social Sciences.

### **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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.



Advisories: Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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 may be required. C-ID: ARTS 100

Prerequisite: Prerequisite: None; 24 hours lecture; 72 hours lab (96 hours total). Distribution: Liberal Arts.

**ART 1610 - Three-Dimensional 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. Transfer Credit: CSU;UC

Advisories: Advisory: Successful completion of Art 1600 with a grade of 'C' or higher; 24 hours lecture + 72 hours lab (144 Total Student Learning Hours) = 3 Units. Distribution: Liberal Arts.

### **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. C-ID ART 110. Transfer Credit: CSU;UC

Prerequisite: Prerequisite: None; 24 hours lecture; 72 hours lab (96 hours total). Distribution: Liberal Arts.

### **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. Transfer Credit: CSU;UC

Prerequisite: Prerequisite: None; 24 hours lecture; 72 hours lab (96 hours total). Distribution: Liberal Arts.

### **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. Transfer Credit: CSU;UC

Advisories: Advisory: Successful completion in ART 1620 strongly recommended; 24 hours lecture; 72 hours lab (96 hours total). 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. Transfer Credit: CSU;UC

Advisories: Advisory: Successful completion of Art 1600 or 1620 strongly recommended; 24 hours lecture, 72 hours lab (96 hours total). Distribution: Liberal Arts.

### **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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion in Art 1600 or 1620 strongly recommended; 32 hours lecture; 64 hours lab (96 hours total). 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. Transfer Credit: CSU.

Prerequisite: 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). Distribution: Liberal Arts.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 32 hours lecture; 64 hours lab (96 hours total). Distribution: Liberal Arts.

**ART 1850 - Web Site Production (3.00Credits(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. Transfer Credit: CSU;UC

Advisories: Advisory: Successful completion in Art 1800/Computer Science 1800 or Art 1820 with a grade of 'C' or better strongly recommended; 32 hours lecture; 64 hours lab (96 hours total). 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. C-ID ART 250. Transfer Credit: CSU.

Advisories: Advisory: Successful completion in Art 1800 or equivalent introduction to vector graphics course with a grade of 'C' or better strongly recommended; 32 hours lecture; 64 hours lab (96 hours total). 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of Art 1600 or Art 1620 with a grade of 'C' or better; 24 hours lecture; 72 hours lab (144 Total Student Learning Hours). Distribution: Liberal Arts.

---

## 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

Prerequisite: Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture. Distribution: Liberal Arts.

**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

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Liberal Arts.

**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

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Liberal Arts.

**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. C-ID ARTH 130.

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Liberal Arts.

**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.

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Liberal Arts.

---

## **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. Transfer Credit: CSU;UC

Advisories: Advisory: Successful completion in English 1000, Reading 1005, and Mathematics 1050 with grades of 'C' or better strongly recommended; 48 hours lecture; 48 hours lab (96 hours total). 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. Not open to students who have successfully passed BIOL 1510. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. Distribution: Sciences and Mathematics.

### **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. Not open to students who have successfully passed BIOL 1500 and BIOL 1501. Transfer Credit: CSU;UC

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 48 hours lab (96 hours total). 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 and Mathematics 1050, or 1 year of high school algebra, strongly recommended; 48 hours lecture; 48 hours lab (96 total hours). 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 135. Transfer Credit: CSU;UC

Prerequisite: Prerequisites or Co-requisites: Successful completion of Chemistry 2211 with a grade of C or better; eligible for or successful completion of Math 1060 with a grade of C or better. Advisories: Advisory: Eligible for English 1500; 48 hours lecture; 59 hours lab (107 hours total). Distribution: Sciences and Mathematics.

### **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 135. Transfer Credit: CSU;UC

Prerequisite: Prerequisite: Eligibility for Mathematics 1500 or higher. Advisories: Advisory: Successful completion of Biology 2201 and eligibility for English 1500 strongly recommended; 48 hours lecture; 96 hours lab (144 hours total). Distribution: Sciences and Mathematics.

### **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 135. Transfer Credit: CSU;UC

Prerequisite: Prerequisite: Eligibility for Mathematics 1500 or higher. Advisories: Advisory: Completion of Biology 2201 and eligibility for English 1500 strongly recommended; 48 hours lecture; 59 hours lab (107 hours total). Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU;UC.

Advisories: Advisory: Eligibility for ENGL 1500, MATH 1500, and completion of BIOL 1500, BIOL 1510, or HLED 1541 strongly recommended; 48 hours lecture; 96 hours lab (144 hours total). 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. C-ID BIOL 120. Transfer Credit: CSU;UC.

Advisories: Advisory: Eligibility for ENGL 1500, MATH 1500, and BIOL 1500, BIOL 1510, BIOL 2250 or CHEM 1510 strongly recommended; 48 hours lecture; 48 hours lab (144 hours total). 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. Transfer Credit: CSU;UC

Prerequisite: 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. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 96 hours lab (144 hours total). Distribution: Sciences and Mathematics.

### **BIOL 2265 - Human Pathophysiology (3.00 Credits(s))**

An introduction to the basic fundamentals of pathophysiology, focusing on essential concepts of physiologic changes and altered functions to the human body resulting from disease processes. Principles from anatomy, physiology, microbiology, and chemistry will provide the foundation for the study of pathophysiology, body systems, etiology, and pathogenesis. Diagnostic procedures, preventative measures, and current therapeutic regimens will also be explored. This course is intended for nursing students at C.S.U.B. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of BIOL 2250 and BIOL 2257 with a grade of 'C' or better.. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. Distribution: Sciences and Mathematics.

**BIOL 2370 - Basic Nutrition (3.00 Credits(s))**

Scientific concepts of nutrition related to the function of nutrients in basic life processes and current health issues with emphasis on individual needs. Transfer Credit: CSU;UC

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005, and Business 1050 or Business 1051 strongly recommended; 64 hours lecture. Distribution: Applied Technologies.

**BSAD 2221 - Introduction to Managerial Accounting (3.00 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Business Administration 2220 with a grade of 'C' or better; 48 total contact hours + 128 outside of class hours. (144 Total Student Learning Hours). Distribution: Applied Technologies.

---

**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.

Advisories: Advisory: Eligibility for Mathematics 1050 strongly recommended; 48 hours lecture. 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.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture. 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.

Prerequisite: Prerequisite: Successful completion in Business 1051 or Business Administration 2220 with a grade of 'C' or better; 16 contact hours + 32 outside of class hours (48 Total Student Learning Hours). Distribution: Applied Technologies.

**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

Advisories: Advisory: Typing speed of 35 words per minute strongly recommended; 44 hours lecture; 16 hours lab (60 hours total). 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.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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.

Advisories: Advisory: Eligibility for Mathematics 1050 strongly recommended; 48 hours lab. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful Completion of English 1500 with a grade of 'C' or better; 48 hours lecture. Distribution: Applied Technologies.

**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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; completion of Business 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Completion of all other required courses in either the Business Programs or Automotive Program; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lab. 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Business 1601 with a grade of 'C' or better; 48 hours lab. Distribution: Applied Technologies.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Business 1602 with a grade of 'C' or better; 48 hours lab. Distribution: Applied Technologies.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Business 1603 or 1 year of high school typing with a grade of "C" or better; 48 hours lab. Distribution: Applied Technologies.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Business 2001 with a grade of 'C' or better; 48 hours lab. Distribution: Applied Technologies.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Business 2002 with a grade of 'C' or better; 48 hours lab. Distribution: Applied Technologies.

**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. Transfer Credit: CSU; UC.



Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours) = 3 Units. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Eligibility for Mathematics 1060. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 48 hours lab (96 hours total). Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of Chemistry 1510 or equivalent. Advisories: Advisory: Eligibility for English 1500; 48 hours lecture, 48 hours lab (96 hours total). Distribution: Sciences and Mathematics.

### **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 120. Transfer Credit: CSU; UC.

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.. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 96 hours lab (144 hours total). Distribution: Sciences and Mathematics.

### **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 120. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of Chemistry 2211 with a grade of "C" or better. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 96 hours lab (144 hours total). Distribution: Sciences and Mathematics.

---

## 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.

Prerequisite: Prerequisite: None; 50 hours lecture; 158 hours lab (208 hours total). Distribution: Social Sciences.

### **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.

Prerequisite: Prerequisite: Successful completion of CJA 1057 with a passing grade; 24 hours lecture. Distribution: Social Sciences.

### **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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion English 1500 with a 'C' or better; 48 hours lecture. Distribution: Social Sciences.

---

## **COSC - COMPUTER SCIENCE**

---

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 8 hours lecture; 24 hours lab (32 hours total). Distribution: Applied Technologies.

### **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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture, 24 hours lab (40 hours total). 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture, 24 hours lab (40 hours total). 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture, 24 hours lab (40 hours total). 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture, 24 hours lab (40 hours total). 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 32 hours lecture; 48 hours lab (80 hours total). 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/>

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture; 48 hours lab (112 hours total). Distribution: Applied Technologies.

### **CTRP 1015 - Computer-Aided Transcription (3.00 Credits(s))**

This course introduces computer-aided transcription (CAT), basic applications of real-time writing, transcript production, and computer techniques. This course covers the use of CAT software to produce a transcript from beginning to end, and continues to build and edit a usable dictionary.

Prerequisite: Prerequisite: Successful completion of CTRP 1010 with a grade of 'C' or better; 48 hours lecture. 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/>

Prerequisite: Prerequisite: None; 48 hours lecture. Distribution: Applied Technologies.

### **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/>

Prerequisite: Prerequisite: Successful completion in Court Reporting 1070; 48 hours lecture. Distribution: Applied Technologies.

### **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/>

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 32 hours lecture; 48 hours lab (80 hours total). 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/>

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture. 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/>

Prerequisite: Prerequisite: Court Reporting 1010. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1151 and 1161. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1152 and 1162. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1153 and 1163. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Court Reporting 1010. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1151 and 1161. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1152 and 1162. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1153 and 1163. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1131 and 1141. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1132 and 1142. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1133 and 1143. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1134 and 1144. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1131 and 1141. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

**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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1132 and 1142. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1133 and 1143. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1134 and 1144. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 256 lab hours. Distribution: Applied Technologies.

#### **CTRP 1210 - Proofreading for the Court Reporter (2.00 Credits(s))**

This course is designed to prepare students to use fundamentals of word division, capitalization, expressions of numbers, punctuation, grammar and proofreading in court reporting. The course will provide court reporting students with 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.

Prerequisite: Prerequisite: Successful completion of CTRP 1010 Beginning Machine Shorthand Theory and Lab with a grade of 'C' or better. Advisories: Advisory: Eligibility for English 1000 and READ 1005 strongly recommended; 24 hours lecture; 24 hours lab (48 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: Qualification by assessment process; 32 hours lecture. Distribution: Applied Technologies.

#### **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/>



Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1034, 1044, 1054 and 1064. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 lab hours total. Distribution: Applied Technologies.

### **CTRP 1513 - Work Experience in Court Reporting (1.00-4.00 Credits(s))**

Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Court Reporting Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 8 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.

Prerequisite: Prerequisite: Student must have declared Court Reporting as major and be in good academic standing.. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 225-300 hours.. Distribution: Applied Technologies.

## **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.

Prerequisite: Prerequisite: Acceptance into the Dental Hygiene Program, Dental Hygiene 2243; 48 clinic (lab) hours per semester to be arranged with the instructor. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program, and successful completion in Biology 2250 and 2260 with grade of 'C' or better; 64 hours lecture. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program; 24 hours lecture; 32 hours lab (56 hours total). Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

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. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program; 32 hours lecture. Distribution: Sciences and Mathematics.

### **DNTL 1514 - Introduction to Clinic (5.50 Credits(s))**

Introduction to all clinical procedures and skills needed for Dental Hygiene Process of Care. Transfer Credit: CSU.

Prerequisite: Prerequisite: Acceptance in Dental Hygiene Program; 48 hours lecture; 128 hours lab; 176 hours total.. Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

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). Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

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. Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

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). Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of all first semester Dental Hygiene Program courses; 32 hours lecture.. Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of all first semester Dental Hygiene Program courses with a grade of 'C' or higher; 16 hours lecture. Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses with a grade of 'C' or better; 48 hours lecture. Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

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. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

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 hourstotal). Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of all first and second semester Dental Hygiene Program courses with a grade of 'C' or higher; 32 hours lecture. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

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). Distribution: Sciences and Mathematics.

### **DNTL 2135 - Community Oral Health I (2.00 Credits(s))**

This course introduces students to the principle and practices of dental public health. Topics focus on the history of public health, federal and state programs, barriers to oral health, and initial steps to developing a community oral health education program. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of all first and second semester dental hygiene program courses with a grade of 'C' or better; 32 hours lecture + 64 Outside-of-class hours (96 Total Student Learning Hours) = 2 Units. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

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. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

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. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of all first, second and third semester Dental Hygiene Program courses; 16 hours lecture; 256 hours (lab) (272 hours total). Distribution: Sciences and Mathematics.

**DNTL 2244 - Community Oral Health II (2.00 Credits(s))**

This course expands the focus on the principles and practices of dental public health and the role of the dental hygienist as an innovator of and educator in community health programs. Transfer Credit: CSU.

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 + 64 outside of class hours (96 Total Student Learning Hours). Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

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. Distribution: Sciences and Mathematics.

---

**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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 or concurrent enrollment strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours. 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 I 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility of English 1500 strongly recommended; 48 hours lecture. 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](http://www.childdevelopment.org) for more information on LD8. It also satisfies a core requirement as part of the Child Development Matrix.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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](http://www.childdevelopment.org) for more information on LD8. It also satisfies a core requirement as part of the Child Development Matrix.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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](http://www.childdevelopment.org) for more information on LD8. It also satisfies a core requirement as part of the Child Development Matrix.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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](http://www.childdevelopment.org) for more information on LD8. It also satisfies a core requirement for the Child Development Matrix.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. Distribution: Social Sciences.

### **ECEF 1500 - Introduction to Early Care and Education: 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; Hours and Units Calculation: 48 hours lecture + 96 Outside-of-class hours (144 Total Student Learning Hours) = 3 Units.. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours) = 3 Units.. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Prerequisite: 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). Distribution: Social Sciences.

### **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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; completion of nine (9) units in Early Care, Education and Family Studies, including Psychology 2003 and Early Care, Education and Family Studies 1521, recommended; 32 hours lecture; 48 hours lab (80 hours total). Distribution: Social Sciences.

### **ECEF 1581 - Introduction to Infant Development Infant, Family, and Society (3.00 Credits(s))**

This is an introduction to the study of infant behavior and development from conception to 36 months. This course is designed to prepare students to work effectively with infants, toddlers, 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, backgrounds, and abilities. The role of family and relationships in development is emphasized.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours) = 3 Units. Distribution: Social Sciences.

#### **ECEF 1582 - Infant Massage (1.00 Credits(s))**

This course provides instruction on positive touch, infant massage, and relaxation techniques to support 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. Additionally, the benefit of positive touch, massage, communication and mindfulness for all ages is explored. Transfer Credit: CSU.

Advisories: Eligibility for English 1500 strongly recommended. Completion of or concurrent enrollment in Early Care, Education and Family Studies 1581 and 1583 recommended; 16 hours lecture + 32 outside of class hours (48 total student learning hours). 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended. Completion of or concurrent enrollment in ECEF 1581 recommended; 16 hours lecture. 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion or concurrent enrollment in Early, Education, and Family Studies 1581 with a grade of 'C' or higher. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 16 hours lecture; 48 hours lab (64 hours total). Distribution: Social Sciences.

#### **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. Transfer Credit: CSU;UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours) = 3 Units. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours) = 3 Units. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended. Completion of or concurrent enrollment in Early Care, Education and Family Studies 1611 recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 16 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 16 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 16 hours lecture. 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Psychology 2003 with a grade of "C" or higher. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 32 hours lecture; 48 hours lab (80 hours total). Distribution: Social Sciences.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Early Care, Education and Family Studies 1621 with a grade of 'C' or better; 48 hours lecture. Distribution: Social Sciences.

**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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics 1050 or equivalent; 48 hours lecture. Distribution: Applied Technologies.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics 1050 or equivalent algebra with a grade of "C" or better; 48 hours lecture. Distribution: Applied Technologies.

---

**ENER - ENERGY**


---

**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.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture. Distribution: Applied Technologies.

**ENER 1503 - Environmental Awareness & Regulatory Compliance (3.00 Credits(s))**

An overview of the physical environment of California's soil, water, air and the flora and fauna found in the region with an emphasis on how industry implements technology and best practices to comply with federal, state, and local environmental regulatory requirements. Case studies involving environmental compliance issues will be reviewed. Students are expected to role play, analyze data, present reports, and complete regulatory documents in the context of the regulatory compliance scenarios presented to the class. Transfer Credit: CSU.

Prerequisite: Prerequisite: none. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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.

Advisories: Advisory: Eligibility for English 1500 and Math 1050 strongly recommended; 48 hours lecture. Distribution: Applied Technologies.

**ENER 1513 - Work Experience in Energy Technology (1.00-4.00 Credits(s))**

Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Energy Technology. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 8 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.

Prerequisite: Prerequisite: Student must have declared Energy Technology as major and be in good academic standing.. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 220-300 hours.. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 48 hours lecture. 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, units of measure, fundamental electrical laws, magnetism, relays and ladder diagrams, and both AC and DC components and circuit schematics. This course provides a solid foundation for both traditional and emerging electrical/electronic career paths. C-ID ENER 140.

Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 44 hours lecture; 18 hours lab (62 hours total). 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, and troubleshooting. The course covers bit-level input and output instructions, timers, counters, latches, and introduces the ladder logic language developed to simplify the task of programming PLCs. Fieldtrips may be required.

Prerequisite: Prerequisite: Successful completion of ENER 1530 with a grade of 'C' or better. Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 40 hours lecture, 32 hours lab (72 hours total). Distribution: Applied Technologies.

### **ENER 1610 - Mechanical Systems (3.00 Credits(s))**

This course is a comprehensive study of the mechanical systems, machining, and the essential mechanical processes used to produce, process, and distribute energy. Topics include the operation and selection for application of mechanical drives, mechanical fasteners, shafts, bearings, lubrication systems, hydraulics, pneumatics, materials, tanks and vessels, welding strategy, basic controls schemes, and how to establish a preventative maintenance program. Troubleshooting, problem solving, and decision making tools and skills are presented. Safety, measurement, hand tool operations, and preventative maintenance protocols are examined. Field trips may be required. Transfer Credit: CSU.

Prerequisite: Prerequisite: None. Advisories: Advisory: None; Total Hours: 32 Hours Lecture; 48 Hours Lab (80 hours total). Distribution: Applied Technologies.

### **ENER 1620 - Fundamentals of Instrumentation (3.00 Credits(s))**

This course is designed to provide students with a basic understanding of instrumentation, processes, and controls that provide energy and oil and gas industries vital information needed to monitor and improve areas of production, safety, and efficiency. Fieldtrips may be required. Course is not open to students who have credit of 'C' or better in ENER 1010. Transfer Credit: CSU.

Prerequisite: Prerequisite: None. Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; Total Hours: 40 hours lecture; 32 hours lab (72 hours total). Distribution: Applied Technologies.

### **ENER 1630 - Energy Analytics (3.00 Credits(s))**

This course is a study of data management systems employed by organizations in the energy industry. Students learn to develop and use spreadsheets and databases for common data collection, management, and problem solving as found in datasets, scenarios, and case studies common to oil, gas, wind, solar, and other energy industries. Fieldtrips may be required. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of COSC 1703 and COSC 1902 strongly recommended; 48 Hours Lecture + 96 Outside of class Hours (144 Total Student Learning Hours) = 3 Units. Distribution: Applied Technologies.

---

## 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.

Prerequisite: Prerequisite: None; 48 hours lecture; 48 hours lab (96 hours total). Distribution: English.

### **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.

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). Distribution: English.

### **ENGL 1000 - Interactive Writing and Grammar (4.00 Credits(s))**

This course is a pre-collegiate course, one level below college composition, requires students to review grammar, punctuation, and sentence structure; use academic vocabulary; and read, analyze, and respond to texts in order to write coherent essays composed of developed paragraphs. Essays may respond primarily to academic, expository non-fiction texts. Students will practice revising their essays and edit according to standards of written English. (minimum of 5000 words of formal writing).

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; 64 hours lecture. Distribution: English.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of English 1000 and Reading 1005 with grades of 'C' or better; 48 hours lecture. Distribution: English.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in English 1500 with a grade of "C" or better; 64 hours lecture. Distribution: English.

### **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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 and English 1700 with a grade of 'C' or better; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 and English 1700 with a grade of 'C' or better; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 and English 1700 with a grade of 'C' or better; 48 hours lecture. 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture. Distribution: English.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture. Distribution: English.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in English 1500 with a grade of 'C' or better; 48 hours lecture. Distribution: English.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in English 1500 with a grade of 'C' or higher; 48 hours lecture. Distribution: English.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture (96 outside of class hours) 3 Units. Distribution: English.

**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. The course covers writers of the Romantic Period, the Victorian Period, and selected moderns. This is a writing intensive class, which includes writing three analytical argument essays of 4-6 pages, in-class analytical writing, quizzes on the material, and a final exam. Course emphasizes investigating historical and cultural contexts, applying reasoned analysis, and comparing themes and structures of different texts. C-ID: ENGL 165. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better; 48 hours lecture (96 outside of class hours) 3 units. Distribution: English.

---

## 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 and guest speaker attendance will be required. C-ID: ENGR 110. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 32 hours lecture. Distribution: Sciences and Mathematics.

**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. C-ID: ENGR 150. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of Math 1530 Plane Trigonometry with a grade of 'C' or better. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 32 hours lecture; 48 hours lab (80 hours total). Distribution: Sciences and Mathematics.

**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.

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. Distribution: Sciences and Mathematics.

### **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

Prerequisite: Prerequisite: Physics (PHYS) 2221 General Physics (Calculus) and Chemistry (CHEM) 2211 General Chemistry. Distribution: Sciences and Mathematics.

### **ENGR 1540 - Introduction to Programming Concepts and Methodologies for Engineers with Lab (4.00 Credits(s))**

This course introduces the fundamental concepts of procedural programming and object oriented programming. Topics include: data types, control structures, functions, arrays, I/O, pointers, dynamic memory allocation and features object-oriented programming. The mechanisms of compiling, linking, running, debugging and testing are covered, binding, visibility, scoping, and lifetime management are also included. Ethical Issues and a historical perspective in context of computer science and engineering is given. The interface of software with the physical world (e.g., the use of sensors), and the application of numerical techniques is also covered. This course uses the C++ programming language. C-ID ENGR 120. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics (MATH) 1540 Precalculus Mathematics with a grade of 'C' or better. Advisories: Advisory: basic knowledge of computer usage and eligibility for English 1500 strongly recommended; 48 hours lecture; 48 hours lab (96 hours total). Distribution: Sciences and Mathematics.

### **ENGR 1550 - Computer Programming and Problem Solving with Lab (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 sensors. 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 sensors and test equipment, data acquisition and analysis. C-ID: ENGR 220. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics (MATH) 2100 Analytic Geometry and Calculus I with a grade of 'C' or better. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 32 hours lecture; 48 hours lab (80 hours total). Distribution: Sciences and Mathematics.

### **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 including Ohm's and Kirchoff's laws and Thevenin's and Norton's theorems. Analysis of Direct Current (DC) and Alternating Circuit (AC) circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers and/or switches using nodal and mesh analysis. 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 & 260L Transfer Credit: CSU; UC.



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. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 48 hours lab (96 hours total). Distribution: Sciences and Mathematics.

### **ENGR 2200 - 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. Not open to students with credit in ENGR 1520. C-ID: ENGR 130. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of Physics (PHYS) 2221 General Physics (Calculus) and Mathematics (MATH) 2120 Analytic Geometry and Calculus II with a grade of 'C' or better. Advisories: Advisory: Eligibility for English 1500 strongly recommended; Total Hours: 48 hours lecture. Distribution: Sciences and Mathematics.

### **ENGR 2300 - Materials 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 experimental data and writing engineering reports. Not open to students with credit in ENGR 1530. C-ID: ENGR 140B. Transfer Credit: CSU; UC.

Prerequisite: Prerequisites: Successful completion of PHYS 2221 General Physics (Calculus) and CHEM 2211 General Chemistry with a grade of 'C' or better.. Advisories: Advisory: Eligibility for English 1500 strongly recommended; Total Hours: 48 hours lecture; 48 hours lab (96 hours total). Distribution: Sciences and Mathematics.

## **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. Transfer Credit: CSU; UC.

Advisories: Advisory: Successful completion of Mathematics 1060 with a grade of 'C' or better and eligibility for English 1500 strongly recommended; 48 hours lecture; 48 hours lab (96 total hours). Distribution: Sciences and Mathematics.

## **ESL - ENGLISH AS A SECOND LANGUAGE**

### **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. 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.

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 (120 outside of class hours); 16 hours lab (196 total Student learning hours). Distribution: English.

## **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). Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 and Math 1050 strongly recommended; 48 hours lecture. Distribution: Sciences and Mathematics.

---

## **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. C-ID: 101. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture; 48 hours lab (96 hours total). 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture; 48 hours lab (96 hours total). 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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/>

Prerequisite: Prerequisite: None; 5 hours lecture; 3 hours lab. Distribution: Sciences and Mathematics.

### **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/>

Prerequisite: Prerequisite: None; 8 hours lecture. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 hours lecture. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Possession of a current EMT card; 24 hours didactic. Distribution: Sciences and Mathematics.

### **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 by petition is available for those who did not meet NREMT standards for certification, otherwise the student should take the Health Education refresher course. In order to be certified, a student must be 18 years of age by the end of this course. Transfer Credit: CSU.

Prerequisite: Prerequisite: 18 years of age by end of course. CPR training equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level. Contact EMT Instructor with any questions.. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture; 112 hours lab (160 hours total). Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 hours lecture. Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 with grade of 'C' or better strongly recommended; 32 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture. Distribution: Liberal Arts.

#### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in English 1500 with a grade of 'C' or better; 48 hours lecture. Distribution: Liberal Arts.

---

### **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.

Prerequisite: Prerequisite: None; 26 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 20 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 18 hours lecture. Distribution: Applied Technologies.

### **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 (I) 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.

Prerequisite: Prerequisite: None; 20 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 20 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 20 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 26 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: Successful completion in Industrial Education 1058 with a grade of 'C' or better; 26 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 26 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 26 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 26 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 7.5 hours lecture. Distribution: Applied Technologies.

### **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.

Prerequisite: Prerequisite: None; 5 hours lecture. Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 7 hours lecture; 1 hours lab (8 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 6 hours lecture; 2 hours lab (8 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: Possession of current 24-hour or 40-hour HAZWOPER Technician Certificate; 4 hours lecture; 4 hours lab (8 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 12 hours lecture; 12 hours lab (24 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 24 hours lecture; 16 hours lab (40 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 8 hours lecture; 8 hours lab (16 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 6 hours lecture; 2 hours lab (8 hours total). Distribution: Applied Technologies.

#### **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 25192. 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/>

Prerequisite: Prerequisite: None; 30 hours lecture; 10 hours lab (40 hours total). Distribution: Applied Technologies.

#### **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/>

Prerequisite: Prerequisite: None; 7 hours lecture; 1 hour lab (8 hours total). Distribution: Applied Technologies.

#### **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.

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). Distribution: Applied Technologies.

#### **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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. Distribution: Applied Technologies.



**IES 1513 - Work Experience in Industrial Education (1.00-4.00 Credits(s))**

Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Industrial Health and Safety. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 8 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.

Prerequisite: Prerequisite: Student must have declared Industrial Health and Safety as major and be in good academic standing..  
 Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 220-300 hours.. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Prerequisite: Prerequisite none; 48 Hours lecture. Distribution: Applied Technologies.

**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. Transfer Credit: CSU.

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;. Advisories: Advisory: Eligibility for ENGL 1500 and MATH 1060 strongly recommended; 48 Hours Lecture. Distribution: Applied Technologies.

**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. Transfer Credit: CSU.

Advisories: 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. Distribution: Applied Technologies.

**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. Transfer Credit: CSU.

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. Distribution: Applied Technologies.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of IES 2058, IES 2061 with a grade of ?C? or better; 48 hours lecture. Distribution: Applied Technologies.

---

## **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.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture. 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.

Prerequisite: Prerequisite: None; 48 hours lecture. Distribution: Applied Technologies.

### **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.

Advisories: Advisory: Completion of all other required courses in an industrial education or industrial technology program. In addition, eligibility for English 1000, Reading 1005, and Mathematics 1050 is strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Liberal Arts.

### 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Journalism 1605 with a grade of 'C' or better; 48 hours lecture. Distribution: Liberal Arts.

### 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. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of Journalism 1605 strongly recommended; 32 hours lecture; 59 hours lab (91 hours total). 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Journalism 1510, 1605; 16 hours lecture, 96 hours lab (112 hours total). Distribution: Liberal Arts.

### 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Journalism 2105 with a grade of 'C' or better; 16 hours lecture, 96 hours lab (112 hours total). Distribution: Liberal Arts.

---

## 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours Lecture + 96 Outside-of-class Hours (144 Total Student Learning Hours) = 3 Units. 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.

Prerequisite: Prerequisite: None; 8 hours lecture. Distribution: Learning Support.

### **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.

Prerequisite: Prerequisite: None; 32 hours lecture. Distribution: Learning Support.

### **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.

Prerequisite: Prerequisite: None; 16 hours lecture. Distribution: Learning Support.

### **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.

Prerequisite: Prerequisite: None; 48 hours lecture;. Distribution: Learning Support.

### **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.

Prerequisite: Prerequisite: None; 96 hours lecture;. Distribution: Learning Support.

---

## **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.

Prerequisite: Prerequisite: None; 80 hours lecture. Distribution: Sciences and Mathematics.

**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.

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. Distribution: Sciences and Mathematics.

**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.

Prerequisite: Prerequisite: Qualification by assessment process or completion of Mathematics 0240 with a grade of "C" or better. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture. Distribution: Sciences and Mathematics.

**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.

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. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics 1060 or the equivalent; 64 hours lecture. Distribution: Sciences and Mathematics.

**MATH 1505 - Mathematical Concepts for Elementary Teachers ? Number Systems (4.00 Credits(s))**

This course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. Not recommended for majors in Physical Science or Mathematics. Transfer Credit: CSU

Prerequisite: Prerequisite: Successful completion of Intermediate Algebra Math 1060 or equivalent with a grade of "C" or better; 64 hours lecture + 128 Outside of class hours (192 Total Student Learning Hours). Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics 1060 or the equivalent. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of Mathematics 1060 or the equivalent; 64 hours lecture. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Qualification by assessment process or completion of Mathematics 1060 and Mathematics 1530, or the equivalent. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of Mathematics 1540 with a grade of "C" or better; 80 hours lecture. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics 2100 with a grade of 'C' or better; 64 hours lecture. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of Mathematics 2120 with a grade of 'C' or better; 64 hours lecture. Distribution: Sciences and Mathematics.

**MATH 2140 - Ordinary Differential Equations (4.00 Credits(s))**

The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. It 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics 2130 with a grade of 'C' or better; 64 hours lecture + 128 Outside-of-class Hours (192 Total Student Learning Hours) = 4 Units. Distribution: Sciences and Mathematics.

---

**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. Transfer Credit: CSU.

Advisories: Advisory: Mathematics 1050 and Business 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Completion of all other required courses in the Management Program; 16, 32, or 48 hours lecture. Distribution: Applied Technologies.

**MGMT 2900 - Management Capstone (3.00 Credits(s))**

This course is designed to be the culminating course specific to the management program. 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. Students who have credit in MGMT 1560 Management Capstone not eligible. Transfer Credit: CSU.

Prerequisite: Prerequisite: Completion or concurrent enrollment in all required courses in the Management program. In addition, eligibility for English 1500, and Mathematics 1060 is strongly recommended. Must be in appropriate standing in Associates in Science Management Degree program; Total Hours: 48 total contact hours + 96 outside of class hours (144 total student learning hours). 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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/>

Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total). Distribution: Applied Technologies.

### **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/>

Prerequisite: Prerequisite: None; 16 hours lecture; 14 hours lab (30 hours total). Distribution: Applied Technologies.

### **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/>

Prerequisite: Prerequisite: None; 12 hours lecture; 16 hours lab (28 hours total). Distribution: Applied Technologies.

### **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/>

Prerequisite: Prerequisite: None; 16 hours lecture; 16 hours lab (32 total hours). Distribution: Applied Technologies.

### **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/>

Prerequisite: Prerequisite: None; 18 hours lecture, 18 hours lab; (36 hours total). Distribution: Applied Technologies.

---

## 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. Transfer Credit: CSU.

Advisories: Advisory: Experience in playing competitive golf is desirable; 160 hours. 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. Transfer Credit: CSU.

Advisories: Advisory: Experience in playing competitive golf is desirable; 160 hours lab. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Experience in playing competitive softball is desirable; 160 lab hours. Distribution: Sciences and Mathematics.

**PHED 1508 - Women's Intercollegiate Basketball (1.50-3.00 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Experience in playing competitive basketball is desirable; Total Hours: 80 lab hours for 1.5 units; 160 lab hours for 3 units. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Experience playing competitive volleyball is desirable; 160 lab hours. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Experience playing competitive soccer is desirable; 160 lab hours. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Experience playing competitive soccer is desirable; 160 lab hours. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Experience in playing competitive baseball is desirable; 160 lab hours. 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 lab hours. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 hours lab for 1 unit; 96 hours lab for 2 units. Distribution: Sciences and Mathematics.

**PHED 1528 - Beginning Volleyball (1.00-2.00 Credits(s))**

This activity course introduces the fundamental skills critical to playing volleyball. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; or 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 lab hours. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 lab hours. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 lab hours. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 96 lab hours. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; or 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Advisories: Advisory: Successful completion of Physical Education 1535 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of PHED 1523 with a grade of C or better; 48 lab hours. Distribution: Sciences and Mathematics.

**PHED 1629 - Intermediate Water Aerobics (1.00Credits(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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of PHED 1529 with a grade of C or better; 48 hours lab. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of PHED 1532 with a grade of C or better; 48 hours lab. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 8 hours lecture; 24 hours lab (32 hours total). Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 hours lecture. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of PHED 1623 with a grade of C or better; 48 lab hours. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 24 lab hours for 0.5 unit; 48 lab hours for 1 unit; 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of PHED 1629 with a grade of C or better; 48 hours lab. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of PHED 1632 with a grade of C or better; 48 hours lab. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 24 lab hours for 0.5 unit; 48 lab hours for 1 unit; 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

**PHED 1742 - Offseason Intercollegiate Soccer (1.00-2.00 Credits(s))**

This is an offseason intercollegiate course that 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 lab hours for 1 unit; 96 lab hours for 2 units. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of PHED 1723 with a grade of C or better; 48 lab hours. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Physical Education 1646 with a grade of 'C' or better; 8 hours lecture; 24 hours lab (32 hours total). Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Physical Education 1505 with a grade of "C" or better; 107 hours lab. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion in Physical Education 1505 with a grade of C or better; 160 lab hours. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Physical Education 1507 with a grade of 'C' or better; 160 lab hours. Distribution: Sciences and Mathematics.

**PHED 2508 - Advanced Women's Intercollegiate Basketball (1.50-3.00 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. Transfer Credit: CSU; UC.

Advisories: Prerequisite: Successful completion in Physical Education 1508 with a grade of 'C' or better; Total Hours: 80 lab hours for 1.5 units; 160 lab hours for 3 units. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Physical Education 1509 with a grade of 'C' or better; 160 lab hours. Distribution: Sciences and Mathematics.

**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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Physical Education 1510 with a grade of 'C' or better; 160 lab hours. Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Physical Education 1511 with a grade of 'C' or better; 160 lab hours. Distribution: Sciences and Mathematics.

#### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Physical Education 1514 with a grade of 'C' or better; 160 lab hours. Distribution: Sciences and Mathematics.

#### **PHED 2734 - Offseason Advanced Intercollegiate Basketball and Physical Fitness (1.00 Credits(s))**

This advanced offseason intercollegiate course is designed to improve the understanding of the fundamentals of basketball. The instructional aspects of basketball are combined with a special basketball conditioning program. This advanced 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. Repetition: Maybe taken for a maximum of 4 times. Transfer Credit: CSU.

Prerequisite: Prerequisite: None. Distribution: Sciences and Mathematics.

---

### **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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 48 hours lecture. Distribution: Liberal Arts.

---

## **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics 2100 with a grade of 'C' or better or concurrent enrollment in Mathematics 2100. Advisories: Advisory: A year of high school physics or a prep course is recommended. Completion of 1 semester of calculus and concurrent enrollment in second semester calculus is highly recommended; 48 hours lecture; 48 hours lab (96 hours total). Distribution: Sciences and Mathematics.

### **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. Transfer Credit: CSU; UC.

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). Distribution: Sciences and Mathematics.

### **PHYS 2223 - General Physics III (Calculus) (4.00 Credits(s))**

This course includes demonstration lectures, problems, and laboratory work in the fundamentals of physical optics, heat, thermodynamics, atomic and nuclear physics, relativity and quantum mechanics. This is the third course in a series of three. C-ID: PHYS 215. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Physics 2222 with a grade of 'C' or better; Corequisite: Successful completion or concurrent enrollment in MATH 2120. Advisories: Advisory: It is strongly recommended that students take the entire physics series at Taft College; 48 hours lecture; 48 hours lab (96 hours total). Distribution: Sciences and Mathematics.

---

## **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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None. Advisories: Advisory: Successful completion in Mathematics 1060 with a grade of 'C' or better. Eligibility for English 1500 strongly recommended; 48 hours lecture, 48 hours lab (96 hours total). Distribution: Sciences and Mathematics.

---

## **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.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of PSYC 1500 Introduction to Psychology with a grade of 'C' or better.. Advisories: Advisory: Successful completion of Biology 1500 or 1510 and English 1500 with a 'C' or better; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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 business, social science, psychological, sociological, and behavioral research such as administration of justice. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Mathematics 1060 with a grade of 'C' or better or equivalent. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 64 hours lecture. Distribution: Social Sciences.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of Psychology 1500 and Psychology 2200 or Statistics 1510 with grades of 'C' or better. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 64 hours lecture. Distribution: Social Sciences.

### **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.

Prerequisite: Prerequisite: None; 64 hours lecture. Distribution: English.

### **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

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Reading 0805 with a grade of "C" or better; 48 hours lecture. Distribution: English.

### **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.

Prerequisite: Prerequisite: Qualification by assessment process or successful completion of Reading 0905 with a grade of "C" or better; 48 hours lecture. Distribution: English.

---

## **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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. Distribution: Social Sciences.

---

## **SOC - SOCIOLOGY**

---

### **SOC 1510 - Introduction to Sociology (3.00 Credits(s))**

An introductory study of the basic concepts, theoretical approaches, and methods of sociology. Topics typically include the analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change, and global dynamics. Course objectives include the ability to apply sociological ideas to everyday life. C-ID: SOCI 110. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. Distribution: Social Sciences.

### **SOC 2038 - Gender Studies (3.00 Credits(s))**

This course explores issues of sex and gender through sociological analysis of the social construction of gender, masculinity, and femininity historically and cross-culturally. It examines the debates on sex and gender. It analyzes the impact of economic and political change on gender expectations and practices. It focuses on macro-analyses of how institutions shape gender and microanalyses of how individuals are socialized and how they do and practice gender. C-ID: SOCI 140. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside-of-class Hours (144 Total Student Learning Hours) = 3 Units. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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 Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture + 96 Outside-of-class Hours (144 Total Student Learning Hours) = 3 Units. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. Distribution: Liberal Arts.

### **SPAN 1601 - Elementary Spanish I (4.00 Credits(s))**

This introductory course teaches beginning language acquisition in a cultural context through listening, speaking, reading and writing. The students will interact with authentic language in cultural context Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: None; 64 hours lecture + 128 Outside-of-class hours (192 total learning hours) = 4 units. Distribution: Liberal Arts.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Spanish 1601 or two years of high school spanish with a grade of "C" or better; 64 hours lecture. Distribution: Liberal Arts.

### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Spanish 1602 or three years of high school spanish with a grade of "C" or better; 80 hours lecture. Distribution: Liberal Arts.

#### **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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Spanish 2001 or four years of high school spanish with a grade of "C" or better; 80 hours lecture. Distribution: Liberal Arts.

#### **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.

Prerequisite: Successful completion of Spanish 2002 with a grade of 'C' or better . Distribution: Liberal Arts.

---

### **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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 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. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion in Mathematics 1060 or the equivalent; 80 hours lecture. Distribution: Sciences and Mathematics.

---

### **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.

Prerequisite: Prerequisite: None; 8 hours lecture. Distribution: Learning Support.

**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.

Prerequisite: Prerequisite: None; 8 hours lecture. Distribution: Learning Support.

**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.

Prerequisite: Prerequisite: None; 16 hours lecture. Distribution: Learning Support.

**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.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture. 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. Not open to students who successfully completed PSYC 46 or 1517.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture. 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. Not open to students who have successfully completed PSYC 1518.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 16 hours lecture. 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. Not open to students who have successfully completed 1519.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 32 hours lecture. Distribution: Learning Support.

**STSU 1500 - Strategies for College and Life Management (3.00 Credits(s))**

This course is designed for first-year college students. It will prepare students for college life and academic success. Topics will include personal growth and development, academic goal development, campus resources, student success strategies, financial literacy, information literacy, diversity and cultural awareness, and maintaining a healthy lifestyle. Transfer Credit: CSU.

Prerequisite: Prerequisite:none;. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours Lecture. 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.

Prerequisite: Prerequisite: None; unlimited hours. Distribution: Learning Support.

---

## **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.

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). Distribution: Applied Technologies.

### **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.

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). Distribution: Applied Technologies.

### **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.

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). Distribution: Applied Technologies.

### **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.



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). Distribution: Applied Technologies.

### **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 Cutting, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW). Properties and characteristics of basic weld joints, and defects will also be discussed. Additional supplies may be required. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000, Reading 1005 and Mathematics 1050 strongly recommended; 32 hours lecture; 59 hours lab (91 hours total). Distribution: Applied Technologies.

### **WELD 1510 - 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 placed on the safe and proper application of the SMAW process. Welding will be demonstrated in a variety of positions using various electrodes. Structural and pipe certifications are a focus of this course. Additional welding supplies may be required. This course has a material fee. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of WELD 1500 Welding Processes with a grade of 'C' or better; Total Hours: 32 hours lecture; 59 hours lab (91 hours total). Distribution: Applied Technologies.

### **WELD 1513 - Work Experience in Welding (1.00-4.00 Credits(s))**

Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Welding. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 8 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.

Prerequisite: Prerequisite: Student must have declared Welding as major and be in good academic standing.. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 220-300 hours.. Distribution: Applied Technologies.

### **WELD 1520 - 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 placed on the safe and proper application of these processes and the practical use of welding principles on mild steel, aluminum, and stainless steel. Welding will be demonstrated in a variety of positions. Structural certifications are a focus of this course. Additional supplies may be required. This course has a material fee. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of WELD 1500 Welding Processes with a grade of 'C' or better; Total Hours: 32 hours lecture; 59 hours lab (91 hours total). Distribution: Applied Technologies.

### **WELD 1530 - 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 placed upon safe and proper application of GTAW and the practical use of welding principles on mild steel, aluminum, and stainless steel. Welding will be demonstrated on a variety of joints and base materials. Additional welding supplies may be required. This course has a material fee. Transfer Credit: CSU.

Advisories: Prerequisite: Successful completion of WELD 1500 Welding Processes with a grade of 'C' or better.;Total Hours: 32 hours lecture; 59 hours lab (91 hours total). Distribution: Applied Technologies.

### **WELD 1540 - 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 placed on developing the necessary skill to pass the related code tests. Additional welding supplies may be required. This course has a material fee. Transfer Credit: CSU.

Advisories: Prerequisite: Successful completion of WELD 1500 Welding Processes with a grade of 'C' or better.; Total Hours: 24 hours lecture; 72 hours lab (96 hours total). 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. Transfer Credit: CSU.

Prerequisite: Prerequisite: None;Hours and Units Calculation:48 hours lecture + 96 Outside of class hours (144 Total Student Learning Hours). Distribution: Applied Technologies.

---

## **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.

Advisories: Advisory: Eligibility of English 1000 and Reading 1005 strongly recommended; 60 hours of unpaid work or 75 hours of paid work equals one unit of credit maximum 180-225 hours. 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.

Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 48 hours lecture. 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.

Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 48 hours lecture. Distribution: Applied Technologies.

# College Personnel

---

## BOARD OF TRUSTEES

---

**Dawn Cole** (President), **Emmanuel Campos** (Secretary), **Dr. Kathy Garner Orrin** (Trustee), **Billy White** (Trustee) and **Michael Long** (Trustee).

---

## EDUCATIONAL ADMINISTRATORS

---

**Balason, Severo** 2017

B.A., M.A., Divine Word Seminary

*Vice President of Student Services*

**Kimbrough, Vickie** 2017

B.A., Cal-State University of Bakersfield; M.A., University of Pheonix; Ed. S., University of Nevada, Reno

*Director of Dental Hygiene*

**McMurray, Brock** 2001

B.B.A. and M.B.A., Delta State University

*Executive Vice President of Administrative Services*

**Meason, Heather** 2018

B.S., Park University; M.B.A., Our Lady of the Lake University

*Executive Director of Human Resources*

---

## ADMINISTRATIVE ASSISTANTS

---

**Blanco, Melissa** 2000

*Assistant to Vice President of Student Services*

**Criss, Sarah** 2016

*Executive Assistant to the Superintendent/President*

**Madding, Justin** 2016

*Executive Assistant to the Executive Vice President of Administrative Services*

**Vohnout, Danielle** 2007

*Assistant to Vice President of Instruction*

---

**FACULTY**

---

**Abbott, Amar** 2016

A.S., Napa Valley College; B.A., California State University Sacramento; M.S., California State University East Bay  
*High Tech Center- Access Specialist*

**Alfaro, Antonio** 2017

A.A., Bakersfield College; B.S., University of La Verne; M.S. and M.P.A., California State University Bakersfield  
*Learning Disabilities Specialist*

**Altenhofel, Jennifer** 2012

B.A. and M.A., California State University Bakersfield; Ph.D., American University  
*History*

**Bandy, Kanoe** 1987

A.A., Taft College; B.S., California State University Fresno; M.B.A., California State University Bakersfield  
*Business, Head Volleyball Coach, Director of Athletics*

**Beasley, Michelle** 2007

B.A., California State University Bakersfield; M.A., University of La Verne  
*Early Care, Education, & Family Studies*

**Berry, Wendy** 2010

B.S., Cal Lutheran University; M.S. University of Nebraska  
*Life Sciences*

**Blake, Paul** 2013

B.S., Brigham Young University, M.B.A., University of Dallas  
*Engineering/Energy*

**Bledsoe, Adam** 2013

B.A., M.A., California State University Bakersfield  
*Business*

**Bogle, Darcy** 2007

B.A. M.A., California State University Bakersfield  
  
*Counselor*

**Brown, Elizabeth (Jill)** 2016

B.A., M.A., University of LaVerne  
*Counselor*

**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>	
<b>Chaidez, Joe'll</b>	<b>2008</b>
B.A., M.A., California State University Bakersfield <i>Testing Coordinator/Assessment Specialist</i>	
<b>Champion, Diana</b>	<b>2001</b>
A.S., Taft College; B.S., California State University Bakersfield <i>Dental Hygiene</i>	
<b>Chung-Wee, Chris</b>	<b>2001</b>
B.A., University of Toronto; Diploma of Ed., University of the West Indies; M.A., Brigham Young University, Ph.D., Indiana University of Pennsylvania <i>English</i>	
<b>Devine, Bill</b>	<b>2006</b>
B.A., M.A., California State University Fresno <i>English</i>	
<b>Duron, Candace</b>	<b>2009</b>
B.S., California State University Fresno, M.S., California State University Bakersfield <i>Counselor</i>	
<b>Dyer, Geoffrey</b>	<b>2007</b>
A.A., Bakersfield College; B.A., University of California Santa Cruz; M.F.A., Mills College <i>English</i>	
<b>Eigenauer, John</b>	<b>2001</b>
B.A., University of the State of New York; M.A., California State University Dominguez Hills; M.Phil., PhD., Syracuse University <i>Computer Science, English, Philosophy</i>	
<b>Eveland, Sharyn</b>	<b>2001</b>
B.A., M.A., California State University Bakersfield, Ed.D. University of La Verne <i>Psychology</i>	
<b>Flachmann, Christopher</b>	<b>2015</b>
B.A., University of the Pacific; M.A., California State University Bakersfield <i>Applied Technology/Incarcerated Students Counselor</i>	
<b>Flowers, Carly</b>	<b>2016</b>
B.A., Baldwin Wallace College; M.S., Otterbein University <i>Physical Education/ Women's Head Basketball Coach</i>	

<b>Furman, Tori</b> B.S., Colorado State University; M.S., Capella University <i>Career Development Counselor</i>	<b>2012</b>
<b>Getty, Shelley</b> B.S., B.A., Northwest Nazarene University, M.A., California State University Bakersfield <i>Mathematics</i>	<b>2008</b>
<b>Golling, Greg</b> B.S., California State University Bakersfield; Ph.D. State University of New York at Stony Brook <i>Life Sciences</i>	<b>2007</b>
<b>Gonzalez, Lourdes</b> B.A., M.S., California State University Fresno <i>EOPS/CARE Coordinator/CalWorks Counselor</i>	<b>2006</b>
<b>Grimes, Jessica</b> B.A., University of the Pacific, M.A.R. Yale University Divinity School <i>English</i>	<b>2008</b>
<b>Hall, Dan</b> B.A., San Diego State University, M.A., California State University Bakersfield; Ed.D., Pepperdine University  <i>Distance Learning Coordinator</i>	<b>2013</b>
<b>Hershkowitz, Eric</b> D.D.S., University of Southern California <i>Dental Hygiene</i>	<b>2012</b>
<b>Jacobi, Vicki</b> B.S., M.A., California State University Fresno; Ed.D., University of LaVerne <i>Articulation Officer, SLO Coordinator</i>	<b>1999</b>
<b>Jarrahian, Abbas</b> 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>	<b>2015</b>
<b>Jean, Brian</b> A.S., Bakersfield College; B.S., California State University Bakersfield; M.S., University of California Riverside <i>Mathematics, Statistics</i>	<b>2001</b>
<b>Jiles, Michael</b> A.A., Axia College; BSBAPA University of Phoenix; M.P.A., Ashford University <i>Administration of Justice</i>	<b>2014</b>
<b>Jones, Diane</b> B.S., University of Idaho; M.A., California State University Bakersfield <i>Mathematics</i>	<b>2001</b>



<b>Kerr, Danielle</b>	<b>2013</b>
B.A., MFA, University of California, Riverside	
<i>English</i>	
<b>Kulzer-Reyes, Kelly</b>	<b>2007</b>
B.A., M.A., St. Cloud State University	
<i>English as a Second Language</i>	
<b>Layne, David</b>	<b>2008</b>
B.A., University of the State of New York; M.B.A., City University, Ph.D., Walden University	
<i>Business Administration</i>	
<b>Lytle, Steve</b>	<b>2013</b>
B.A., M.S., Purdue University; Ph.D., University of Florida	
<i>Life Sciences</i>	
<b>Maiocco, Vince</b>	<b>2001</b>
A.A., College of the Siskiyous; B.A., California State University Chico; M.S., United States Sports Academy; Single Subject Teaching Credential, Chapman University	
<i>Physical Education, Health, Head Baseball Coach</i>	
<b>Martinez, Julián</b>	<b>2001</b>
A.A., Bakersfield College; B.A., California State University Bakersfield; M.A., University of California, Santa Barbara	
<i>Spanish</i>	
<b>Martinez, Mariza</b>	<b>2005</b>
B.A., M.A., California State University Bakersfield	
<i>Mathematics</i>	
<b>May, James</b>	<b>2014</b>
B.S. San Jose State University; M.S. California State University Northridge	
<i>Physical Science</i>	
<b>Mayfield, Mike</b>	<b>2004</b>
B.S. University of California Santa Barbara; M.S., Illinois Institute of Technology	
<i>Chemistry</i>	
<b>Mendenhall, Janis</b>	<b>2014</b>
B.S., M.S., University of Iowa	
<i>DSPS Coordinator/Counselor</i>	
<b>Mendoza, Tina</b>	<b>2015</b>
B.A., M.S., University of Arizona	
<i>History</i>	

<b>Mitchell, David</b>	<b>2016</b>
B.S., California State University, Bakersfield; M.S., Northern Arizona University	
<i>Mathematics</i>	
<b>Oja, Michelle</b>	<b>2012</b>
B.A., Central Washington University; M.A., University of Nebraska; Ph.D., Claremont Graduate University	
<i>Psychology</i>	
<b>Payne, Ruby</b>	<b>2008</b>
B.A., M.A., California State University Bakersfield	
<i>Mathematics</i>	
<b>Polski, Robin</b>	<b>2006</b>
B.S., California State University Fresno; M.A., Pacific Oaks College Pasadena	
<i>Early Care, Education, and Family Studies, Psychology</i>	
<b>Rangel-Escobedo, Juana</b>	<b>2007</b>
B.A., M.A., California State University Bakersfield	
<i>Counselor</i>	
<b>Reynolds, Dave</b>	<b>2009</b>
A.S., Bakersfield College; B.S., California Polytechnic State University San Luis Obispo;	
M.S., California State University Fresno	
<i>Physical Science</i>	
<b>Reynolds, Joy</b>	<b>2013</b>
B.S., California State University Bakersfield; M.S., California State University Fresno	
<i>Mathematics</i>	
<b>Rodenhauser, Debora</b>	<b>2015</b>
B.A., M.A., California State University Bakersfield	
<i>Art</i>	
<b>Roth, Becky</b>	<b>1992</b>
B.A., M.A., California State University Bakersfield	
<i>Early Care, Education, and Family Studies</i>	
<b>Smith, Terri</b>	<b>2013</b>
B.A., California State University Bakersfield; M.L.I.S., San Jose State University	
<i>Research &amp; Instruction, Librarian</i>	
<b>Sundgren, Lori</b>	<b>2016</b>
B.A., California State University Bakersfield; M.S., University of LaVerne	
<i>Precollegiate Coordinator</i>	
<b>Thompson, Tony</b>	<b>1987</b>
A.A., Hutchinson Community College; B.S., Kansas Newman College; M.Ed., Wichita State University	
<i>Health, Physical Education, Athletic Advisor</i>	

---

## **ADJUNCT FACULTY**

---

**Acosta, Suzanne** - *Art History*

**Adriano, Christi** - *Dental Hygiene*

**Agundez, Adrian** - *Computer Science*

**Aycock, Bette** - *Dental Hygiene*

**Balestino, Theodore** - *Welding*

**Bass, Todd** - *Welding***Basu, Arijit** - *Business and Management*

**Batchelor, Gregg** - *Administration of Justice*

**Beeman, Thomas** - *Spanish*

**Brennan, Sean** - *Geography*

**Brixey, Gabrielle** - *Management, Computer Science, Physical Education*

**Brown, Sharon** - *Early Care, Education, and Family Studies*

**Buchanan, Joseph** - *Health and Physical Education*

**Burnham, Kyle** - *Music*

**Burroughs, Bruce** - *Head Women's Golf Coach, Physical Education*

**Clarke, George** - *Industrial Education Safety*

**Clemons, Reginald** - *Criminal Justice Administration*

**Combs, Noelle** - *Political Science*

**Conners, April** - *Biology*

**Cook, Larry** - *Mathematics*

**Corlew, Devon** - *Management*

**Cross, Vanessa** - *English and Humanities*

**Cuate, Bertha** - *Early Care, Education and Family Studies*

**Cunningham, John** - *Mathematics*

**Cutrona, Angelo** - *Head Men's Soccer Coach, Physical Education*

**Cutrona, Myisha** - *Head Women's Soccer Coach, Physical Education*

**DeFreece, Christopher** - *Physical Education*

**Dimayuga, Anna** - *Art*

**Duncan, Brandon** - *History*

**Durkan, Brian** - *Physical Education*

**Echeverria, Amy** - *Drama*

**Fariss, Jeff** - *Health Education*

**Gardner, Gina** - *Dental Hygiene*

**Ferguson, Bruce** - *Health Education, Physical Education*

**Golling, Leigh** - *Drama*

**Goodman, Daniel** - *Computer Science*

**Guitron, Anna** - *Spanish*

**Hanawalt, April** - *Sociology*

**Hickman, Ryan** - *Biology, English*

**Huddleston, Crystal** - *English*

**Jennings, Sandy** - *Dental Hygiene*

**Jose, Marie** - *Sociology*

**Khasky, Amy** - *Psychology*

**Leonzo, Hector** - *Mathematics*

**Lindquist, Erica** - *Art History*

**Lohman, Benjamin** - *Communication, Journalism*

**Mansi, Gregory** - *History*

**McDaniel, Steven** - *Speech*

**Meyers, David** - *Statistics*

**Mullen, Dorothy** - *Management*

**Newsom, Shawn** - *History*

**Payne, Aaron** - *Welding*

**Payne, Bryan** - *Welding*

**Richards, Kristi** - *Counselor*

**Rients, Amy** - *Early Care, Education and Family Studies*

**Rocha, Joshua** - *History*

**Rozar, Tanna** - *English*

**Schoneweis, Caroline** - *English, Speech*

**Sicari, Chad** - *Industrial Education Safety*

**Smith, Gaysha** - *Art, Art History*

**Smith, Marie** - *Information Competency and Biology*

**Sorensen, Chad** - *Physical Education*

**Stockton, Laura** - *English*

**Sutherland, Tammy** - *Mathematics*

**Sweson, Sonja** - *Art History, Humanities*

**Taibjee, Sukena** - *Information Competency*

**Taylor, Douglas** - *Mathematics*

**Turakhia, Mit** - *Engineering*

**Usrey, Nathan** - *Management*

**Vallejo, Benigno** - *Biology and Health Education*

**Van Ry, Veronica** - *Sociology*

**VanSistine-Yost, Linda** - *Information Competency*

**Varela, Vivian** - *Sociology*

**Vaughan, Julia** - *Dental Hygiene*

**Villa, Walter** - *Political Science*

**Wallace, Sara** - *English*

**Ware, Thomas** - *Geography*

**Waugh, Vicky** - *Physical Education*

**Webster, Kyle** - *Biology*

**Wessely, Jason** - *Administration of Justice*

**West, Linda** - *Computer Science*

**White, Marisol** - *Sociology*

**Woodall, Natalie** - *Counseling*

**Wymore, Dave** - *Administration of Justice*

**Zumbro, Bradley** - *Speech*

---

## PROFESSOR EMERITI

---

<b>Bandy, Don</b>	<b>1979</b>
<i>Geography, Health Education, History</i>	
<b>Bench, Patti</b>	<b>1989</b>
<i>Psychology</i>	
<b>Bèrubè, Eric</b>	<b>2001</b>
<i>Institutional Development, Research and Planning Coordinator</i>	
<b>Filoteo, Harriet</b>	<b>1997</b>
<i>Work Experience</i>	
<b>Graupman, Gary</b>	<b>2001</b>
<i>English, Speech</i>	
<b>Hillygus, Dean</b>	<b>1997</b>
<i>Math, Science, Health Education</i>	
<b>Johnson, Craig</b>	<b>1980</b>
<i>Life Sciences</i>	
<b>Kuckreja, Karen</b>	<b>1997</b>
<i>Director of Counseling, Speech, Psychology</i>	
<b>Lowrey, Jim</b>	<b>1995</b>
<i>Physics, Mathematics</i>	
<b>Pease, Harold</b>	<b>1983</b>
<i>History, Political Science, Philosophy</i>	
<b>Ross, Jeff</b>	<b>1976</b>
<i>Coordinator of Student Support Services</i>	
<b>Swenson, Sonja</b>	<b>1989</b>
<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**

---

<b>Adams, Issac N.</b>	<b>1979</b>
<i>Chemistry</i>	
<b>Amorteguy, Fernando</b>	<b>1979</b>
<i>Spanish</i>	
<b>Baker, Bill</b>	<b>1977</b>
<i>History, Coordinator of Learning Resources</i>	
<b>Baldock, Al</b>	<b>1993</b>
<i>P.E., Athletic Director</i>	
<b>Basham, Garlyn A.</b>	<b>1975</b>
<i>Superintendent/President</i>	
<b>Bell, Fred G.</b>	<b>1981</b>
<i>Computer Science, Coordinator of Distance Learning</i>	
<b>Buddell, Jim</b>	<b>1986</b>
<i>English</i>	
<b>Christiansen, John</b>	<b>1987</b>
<i>Photography, Sociology, Psychology</i>	
<b>Clausen, Eugene</b>	<b>1993</b>
<i>Adjunct Business Instructor</i>	
<b>Cothrun, Dr. David</b>	<b>1980</b>
<i>Superintendent/President</i>	
<b>Cummings, A.D.</b>	<b>1972</b>
<i>Student Activities</i>	
<b>Davis, Milton</b>	<b>1955</b>
<i>Applied Arts</i>	
<b>Downer, Dr. John M.</b>	<b>1988</b>
<i>Instruction/College Planner</i>	
<b>Feeney, Fenton L.</b>	<b>1975</b>
<i>Dean of Instruction, Director of Guidance, Counselor</i>	
<b>Frazier, Vance</b>	<b>1972</b>
<i>Vocational Education</i>	
<b>Greene, Dr. Donald L.</b>	<b>1979</b>
<i>Sociology</i>	
<b>Gurwell, Clair M.</b>	<b>1985</b>
<i>English, Fine Arts</i>	
<b>Herrod, J. T.</b>	<b>1987</b>
<i>Mechanical Drawing, Drafting</i>	
<b>Hill, Elizabeth</b>	<b>1972</b>
<i>Librarian</i>	

<b>Janes, Dr. Ben</b>	1972
<i>Anthropology, Philosophy, Sociology</i>	
<b>Jenkins, Raymond E.</b>	1972
<i>Accounting, Business Education</i>	
<b>King, Marilyn</b>	2008
<i>Dental Hygiene</i>	
<b>Matthai, Ray L.</b>	1977
<i>Dean of Students &amp; Evening College</i>	
<b>McMillan, Konrad</b>	1988
<i>Humanities, Art</i>	
<b>Miwa, Ann</b>	1987
<i>Business</i>	
<b>Morgan, George</b>	1980
<i>Biological Science</i>	
<b>Peahl, Lawrence E.</b>	1996
<i>Dean of Fiscal Services, Mathematics</i>	
<b>Reinhardt, John A.</b>	1974
<i>Machine Shop, Wood Shop</i>	
<b>Schroeder, Jerrold D.</b>	1980
<i>Physical Science, Mathematics</i>	
<b>Smith, Margot</b>	1981
<i>Humanities, English</i>	
<b>Stiles, Alpha</b>	1977
<i>Librarian</i>	
<b>White, Richard H.</b>	1972
<i>Applied Arts, Dean of Student Services</i>	

---

## ADMISSIONS/ACADEMIC RECORDS

---

**Jennifer Strobel**, *Director of Admissions & Records*  
 Nichole Cook  
 Brittany Lange  
 Tiffany Payne  
 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  
Rosa Cazares  
Stephanie Clark  
Cheryl Davis  
Maria Garcia de Leon  
Jorge Gutierrez  
Pilar Gutierrez  
Jonas Guzman-Rodriguez  
Meghan Hall-Silveira  
Kathy Helms  
Lorena Hernandez  
Guadalupe Hinojosa  
Brandi Hudson  
Everardo Lemus  
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

---

**Vacant**, *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

Melissa Lopez-Avina

Jessica White

---

## TRANSITION TO INDEPENDENT LIVING (TIL)

---

**Aaron Markovits**, *Program Director*

Brooke Ambrose

Ramona Carty

Phil Centeno

Michael Chiaramonte

Jeanette Davis

John Dodson

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

Victoria Waugh

Susan Wells

---

## SECURITY/RESIDENCE HALL

---

**Angelo Cutrona**, *Supervisor*

Crystal Johnson

Val Sanchez

---

## DISABLED STUDENT PROGRAM AND SERVICES

---

**Janis Mendenhall**, *DSPS Coordinator/Counselor*

Antonio Alfaro

Olga Silva

Samantha Woodward

---

## INSTRUCTIONAL SUPPORT

---

Norberto Lopez

Edna Muy

Breanna Payne

Jeanene Robertson

### **Career and Technical Education**

**Vacant**, *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*

Tosha Romandia

Bertha Cuate

Renae Ginther

Greg Hawkins

Wei Hill

Elizabeth McKnight

Kent Miller

### **Library/Learning Resource Center (LRC)**

**Terri Smith**, *Librarian*

Nikki Crane

Mary Decker

Miranda Tofte

### **Dental Hygiene**

**Dr. Vickie Kimbrough**, *Director*

Alex Omega

Michele Matthews

---

## 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  
Cliff Watts

### Food Service

**Geoff Dunham**, *Supervisor*  
Rori Blackwood  
Denise Gill  
Cynthia Johns  
Shelley Nicholson  
Kathy Schock

### Human Resources

**Heather Meason**, *Executive Director of Human Resources*  
Makayla Payne  
Tiffany Rowden  
Deanne Woods

### Maintenance & Operations

**Mike Capela**, *Supervisor*  
Manuel Aguirre  
Sergio Gomez  
Chris Jones  
Mary Perales  
Kenny Schuyler  
Francisco Uribe  
Tino Uribe  
Michaela White

### Taft College Bookstore

**Bill Norris**, *Manager*  
Tiffani Holder  
Kenzie Stearman

---

## FOUNDATION AND DEVELOPMENT

---

**Sheri Horn-Bunk**, *Foundation Director*

Mahea Maui  
Javier Reyes Jr.

---

## INFORMATION TECHNOLOGY SERVICES

---

**Andrew Prestage**, *Director*

Sherry Anderson

Alvin Bunk

Mark Gibson

Gustavo Gonzalez

Dana Hicks

Rich Hudson

Kevin Kasper

Aldrin Luben-Fernandez

Olga Newlove

Terry Townsend

Jason Zsiba

---

## INSTITUTIONAL RESEARCH

---

**Oleg Bespalov**, *Executive Director of Instructional Research and Planning*

Brandy Young





---

**INDEX**

---

2018-2019 Academic Year Fees .....	21
AB540 .....	23
Academic Policies and Procedures .....	26
Academic Renewal .....	44
Adding Classes .....	27
Additional Degrees .....	69
Adjunct Faculty .....	269
Administration of Justice	
Associate in Science Degree for Transfer .....	96
Administration of Justice for Transfer .....	95
Administrative Assistants .....	263
Administrative Services .....	97, 279
Associate in Science .....	97
Certificate of Achievement .....	99
Administrative Services I	
Certificate (Locally Approved Certificate) .....	98
Administrative Services II	
Certificate of Achievement .....	99
Admission of International Students .....	15
Admission to Noncredit Classes .....	13
Admissions .....	13
Admissions and Registration .....	13
Admissions/Academic Records .....	275
ADMJ - Administration of Justice .....	195
Adult Education .....	279
Advanced Information Technology and Management	
Certificate (Locally Approved Certificate) .....	151
Advanced Placement Examination Credit .....	33
Appeal of Dismissal .....	42
Application .....	13
Applying to a University .....	92
Art .....	100
Associate in Arts .....	101
ART - Art .....	196
Art History	
Associate in Arts Degree for Transfer .....	102
Art History for Transfer .....	102
ARTH - Art History .....	198
Associate Degrees for Transfer .....	65
Associated Student Organization (ASO) .....	45
ASTR - Astronomy .....	199
Athletics .....	45, 276
Attendance Requirements .....	28
Attendance, Registration and Withdrawal .....	27
Auditing Classes .....	28
AVID .....	45
Awarding of Alternative Credit .....	32
Bad Check Charge .....	22
BIOL - Biology .....	199
Biology	
Associate in Science Degree for Transfer .....	105
Biology for Transfer .....	104
Board of Trustees .....	263
BSAD - Business Administration .....	201
Business Administration .....	106
Associate in Arts .....	106
Associate in Science Degree for Transfer .....	107
Business Administration for Transfer .....	107

BUSN - Business.....	201
CalWORKs (California Work Opportunities and Responsibility to Kids) .....	46
Career Center .....	46
Career Options/Pathway .....	114
Career Options/Pathways .....	100, 119, 124, 136, 149, 152, 172, 193
Catalog Rights.....	69
Catalog with Addendum- As of November 1, 2018 .....	3
Certificate Programs.....	68
Certification/Licenses .....	114, 124, 137, 152, 172, 193
CHEM - Chemistry .....	204
Child Development Assistant Teacher Certificate (Locally Approved Certificate) .....	128
Child Development Associate Teacher Certificate of Achievement.....	128
Child Development Permit Matrix-with Alternative Qualification Options Indicated .....	126
Children's Center.....	47, 276
Choosing a Transfer College or University .....	77
CJA - Criminal Justice Admin .....	204
Classification of Students .....	27
College Calendar .....	7
College Credit for Advanced Placement (AP) .....	37
College Credit for College-Level Examination Program (CLEP).....	34
College Credit for International Baccalaureate (IB) .....	40
College Personnel.....	263
College Terms.....	8
College-Level Examination Program (CLEP) .....	33
Complaint and Grievance Process .....	47
Cooperative Agencies Resources for Education (CARE) .	47
COSC - Computer Science .....	205
Cougar Tracks.....	48
Counseling .....	48
Counseling Center.....	277
Course Descriptions.....	194
Course Numbering System - Effective Summer II 2008 ...	29
Course Repetition.....	43
Courses Eligible for Pass/No Pass Grading .....	31
Court Reporting.....	109
Associate in Science and Certificate of Achievement .	109
Credit By Examination.....	33
Criminal Justice Administration .....	111
Associate in Science .....	112
Criminal Justice Administration-Corrections Associate in Science .....	113
Certificate of Achievement.....	113
Criminal Justice Corrections.....	113
CTRP - Court Reporting .....	206
Defense Activity for Non-Traditional Education Support (DANTES).....	34
Degrees and Certificates.....	95
Dental Hygiene.....	114
Associate in Science .....	115
Dental Hygiene Program Fees .....	22
Deposits .....	23
Determining Residency for Tuition Purposes .....	20

Direct Support Education .....	118
Associate in Science .....	118
Certificate of Achievement.....	119
Disabled Student Program and Services.....	278
Disabled Student Programs and Services (DSPS).....	49
Distance Education Courses .....	49
DNTL - Dental Hygiene .....	212
DRAM - Drama.....	215
Dropping Classes.....	27
DS - Disability Studies.....	215
Early Care, Education, and Family Studies .....	122
Associate in Science .....	122
Certificate of Achievement.....	123
Early Childhood Education	
Associate in Science Degree for Transfer .....	120
Early Childhood Education for Transfer.....	120
Early Intervention Assistant I	
Certificate of Achievement.....	125
Early Intervention Assistant II	
Certificate of Achievement.....	125
ECEF - Early Care, Ed. and Fami Studi .....	216
ECON - Economics .....	221
Educational Administrators.....	263
E-Mail Address Procedure .....	21
ENER - Energy.....	222
Energy Technology .....	132
Associate in Science .....	133
Energy Technology Entry Level	
Certificate of Achievement.....	134
Energy Technology Field Technician	
Certificate of Achievement.....	134
Energy Technology Foundation Certificate (Local) .....	136
Energy Technology Industrial Health and Safety	
Certificate of Achievement.....	135
Energy Technology Instrumentation Certificate (Local)..	136
Energy Technology Petroleum Engineering/Geological Tech	
Certificate of Achievement.....	135
Engineering .....	137
Associate in Science .....	137
ENGL - English .....	224
English	
Associate in Arts Degree for Transfer.....	139
English as a Second Language (ESL).....	50
English for Transfer .....	138
ENGR - Engineering.....	226
Enrollment Fee .....	20
Enrollment Fees .....	21
Enrollment/Tuition Fee Refund Policy .....	23
EOPS/CARE/CalWORKs .....	277
ESCI - Earth Science .....	228
ESL - English as a Second Language.....	228
Exceptions.....	20
Extended Opportunity Programs and Services (EOPS) ...	50
Faculty.....	264
Federal Programs.....	55
Fees .....	20
Financial Aid.....	54, 277

Financial Aid Packaging Priorities .....	58
Financial Aid Satisfactory Academic Progress Policy.....	58
Financial Aid Warning/Disqualification .....	60
Fines .....	21
Foundation and Development .....	280
Gas Metal Arc and Flux Core Arc Welding Certificate (Locally Approved Certificate) .....	193
Gas Tungsten Arc Welding Certificate (Locally Approved Certificate) .....	192
General Business .....	140
Associate in Science .....	141
General Education.....	70
General Education Certification Process.....	81
General Information.....	10
GEOG - Geography.....	228
GEOL - Geology.....	229
Grade Changes.....	29
Grade Symbols .....	29
Grading and Course Numbering .....	29
Graduation .....	68
HIST - History.....	229
History Associate in Arts Degree for Transfer.....	143
History for Transfer.....	142
HLED - Health Education .....	230
Housing Regulations .....	50
HUM - Humanities .....	231
I (Incomplete) .....	30
IES - Industrial Ed Safety .....	231
INCO - Information Competency .....	237
Industrial Health and Safety .....	144
Associate in Science .....	145
Entry Level Hazardous Material (Local Approved Certificate) .....	147
Midlevel Certificate of Achievement .....	148
Industrial Health and Safety Foundation Certificate of Achievement.....	147
Information Management and Technology Associate in Science .....	150
Certificate of Achievement.....	150
Information Technology and Management .....	149
Certificate (Locally Approved Certificate) .....	151
Information Technology Services .....	280
Institutional Programs.....	57
Institutional Research.....	280
Instructional Materials .....	21
Instructional Support .....	278
INTC - Industrial Technology.....	237
Inter-district Agreement.....	19
International Application Fee.....	20
International Baccalaureate (IB) .....	33
IP (In Progress) .....	30
Journalism Associate in Arts for Transfer .....	153
Journalism for Transfer .....	152
JRNL - Journalism.....	238
KINE - Kinesiology .....	239

Kinesiology	
Associate in Arts Degree for Transfer.....	155
Kinesiology for Transfer .....	155
Late Registration .....	19
Leave of Absence.....	29
Liberal Arts Area of Emphasis	
Allied Health	
Associate in Arts.....	158
Arts and Humanities	
Associate in Arts.....	158
Business and Technology	
Associate in Arts.....	160
Communication	
Associate in Arts.....	162
Health and Physical Education	
Associate in Arts.....	163
Math and Science	
Associate in Arts.....	165
Natural Science-Life Science	
Associate in Arts.....	166
Natural Science-Physical Science	
Associate in Arts.....	167
Liberal Arts with an Area of Emphasis.....	157
Library .....	51
Life Science.....	168
Associate in Science .....	168
Lost and Found .....	51
LRSK - Learning Skills .....	239
Management .....	169
Associate in Science .....	169
Certificate of Achievement.....	170
Management - Customer Service	
Certificate (Locally Approved Certificate) .....	171
Master Teacher	
Certificate of Achievement.....	129
Materials Fees.....	21
MATH - Mathematics.....	239
Mathematics.....	172
Associate in Arts.....	173
Associate in Science Degree for Transfer .....	174
Mathematics for Transfer .....	173
MGMT - Management .....	241
Microsoft Office Applications	
Certificate (Locally Approved).....	100
Military Service School Credit .....	34
Minimum Load.....	27
Multi-Media Journalism .....	175
Associate in Arts.....	176
MUSC - Music .....	244
MW (Military Withdrawal) .....	31
Non-High School Graduates .....	13
Non-resident Tuition.....	20
Other Associate Degrees .....	66
Outreach/Testing/Activities.....	277
P/NP (Pass/No Pass Classes) .....	32
Parking Fines .....	22
Pass/No Pass Classes .....	31
PETC - Petroleum Technology.....	244

Petroleum Technology Well Control and Drilling Certificate I Certificate (Locally approved) .....	177
Petroleum Technology Well Control and Drilling Certificate II Certificate (Locally approved) .....	177
Petroleum Technology Well Control and Drilling Certificate III Certificate (Locally approved) .....	177
Petroleum Technology Well Control and Drilling Certificate IV Certificate (Locally approved) .....	178
Petroleum Technology Well Control and Drilling Certificate V Certificate (Locally approved) .....	178
Petroleum Technology Well Control and Drilling Certificates I - IV .....	177
PHED - Physical Education .....	245
Phi Theta Kappa .....	51
PHIL - Philosophy .....	252
PHOT - Photography .....	252
Photo I.D. Card .....	51
PHYS - Physics .....	253
Physical Education .....	178
Associate in Arts .....	179
Physical Science .....	181
Associate in Science .....	181
Pipe Code Welding Certificate of Achievement .....	192
POSC - Political Science .....	253
Preparing for Transfer .....	80
Prerequisite/Co-requisite Challenge .....	29
Procedures for Pass/No Pass Grading .....	32
Professor Emeriti .....	272
PSCI - Physical Science .....	253
PSYC - Psychology .....	254
Psychology Associate in Arts Degree for Transfer .....	183
Psychology for Transfer .....	182
Publications .....	51
RD (Report Delayed) .....	31
READ - Reading .....	255
RECR - Recreation .....	256
Refunds and Repayment of Title IV Funds .....	56
Registration .....	19
Reinstatement/Appeals Procedures .....	61
Removal from Probation .....	42
Requirements for Associate Degrees and Certificates .....	63
Residence Halls .....	21
Retired Faculty .....	274
Security/Residence Hall .....	278
Selection Criteria .....	136
SOC - Sociology .....	256
Social Activities .....	51
Sociology Associate in Arts Degree for Transfer .....	185
Sociology for Transfer .....	185
SPAN - Spanish .....	257
Spanish	



Associate in Arts Degree for Transfer.....	188
Spanish for Transfer.....	187
SPCH - Speech.....	258
Special Admit Part-Time Students .....	14
Specific Course Numbers at CAP Aligned Colleges .....	131
Standards for Dismissal .....	42
Standards for Probation .....	42
STAT - Statistics.....	258
State Programs .....	55
Structural Code Welding	
Certificate of Achievement.....	192
STSU - Student Success.....	258
Student Handbook.....	26
Student Load .....	26
Student Organization Fee/ASO Discount Sticker .....	52
Student Organization Fees.....	21
Student Resource Center.....	45
Student Responsibility.....	26
Student Rights and Responsibilities.....	26
Student Services .....	45
Programs and Resources.....	45
Student Services Center .....	52
Student Success and Support Program - (Matriculation) .	16
Student Union .....	52
Student Wellness .....	46
Studio Arts	
Associate in Arts Degree for Transfer.....	190
Studio Arts for Transfer .....	189
Superintendent/President's Welcome .....	6
Supplemental Instruction (SI).....	52
Taft College - CSU General Education Breadth Certification	
.....	86
Taft College Bookstore.....	23
Taft College IGETC.....	88
Taft College Maps .....	5
Teacher	
Certificate of Achievement.....	129
Transcripts .....	24
Transfer.....	114, 119, 124, 136, 149, 152, 172, 193
Transfer Counseling Services .....	52
Transfer Planning Guide .....	76
Transfer Students.....	14
Transition to Independent Living (TIL).....	277
Transition to Independent Living Program (TIL) .....	52
TRIO Student Support Services (SSS).....	53
Tutoring Program .....	53
TUTR - Tutoring .....	259
Types of Courses within the Associate Degree .....	64
Unit Value.....	26
Unit Value and Student Load .....	26
Veteran Resource Center.....	54
Veterans.....	53
Vocational Rehabilitation Services .....	54
W (Withdrawal).....	31
WELD - Welding.....	260
Welding Assistant/Helper	
Certificate (Locally Approved Certificate) .....	193
Welding Technology.....	191

Associate in Science .....	192
Withdrawing After the Deadline .....	28
WKEX - Work Experience .....	261
WTER - Water Technology .....	262

---

---

