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# 2022-2023 Catalog

## Cover Credits:

*Design: Susan Groveman*

## 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

Hello there and welcome to Taft College!

We celebrate our Centennial anniversary this year and are so proud to have you as a part of our heritage! Celebrating our success is only possible by helping you succeed. At Taft College, we are committed to providing high-quality, educational programs and services to meet your individual needs. Your success is absolutely our number one priority!

Please take the time to explore our course catalog. Learn about the many opportunities available to you here. Taft College offers you a wide variety of degree and certificate options and provides you with 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 essential skills for immediate employment in a high-demand career. In addition, we deliver college preparatory courses, provide enhanced academic support services, and offer comprehensive resources to ensure your success.

While you examine these pages, be sure to check out all of our popular student activities, including clubs and intercollegiate athletics. Moreover, we sponsor excellent cultural events and activities throughout the year.

Along with reviewing our course catalog, I encourage you to visit our small campus. Speak directly with our dedicated faculty and staff about how a Taft College experience can, in fact, change your life for the better.

We are your community college. You belong here!

Warm regards,

Dr. Debra S. Daniels

Superintendent/President

# 2022 - 2023 College Calendar

### Summer Semester, 2022

May 21 - June 5	Summer Recess I
June 6	Instruction Begins
June 20	Juneteenth Holiday
July 4	Independence Day Holiday
July 14	6-week Classes End
August 11	Instruction Ends
August 12-21	Summer Recess II

### Fall Semester, 2022

August 22	Instruction Begins
September 5	Labor Day
November 11	Veterans Day Holiday
November 24-25	Thanksgiving Holidays
December 9	Dead Day
December 12-16	Final Examinations
December 16	Fall Semester Ends

December 17, 2022 through January 16, 2023

Winter Recess

### Spring Semester, 2023

January 16	Martin Luther King Holiday
January 17	Instruction Begins
February 17	Lincoln's Birthday Holiday
February 20	Washington's Birthday Holiday
April 3-7	Spring Break
May 11	Dead Day
May 12 - 18	Final Examinations
May 19	Spring Semester Ends
May 19	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" 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" 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 Distance 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.

**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 various 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/herself 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 officially 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 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 school 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. The last completed project is a new student center. The college has also installed solar panels for a more energy efficient campus.

The College includes several facilities and programs that are unique in California Community Colleges. Taft College residence hall complex houses nearly 200 students. Another unique program is the Dental Hygiene Program. The College recently designed an industrial electronics program approved for fall 2022. The Children's Center is one of the largest single-site childcare facilities in the California Community College system and in the entire county. Our Transition to Independent Living Program (TIL) is a two-year residential program that teaches individuals with intellectual and developmental disabilities to live independently. It has received national and international commendations as a unique program serving an underrepresented student population. Taft College provides a variety of degrees and certificates to meet the educational needs of the community through career technical programs and transfer degrees.

## Institutional Student Learning Outcomes (ISLO's)

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

### Taft College

#### ISLO Categories

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

##### 1. Communication

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

##### 2. Community/Global Consciousness and Responsibility

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

##### 3. Quantitative Reasoning

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

##### 4. Critical Thinking

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

## Academic Freedom and the Faculty (BP 4030)

Reference: Title 5, Section 51023; Accreditation Standard 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 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 their 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 their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their 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 they speak or write as a citizen, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As a person of learning and an educational officer, they should remember that the public may judge their profession and their institution as their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should respect other's opinions, and should make every effort to indicate that they are 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

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## ADMISSIONS

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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 their 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.

### **ASSESSMENT AND PLACEMENT**

#### **ASSESSMENT AND PLACEMENT INTO MATH AND ENGLISH COURSES**

With the passage of AB 705, Taft College uses Guided Self-Placement for incoming freshman and transfer students to be placed into appropriate math and English Courses. In lieu of an assessment test, Taft College uses a Guided Self-Placement tool in reading, English and math using high school and/or college transcripts. Using your transcripts, you can get placed into appropriate classes!

The Guided Self-Placement Tool can be found on the Taft College website. You are given the option of choosing "I've successfully completed college level English, reading or math at another college" or "I'm a new student with no prior college credit". As you use the assessment tool, based on your answers, you are cleared for the appropriate level of math and/or English.

You will need to know your grade in the selected class from high school and your overall Grade Point Average (GPA).

The website also gives you information about how to Self-Assess Using the Placement Tool, Math and English Course Sequence, Math Class Recommendation by Major, AB 705, State Default Recommendations, and Academic or Concurrent Support Resources.

### **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 their 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.

## **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 they enroll. 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, they 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: 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 4: Pay Enrollment Fees

- Special admit high school students **WILL PAY** the same enrollment fee as any other regular community college students per California Education Code 76300. Non-resident students must complete a residency questionnaire and provide proof of California residency; otherwise, non-resident tuition fees will apply. Contact Admissions for further information at (661) 763-7741.

- **Exceptions: California Public High school students are exempt from enrollment fees.**

#### Limitations:

1. 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.
2. 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.

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## ADMISSION OF INTERNATIONAL STUDENTS

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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 (12<sup>th</sup> 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 must demonstrate English Language Proficiency-student must have one of the following:
  - a. (Test of English as a Foreign Language) TOEFL examination score of 450 Written Based Test (WBT) or better; a score of 133 or better is required on the Computer Based Test (CBT) and 45 on the Internet Based Test (IBT).
  - b. Duolingo English Test score of 75 or better.
  - c. (International English Language Testing System) IELTS Academic Exam with a minimum overall band score of 5 or better.
5. All international students whose native language is not English must be enrolled in an English course until completing English 1500 or 1501. International students who present English placement scores that make them eligible to enroll in English 1500 or 1501 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 borne by 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.
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 EQUITY AND ACHIEVEMENT PROGRAM - (MATRICULATION)

Student Equity and Achievement Program (SEAP) is a comprehensive student success program involving the entire campus community. SEAP 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 SEAP 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.

SEAP 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. On January 1, 2018, AB 705, a new law passed in California that says no student can be denied entry into a transfer-level math or English course. To learn more about AB705 click [here](#). As a result you will not need to take a standardized test. However, you are required to complete our assessment process. Click [here](#) to complete our non-cognitive Pre-Assessment Questionnaire and Guided Self-Placement services.
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, 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. 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, academically 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 the option 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).

### **Dismissal Appeal Petition**

Students on dismissal are notified by the Admissions Office via email 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, academically 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.

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## **REGISTRATION**

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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.

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## **FEES**

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### **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.

### **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](#).

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## **2022-2023 ACADEMIC YEAR FEES**

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### **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	\$332 per unit
15 units or more	\$4980 per semester
<b>International Student</b> Admissions application fee	\$100
<b>Student Representation Fee</b>	\$2 per semester
<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 &amp; Board (includes 19 meals per week)</b>	\$3490 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	\$18

\* 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 \$18 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 or your Taft College Counselor.

\*One section of the affidavit requires any alien student without lawful immigration status must declare 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.

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## **Taft College Bookstore**

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The Bookstore and Print Shop are located at 29 Cougar Court, Taft, California 93268. We are located in the Taft College Student Center.

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## **Textbook Rental Program**

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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. Students will save, on average, 70% off the new book price. In order to participate in the rental program, students must have a current copy of their class schedule, member of the Associated Student Organization (ASO sticker) and their Taft College Student ID Card.

Students may purchase an ASO Sticker from the Bookstore, Cashier's Office or from the bookstore website ([bookstore.taftcollege.edu](http://bookstore.taftcollege.edu)). The ASO sticker is available for \$30.00 per academic year, July 1st - June 30th. Students purchasing an ASO sticker after April 1st 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.

### **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.

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## **TAFT COLLEGE BOOKSTORE RETURN AND REFUND POLICY**

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1. All refunds and exchanges require the original 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 ASO stickers purchased using a book voucher will not be returnable for repurchase using a different book voucher.
4. ASO stickers are non-refundable.
5. Textbooks and course materials being returned for a refund or exchange must be in the original condition in which they were purchased.
6. Textbooks containing any markings or damage will be treated as a used book and will be credited at 70% of the new book price.
7. No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
8. No refunds on Digital Content once accessed.
9. Clothing, emblematic merchandise, general reading books and art supplies may be returned within (14) business days after purchase with original receipt. Clearance items are not returnable.

10. Opened software, audio books, DVDs and CDs, music and small electronics may not be returned. They can be exchanged for the same item if defective.
11. Incorrect or defective textbooks and course materials may be returned within the refund period with original receipt for an exchange.
12. All credit card refunds require the original card used at the time of purchase.
13. Check refunds will be made by mail in approximately ten (10) to fourteen (14) business days after the date of return.

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

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## TRANSCRIPTS

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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 the Ordering Official Transcripts webpage for all the information on how to request or visit the Academic Records Office to request in person.

### Important Reminders

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.

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## STUDENT RIGHTS AND RESPONSIBILITIES

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### **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.

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## UNIT VALUE AND STUDENT LOAD

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### **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 Services 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.

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## **ATTENDANCE, REGISTRATION AND WITHDRAWAL**

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### **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 their 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 their 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 their 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 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.

**EXCUSED WITHDRAWAL**

**EXCUSED WITHDRAWAL (EW)**

In accordance to Title 5, section 55024(e)(1), excused withdrawal occurs when a student is permitted to withdraw from one or more courses in a specific term all courses enrolled (specific to the term in which the student is petitioning)[1] beyond the withdrawal date due to specific events (i.e. “extenuating circumstances”) and beyond the control of the student affecting their ability to complete the course(s). A student may petition for an Excused Withdrawal due to extenuating circumstances (defined below), which occurred after census at any time during the semester and no later than the date in which a student would be eligible for academic renewal for the course(s) in question (two years). A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an illness for example, is not able to participate in an in-person course but is able to continue with online courses. Excused Withdrawal shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. For the purposes of the Federal Financial Aid Satisfactory Academic Progress (SAP) policy, an EW grade will be counted as units attempted. Therefore, students who are approved to receive an EW will not be entitled to a refund.\*

#### **ACCEPTABLE REASONS FOR AN EXCUSED WITHDRAWAL**

In accordance with Title 5, section 55024 (e), an EW is acceptable when students withdraw from a course due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;
- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Verifiable documentation can include but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office. Please visit the Petition to Withdraw After the Final Deadline for additional information.

*\*The financial aid eligibility of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.*

#### **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.

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### **PREREQUISITE/CO-REQUISITE CHALLENGE**

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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**. 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**

Symbols	Definitions	
AU	Audit	Audit Class
I	Incomplete	Work not completed in semester
IP	In Progress	Course is still in session
EW	Excused Withdrawal	Not computed in GPA
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. 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.

### **EW (EXCUSED WITHDRAWAL)**

The "EW" shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. For the purposes of the Federal Financial Aid Satisfactory Academic Progress (SAP) policy, an EW grade will be counted as units attempted. Therefore, students who are approved to receive an EW will not be entitled to a refund.

*\*The financial aid eligibility of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.*

### **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.

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## **PASS/NO PASS CLASSES**

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### **P/NP (PASS/NO PASS CLASSES) "FORMERLY KNOWN AS CREDIT/NO CREDIT"**

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

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

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

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

### **PROCEDURES FOR PASS/NO PASS GRADING**

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

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

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

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

### **COURSES ELIGIBLE FOR PASS/NO PASS GRADING**

*(not recommended for courses used within a major)*

**ART** 1500, 1600, 1610, 1620, 1625, 1631, 1640, 1800, 1811, 1820, 2010

**ARTH** 1510, 1520, 2030, 2040

**ASTR** 1511

**BIOL** 1500, 1513, 2201, 2202, 2203, 2250, 2258, 2259, 2260, 2265, 2370

**BSAD** 2220, 2221

**BUSN** 1050, 1051, 1053, 1055, 1056, 1059, 1500, 1510, 1513, 1536, 2001, 2002, 2003, 2275, 2900

**CHEM** 1510, 2211, 2212

**CIS** 1603, 1703, 1812, 1902, 2020

**CJA** 2131, 2133, 2134

**COMM** 1511

**CTRP** 1010, 1015, 1070, 1075, 1080, 1090, 1210, 1250, 1260

**DNTL** 1054

**DRAM** 1510, 1535

**DS** 1501, 1502, 1503, 1504, 1505, 1506, 1507

**ECEF** 1001, 1003, 1031, 1090, 1500, 1501, 1511, 1521, 1531, 1561, 1571, 1581, 1582, 1583, 1584, 1590, 1601, 1611, 1612, 1621, 1653, 1654, 1660, 1661, 1662, 2021, 2041, 2051

**ECON** 2120, 2210

**ENER** 1510, 1513, 1515, 1530, 1610, 1630

**ENGL** 1000, 1500, 1501, 1600, 1700, 2100, 2150, 2600

**ESCI** 1520

**GEOG** 1510, 1520

**GEOL** 1500, 1501

**HIST** 2000, 2002, 2004, 2210, 2212, 2231, 2232, 2270, 2280

**HLED** 1059, 1510**HUM** 1500, 2010**IES** 1513**INCO** 1048**JRNL** 1510, 1605, 1610, 1620, 2105, 2110**LIB** 1548**LRSK** 0200, 0240, 0250, 0910**MATH** 0230, 0240, 1050, 1060, 1500, 1505, 1510, 1520, 1530, 1540, 2100, 2120, 2130, 2140**MGMT** 1500, 1505, 1510, 1515, 1520, 1525, 1530, 1535, 1540, 1545, 1550, 1555, 1560, 1565, 2900**MUSC** 1510**OSH** 1100, 1102, 1104, 1106, 1107, 1108, 1109, 1112, 1113, 1114, 1115, 1116, 1119, 1125, 1532, 1552, 2000, 2058, 2065**PETC** 1100, 1102, 1103, 1104, 1105**PHED** 1520, 1523, 1528, 1529, 1532, 1533, 1542, 1623, 1629, 1632, 1646, 1721, 1723, 1724, 1728, 1729, 1732, 1734, 1735, 1742, 1823, 2146, 2734**PHIL** 1501, 1520, 1531**PHOT** 1510**PHYS** 2221, 2222, 2223**POSC** 1501, 1520**PSYC** 1500, 1520, 2003, 2030, 2033, 2050, 2080, 2200**RECR**

1510

**SOC** 1510, 2110, 2120, 2141**SPAN** 1501, 1601, 1602, 2001, 2002**STSU** 0205, 0206, 1001, 1016, 1017, 1018, 1019, 1500, 1525, 1550**TUTR** 0260**WELD** 1513, 1560**WKEX**

1014

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## CREDIT FOR PRIOR LEARNING

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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.

Credit may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board. For more information, visit Advanced Placement Examination Credit.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program. For more information, visit College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog. For more information, visit Credit by Exam.
- Achievement of an examination administered by other agencies approved by the college. For more information, visit International Baccalaureate, Defense Activity for Non-Traditional Education Support, or Military Service School Credit.
- Assessment approved or conducted by proper authorities of the college.
- Evaluation of transcripts, portfolios, or other documentation of experiential learning. For more information, visit Experiential Learning.

Colleges shall consider the credit recommendations of the American Council on Education.

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Determination of Eligibility to Receive Credit by Examination:

- The student must be currently registered in the college and in good standing,
- The course is listed in the college catalog,
- Credits acquired by assessment are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
- Credits acquired by assessment shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- The student's academic record clearly indicates that the credit was earned by assessment of prior learning.
- Limits on the number of units that may be applied to the Associate degree; the maximum number of units that may be earned in Credit by Exam is 12.

Other limits on student and course eligibility for credit by examination:

- Students may not challenge a course in which they are currently enrolled or have received a grade.
- Students may appeal, accept, or decline credits by exam pursuant to Title 5 Sections 55021 and 55025.
- Assessment shall be determined by discipline faculty who normally teach the course for which credit is to be granted.
- Credit shall be awarded in first priority to program requirements and last priority to electives.
- The District may charge a fee for exam administration not to exceed the enrollment fee for the course in which the student seeks credit by exam. No fee is allowed for learning assessments.
- The college shall refer the student to assessment of prior learning if the student is a veteran, active duty member of the military, holds industry recognized credentials, or requests credit based on prior learning.
- Grading for credit by exam shall be according to the regular WKCCD system, with "pass/no-pass" option if ordinarily available.
- The California State University system will only accept 30 units of alternative credits.

**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 2.0 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**

**ADMJ** 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 2131, 2133, 2134

**ART** 1625, 1820, 2010

**ASTR** 1511

**BIOL** 1510, 2203, 2250, 2257, 2260, 2265, 2370

**BSAD** 2220, 2221

**BUSN** 1050, 1051, 1053, 1055, 1056, 1059, 1500, 1510, 1536, 1560, 2001, 2002, 2003, 2275, 2280, 2900

**CIS** 1603, 1703, 1812, 1902, 2020

**CTRP** 1010, 1015, 1070, 1075, 1080, 1090, 1131, 1132, 1133, 1134, 1141, 1142, 1143, 1144, 1151, 1152, 1153, 1154, 1161, 1162, 1163, 1164, 1210, 1250, 1260

**DS** 1501, 1502, 1503, 1504, 1505, 1506, 1507

**ECEF** 1001, 1103, 1031, 1090, 1500, 1501, 1511, 1521, 1531, 1561, 1571, 1581, 1582, 1583, 1584, 1590, 1601, 1611, 1612, 1621, 1653, 1654, 1660, 1661, 1662, 2021, 2041, 2051

**ECON** 2120, 2210

**ENER** 1025, 1503, 1510, 1515, 1520, 1530, 1540, 1610, 1620, 1630, 2900

**ENGR** 1510, 1540, 1550, 2000, 2200, 2300

**GEOG** 1520

**HIST** 2000, 2002, 2004, 2210, 2212, 2216, 2231, 2232, 2270, 2280

**HLED** 1510, 1543

**HUM** 2010

**INCO** 1048

**INTC** 1000, 1100, 2900

**LIB** 1548

**MATH** 1050, 1060, 1500, 1505, 1520, 1530, 1540, 2100, 2120, 2130, 2140

**MGMT** 1500, 1505, 1510, 1515, 1520, 1525, 1530, 1535, 1540, 1545, 1550, 1555, 1560, 1565, 1570, 2900

**MUSC** 1510

**OSH** 1055, 1056, 1065, 1102, 1112, 1113, 1114, 1115, 1119, 1125

**PETC** 1100, 1102, 1103, 1104, 1105

**POSC** 1501

**PSCI** 1520

**PSYC** 1500, 1520, 2003, 2030, 2033, 2050, 2080, 2200, 2205

**RECR** 1510

**SOC** 1510, 2038, 2110, 2120, 2141

**SPAN** 1501, 1601, 1602, 2001, 2002

**STAT** 1510

**STSU** 0205, 0206, 1016, 1017, 1018, 1019, 1500,

**WELD** 1500, 1510, 1513, 1520, 1530, 1540, 1560

**WTER** 1510, 1610

### **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. For more information, visit College Credit for Advanced Placement.

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 CREDIT FOR ADVANCED PLACEMENT (AP)**

AP Examination	Minimum Score	Course Equivalency <sup>1A</sup>	AA/AS (Major and/or GE)		CSU GE			IGETC			UC Transfer Subject Area
			Total Units Allowed	Units/GE Area	Total Semester Units Allowed Toward Admission	Total GE Breadth Units Allowed	GE Breadth Area	Total Quarter Units Allowed	Total Semester Units Allowed	IGETC Applicability	
Art History	3	ARTH 1510	6	3 - Humanities & 3 Elective	6	3	C1 or C2	8	5.3	3A/3B	UC-H
Biology	3	BIOL 1510	6	3 - Natural Science & 3 - Elective	6	4	B2 + B3	8	5.3	5B + lab	UC-S
Calculus AB <sup>1,2A</sup>	3	MATH 2100	3	3 - Communications & Analytical Thinking	3	3	B4	4 <sup>3</sup>	2.6	2A	UC-M
Calculus BC/AB Subscore <sup>1,2A</sup>	3	N/A	3	3 - Communications & Analytical Thinking	3	3	B4	4 <sup>3</sup>	2.6	N/A	UC-M
Calculus BC <sup>1,2A</sup>	3	MATH 2120	6	3 - Communications & Analytical Thinking & 3 - Elective	6	3	B4	8 <sup>3</sup>	5.3	2A	UC-M
Chemistry	3	CHEM 1510	6	3 - Natural Science & 3 - Elective	6	4	B1 + B3*	8	5.3	5A + lab	UC-S
Chinese Language & Culture	3	N/A	6	3 - Humanities & 3 Elective	6	3	C2	8	5.3	3B & 6A	UC-H
Comparative Government & Politics	3	POSC 2005	3	3 - Social/Behavioral Science	3	3	D8	4	2.7	4H	UC-B

Computer Science A <sup>1</sup>	3	N/A	3	3 - Communications & Analytical Thinking	3	0	N/A	8	5.3	N/A	UC-S
Computer Science AB <sup>1</sup>	3	N/A	6	3 - Communications & Analytical Thinking & 3 - Elective	6	0	N/A	N/A	N/A	N/A	UC-S
Computer Science Principles <sup>1</sup>	3	N/A	6	3 - Communications & Analytical Thinking & 3 - Elective	6	3	B4	8	5.3	N/A	N/A
English Language/Composition <sup>3A</sup>	3	ENGL 1500	6	3 - English Composition & 3 Elective	6	3	A2	8 <sup>4</sup>	5.3	1A	UC-E
English Literature/Composition <sup>3A</sup>	3	ENGL 1650	6	3 - English Composition & 3 Elective	6	6	A2 + C2	8 <sup>4</sup>	5.3	1A/3B	UC-E/UC-H
Environmental Science*	3	BIOL 1513	4	3 - Natural Science & 1 - Elective	4	4	B1 + B3*	4	2.6	5A + lab	UC-S
European History	3	HIST 2204	6	3 - Humanities & 3 Elective	6	3	C2 or D6	8	5.3	3B /4F	UC-H/UC-B
French Language & Culture	3	N/A	6	3 - Humanities & 3 Elective	6	3	C2*	8	5.3	3B & 6A	UC-H
German Language & Culture	3	N/A	6	3 - Humanities & 3 Elective	6	3	C2*	8	5.3	3B & 6A	UC-H
Human Geography	3	N/A	3	3 - Social/Behavioral Science	3	3	D5	4	2.6	4E	UC-B

Italian Language & Culture	3	N/A	6	3 - Humanities & 3 Elective	6	3	C2	8	5.3	3B & 6A	UC-H
Japanese Language & Culture	3	N/A	6	3 - Humanities & 3 Elective	6	3	C2	8	5.3	3B & 6A	UC-H
Latin	3	N/A	6	3 - Humanities & 3 Elective	6	3	C2*	8*	5.3*	3B & 6A	UC-H
Macroeconomics	3	ECON 2210	3	3 - Social/Behavioral Science	3	3	D2	4	2.6	4B	UC-B
Microeconomics	3	ECON 2120	3	3 - Social/Behavioral Science	3	3	D2	4	2.6	4B	UC-B
Music Theory	3	MUSC 1510	3	3 - Humanities & 3 Elective	6	3	C1*	8	5.3	3A	UC-H
Physics 1 <sup>2</sup>	3	N/A	4	3 - Natural Science & 1 - Elective	4	4	B1 + B3	8	5.3	5A + lab	UC-S
Physics 2 <sup>2</sup>	3	N/A	4	3 - Natural Science & 1 - Elective	4	4	B1 + B3	8	5.3	5A + lab	UC-S
Physics C <sup>2</sup> (electricity/magnetism)	3	N/A	4	3 - Natural Science & 1 - Elective	4	4	B1 + B3	4 <sup>5</sup>	2.6	5A + lab	UC-S
Physics C (mechanics) <sup>2</sup>	3	N/A	4	3 - Natural Science & 1 - Elective	4	4	B1 + B3	4 <sup>5</sup>	2.6	5A + lab	UC-S
Psychology	3	PSYC 1500	3	3 - Social/Behavioral Science	3	3	D9	4	2.6	4I	UC-B
Seminar	3	N/A	3	N/A	3	0	N/A	N/A	N/A	N/A	N/A

Spanish Language & Culture	3	SPAN 2001	6	3 - Humanities & 3 Elective	6	3	C2	8	5.3	3B & 6A	UC-H
Spanish Literature & Culture	3	SPAN 2500	6	3 - Humanities & 3 Elective	6	3	C2	8	5.3	3B & 6A	UC-H
Statistics	3	STAT 1510	3	3 - Communications & Analytical Thinking	3	3	B4	4	2.6	2A	UC-M
Studio Art- 2D	3	ART 1600	3	3 - Humanities	3	0	N/A	8 <sup>6</sup>	5.3	N/A	N/A
Studio Art-3D	3	ART 1610	3	3 - Humanities	3	0	N/A	8 <sup>6</sup>	5.3	N/A	N/A
Studio Art- Drawing	3	ART 1620	3	3 - Humanities	3	0	N/A	8 <sup>6</sup>	5.3	N/A	N/A
U.S. Government & Politics <sup>4A</sup>	3	POSC 1501	3	3 - Social/Behavioral Science	3	3	D8 + US-2*	4	2.6	4H	UC-B
U.S. History <sup>4A</sup>	3	HIST 2231	6	3 - Social/Behavioral Science & 3 Elective	6	3	(C2 or D6)+ US-1*	8	5.3	3B /4F	UC-H/UC-B
World History - Modern	3	HIST 2210	3	3 - Social/Behavioral Science	3	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.

Students must have the College Board send AP exam transcripts to the Admissions Office (hand carried copies will not be accepted) for use to meet degree requirements.

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

<sup>1A</sup>Course Equivalency is for CSU-approved standardized external examination and the student's transcript is annotated to reflect the course to which credit was earned for all students earning an Associate Degree (AA/AS) or an Associate Degree for Transfer (AA-T/AS-T). The CSU campus shall accept the course units awarded. These units shall be applied toward the lower-division unit requirements for the CSU degree and, if applicable, toward meeting the minimum unit designation for the CSU major or CSU GE-Breadth requirements.

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

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

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

<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-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. For more information, visit [College Credit for College-Level Examination Program](#).

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.

### **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 Algebra - Trigonometry	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	9	—
Freshman College Composition	50	N/A	0	6	—
German Level I	50	N/A	0	6	—
German Level II	60	Humanities	3	9	—
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 found here. 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	N/A
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	9	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	9	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	9	3	C2
Trigonometry	50	3	3	N/A
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.*

### **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. For more information, visit College Credit for International Baccalaureate.

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.

### **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)	5.3
IB Chemistry	5	6	3	B1	5	5A (w/o lab)	5.3
IB Economics	5	6	3	D2	5	4B	5.3
IB Geography	5	6	3	D5	5	4E	5.3
IB History (any region)	5	6	3	C2 <u>or</u> D6	5	3B <u>or</u> 4F	5.3
IB Language A - Literature	4	6	3	C2	5		5.3
IB Language A - Language and Literature	4	6	3	C2	5		5.3
IB Language A1 (any language)	4	6	3	C2 (if completed prior to Fall 2013) <sup>3</sup>	5	3B	5.3
IB Language A1 (any language, except English)	4	6	3			3B <u>and</u> 6A	5.3
IB Language A2 (any language)	4	6	3	C2 (if completed prior to Fall 2013) <sup>3</sup>	5	3B	5.3
IB Language B (any language) <sup>4</sup>	4	6	0	N/A	5	6A	5.3
IB Mathematics	4	6	3	B4	5	2	5.3
IB Physics	5	6	3	B1	5	5A (w/o lab)	5.3
IB Psychology	5	3	3	D9	5	4I	5.3
IB Theatre	4	6	3	C1	5		5.3

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](http://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.

### **DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)**

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

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

[http://getcollegecredit.com/scores\\_transcripts](http://getcollegecredit.com/scores_transcripts)

### **MILITARY SERVICE SCHOOL CREDIT**

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

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

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

### **EXPERIENTIAL LEARNING**

Experiential learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. Students' knowledge and skills might be gained through experiences such as:

- Military training
- Industry training
- State/federal government training
- Apprenticeships, internships, work-based learning, or other industry-based experiential learning
- Validated volunteer and civic activities (e.g. Peace Corps)

This experiential learning definition does not include knowledge and skills already assessed and awarded credit through formal education at regionally accredited in-state and out-of-state institutions. Experiential learning credit is not accepted by the University of California system. For evaluation of experiential learning, complete the Credit for Prior Learning form.

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## STANDARDS FOR PROBATION

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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 they have reason(s) to be exempt from the dismissal policy must submit a "Dismissal Appeal Petition" 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.

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## COURSE REPETITION

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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 visit the Repeat Petition submission form for additional information.

**Reason to repeat:**

1. Student received an A, B, C, P in a credit class and wants to improve grade.

2. Student received a D, F, FW, NP, or a W after attempting a credit class a total of three times.

3. Course is mandated for training requirements as a condition of continued paid or volunteer employment. 55041(b)

4. Significant Lapse of Time (55043)

5. Recency requirement is mandated for current coursework or degree.

6. Extenuating Circumstances (55045) accident, illness, or other life changing events beyond the control of the student.

7. Three (3) withdrawals have been processed for the same course.

8. Repeated a course taken at another college

9. Special Course Repetition (56029) for Students with Disabilities.

**Will this petition be approved?**

No, unless reasons #3, 4 or 5 apply.  
55042 (b)

No, unless reasons #3 or #6 applies.  
55024 (a)(9), 55040, 58161

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.

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.

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

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.

No, unless #6, extenuating circumstances, existed. Valid documentation is required to support the circumstance.

No, substandard grades earned at another institution will not be alleviated by repeating a course at Taft College. There are no exceptions.

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.

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**ACADEMIC RENEWAL**

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Academic renewal is a process in which a student can replace substandard work achieved at Taft College.

Academic renewal granted by Taft College does not guarantee that other institutions will disregard the substandard grades. This determination will be made by the respective transfer institution.

When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. The student's permanent record from other institutions will not be altered.

Academic renewal actions are irreversible. Students should meet with a counselor before taking such an action.

Students with substandard coursework at other colleges/universities need to contact those institutions to see if they are eligible for academic renewal under the provisions of academic renewal of said institutions. Taft College will honor academic renewal granted and annotated on an official transcript from other accredited colleges and/or universities.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

### **ACADEMIC RENEWAL WITHOUT COURSE REPETITION**

A student must include all coursework, including academic renewal term(s), in the computation of cumulative grade point average towards honors at graduation. Academic renewal may not be used to raise the grade point average in order to qualify for graduation with honors.

Students may petition to alleviate previous substandard academic performance which is not reflective of present demonstrated achievement under the following conditions:

1. Since the completion of the coursework to be disregarded, the student's minimum cumulative grade point average for all units completed, in a combination of transfer coursework and/or Taft College coursework, at the time of adjustment must be either:
  - a. 3.0 in a minimum of 12 units or
  - b. 2.5 in a minimum of 18 units, or
  - c. 2.0 in a minimum of 24 units
2. A period of at least two years must have elapsed since the end of the term of substandard coursework to be disregarded.
3. A maximum of twenty-four (24) semester units completed within a maximum of two semesters and one summer session, which need not be consecutive, may be alleviated.
4. Only units completed at Taft College may be disregarded. If students have previous records from another institution that they would like replaced, they need to contact that institution.
5. Academic renewal will apply only to substandard grades of "D", "F", "FW" or and "NP (No Pass)" and "NC (No Credit)". Only units and grade points from requested courses with "D", "F", "FW" and "NP (No Pass)" and "NC (No Credit)" grades earned during such a semester will be disregarded. Courses completed with a grade of "Pass" or "C" and above will continue to be used towards cumulative units and grade point average considerations and will meet any degree, major, general education, and/or transfer requirements.
6. Academic renewal cannot be used to alleviate substandard units or coursework which has been used to meet graduation requirements by a student who has previously graduated.
7. A student may petition only once for academic renewal.
8. Academic Renewal will only be granted once from Taft College.

### **ACADEMIC RENEWAL WITH COURSE REPETITION FROM AN OUTSIDE INSTITUTION**

Taft College will allow course attempts from an outside institution to replace substandard work achieved at Taft College. Only a course with a C-ID designation or colleges in which we have an articulation agreement in which a substandard grade (“D,” “F,” “FW,” “NP,” or “NC”) has been earned may be repeated twice for renewal. The repeated course must contain the equivalent unit value or higher.

Students may petition to alleviate previous substandard academic performance under the following conditions:

1. A course in which a grade of “C” or better was received may not be repeated unless such repetition is provided for in the official course description or by District policy, or the existence of extenuating circumstances is established by the student.
2. Academic renewal coded by other accredited institutions will be honored under the terms of District policy.
3. When courses are repeated under this procedure, the permanent academic record shall be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic record.
4. Recalculation of the grade point average as a result of academic renewal may be used toward qualification for graduation with honors.
5. If the substandard grade was received at another institution and the course was repeated within the District, the District cumulative totals will reflect only work completed within this District, and will be annotated on the student’s record.
6. Academic renewal by course repetition for the second substandard course will only be applicable if the third attempt was completed Spring 2010 or later.
7. If grade alleviation has already been applied two times for a course, the course is not eligible for academic renewal by course repetition and will remain on the academic record.

### **PETITIONING FOR ACADEMIC RENEWAL**

1. The student completes an Academic Renewal Petition with a counselor’s assistance.
  - a. Forms are available on the Taft College website under the student forms tab.
  - b. The counselor will review the petition for compliance with policy and procedures.
  - c. If petitioning for an Associate degree or career technical certificate, then the student must adhere to graduation/certification application deadlines as stated on the Taft College website.
2. Once the form is completed, there is an automatic submission to the Evaluator.
3. The Admission and Records Office will notify the student of the approval or denial of the request. Notification will be sent to the email address provided by the student on the Academic Renewal Petition.

No part of the regulations and procedures shall conflict with (a) Education Code, Section 76224, pertaining to the finality of grades assigned by instructors, and (b) Chapter 2.5 of Division of Title 5 (commencing with Section 59020), pertaining to the retention and destruction of records, and particularly Section 59023 (c) relating to the permanency of certain student records.

Please contact the Counseling Center at (661) 763-7748 to schedule an appointment with a counselor or advisor to review your records.

# Student Services

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## STUDENT SERVICES: PROGRAMS AND RESOURCES

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### **ASSOCIATED STUDENT ORGANIZATION (ASO)**

**Advisor and Student Life Coordinator: Myisha Cutrona**

mcutrona@taftcollege.edu

**Student Life Office: Student Center Office #305 661-763-7887**

**ASO office: Student Center Office #306**

The Associated Student Organization is the official governing organization of students enrolled at Taft College. The mission of this organization is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; and, provide opportunities for all members of the college community to establish memorable experiences and life-long relationships through activities and events connected to Taft College. Students can be a part of ASO and the book rental program by purchasing the \$30 ASO sticker.

The ASO Executive Board in cooperation with the ASO Interclub Council 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 their educational pathway.

Students who want to learn more about clubs offered on campus or who are interested in starting a new club can contact the Student Life office. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

(Note: Phi Theta Kappa and the National Society of Leadership and Success of specific GPA requirements.)

### **ATHLETICS**

**(661) 763-7829**

Taft College has a strong athletic tradition since its inception. The Taft College Athletic Department is dedicated to helping our student athletes achieve success both academically and athletically. Taft College offers students the opportunity to participate in several intercollegiate sports. Women may participate in volleyball, golf, basketball, soccer, and softball and men may participate in baseball, golf and soccer.

Athletic eligibility rules and regulations are rigidly enforced. Taft College is a member of the Central Valley Conference. The governing body responsible for oversight of intercollegiate athletics at California community colleges is the California Community College Athletic Association (CCCAA). In general, the rules require an athlete to be continuously and actively enrolled in a minimum of 12 units during the season of sport. Of the 12 units, at least 9 shall be courses counting towards remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog. In order to remain eligible, a student athlete must complete at least 6 units during the preceding academic term with a 2.0 GPA. To compete in a second season of that sport, an athlete must complete 24 units between seasons of competition with a 2.0 GPA.

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.

The main goal of the athletic department is to develop the student athlete both on the court/field as well as in the classroom. Our sports programs teach athletes the value of discipline, loyalty, hard work, good health and good sportsmanship.

### **BASIC NEEDS SERVICES**

The Taft College Basic Needs program is here to support students in need of additional assistance as they venture through their educational path. The services offered help support students by providing and connecting them with all the essential resources needed to not only survive but thrive. Students can stop by the center for the food pantry three times a week to get FREE food, water, blankets, toiletries and more. There are also meal vouchers for the Cougar Café, and grocery gift cards for additional items not offered at the food pantry. Students can also request clothing and shoes as well as diapers and wipes. Other on-campus resources include CalFresh and a wellness counselor. Guidance will be provided for any students looking for resources outside of Taft College including housing, health insurance, additional food aid, and more!

The Basic Need program is a non-profit service under the Foundation that accepts donations of items and money as well. To learn more, send an email to [basic.needs@taftcollege.edu](mailto:basic.needs@taftcollege.edu) or call 661-763-7887.

### **BEST BUDDIES CLUB**

The mission of Best Buddies is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, and leadership development for people with intellectual and developmental disabilities (IDDs). Membership in "Best Buddies" is open to all Taft College students in good standing with Taft College (2.0 GPA or better) without regard to race, religion, gender, sexual orientation, or politics. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester. To learn more, send an email to the Coordinator of Student Life, Myisha Cutrona [mcutrona@taftcollege.edu](mailto:mcutrona@taftcollege.edu).

### **CALWORKS (CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS)**

**(661) 763-7723**

#### **California Work Opportunities and Responsibility to Kids**

The California Work Opportunities and Responsibility to Kids (CalWORKs) mission is to serve students and their families challenged with social and economic barriers to achieve self-sufficiency through higher education and training; offering career opportunities through collaboration and advocacy with our college and community partners; as well as encouraging the enrollment, retention, and transfer of our students to expand their human potential and enrich the quality of their lives.

The CalWORKs program provides education, employment training, support services and work study opportunities to increase wage earning power that leads to self-sufficiency. 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**

#### **What is a Career Center?**

Career Centers are specifically designed to assist students with honing their job search skills, identifying and working toward career goals, finding suitable careers or graduate school programs, getting referrals to employers, boosting networking skills.

Visit Taft College Virtual Career Center, where career tools and resources are available 24-7!

#### **What is Career Counseling?**

*Career Counseling* is a process that will help you to know and understand yourself and the world of work in order to make career, educational, and life decisions.

The Career Counselor is located in the Student Services and Administration Building. To make an appointment, call 661-763-7748.

The Career Counselor will provide individual and/or group instruction in person and/or via technology on:

- The career development process (holistic and lifelong) and its importance in setting and achieving academic and life goals
- Examining values, interests, aptitudes, and life circumstances and how career skills learned now, such as career search and decision-making methods, may be useful throughout a lifetime.
- Clarifying career goals, through intake interviews and administration and interpretation of career assessment instruments; instruction in career exploration using the latest technology and methods; and instruction in career goal-setting and decision-making.
- Work readiness skills including career research, labor market, educational programs, assistance with job placement, the job search process, and resume preparation and interviewing skills

**Taft College 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 and STSU 1018 Career and Major Exploration course.
- **Internships & Job placement-** paid and unpaid opportunities with various industry partners on and off campus (Create your free College Central Network student account for employment and internship updates)
- **Work Readiness Education-** networking, job search, resume building, application process, interviewing, etc. (Consider registering for STSU 1019 Career/Life Planning)
- **Work Experience-** earn degree applicable college credit while achieving learning objectives during your regular work hours.

**CHILDREN'S CENTER**

**(661) 763-7850**

The Taft College Children's Center provides developmentally appropriate activities utilizing evidence based "Creative Curriculum." We offer specialized services for children birth - age 5. Full-day services are provided for parents who are enrolled at Taft College, participating in a job training program, seeking employment, employed parents, or pregnant minor students enrolled at Taft Union High School or Buena Vista High School.

The Center offers three unique programs. Our state pre-school program is for children age 3-5 and provides activities to prepare them for kindergarten. The infant/toddler program gives quality daycare for children birth - 36 months of age and is partnered with Early Head Start. The Migrant program offers daycare to food industry workers for children age birth - 5.

Enrollment follows state guidelines and is based on income, need, and family size. It is non-discriminatory based 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.

Fees are set by the state and are according to family size and gross monthly income. For additional information call (661) 763-7850. Located at 729 Ash St, Taft, CA.

**COMPLAINT AND GRIEVANCE PROCESS**

**(661) 763-7854**

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 for themselves or their dependent(s). 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 ECHO CLUB**

The mission of the Cougar Echo Club is to make all information around Taft College, the Community, Kern County, and California as a whole, accessible to all. Through this club and its publications, students will have access to events, self-help, creative writing, articles, and most importantly updates on student life. Moreover, the ultimate goal of this club is to connect community colleges throughout California and form the "Internal Magazine Union". In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester. To learn more, send an email to the Coordinator of Student Life, Myisha Cutrona [mcutrona@taftcollege.edu](mailto:mcutrona@taftcollege.edu).

### **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. In-person and remote services are available. 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. Schedule an appointment to speak with a counselor by calling (661) 763-7748.

The Student Equity and Achievement Program (SEAP) is a process that enhances student access and sustains the efforts of students to be successful in their educational endeavors. The goals of SEAP 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, SEAP 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.

### **DENTAL HYGIENE CLUB**

**Advisor: Christi Adriano**

**cadriano@taftcollege.edu**

The Dental Hygiene Club aims to expand the students experience and knowledge of the concepts, theory, and practice of dental hygiene beyond the scope of the classroom and clinic. Participation in community service projects to help the people of our local area is strongly encouraged as well as active participation in state and local dental hygiene meetings. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

### **DISABILITY SUPPORT PROGRAM 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
- Note-taking services
- Interpreting services
- Registration, 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 Number: (661) 763-7894**

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) 763-7894 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.**

**EARLY CARE AND EDUCATORS (ECE) CLUB**

The mission of the Early Care and Educators (ECE) Club is to create an opportunity for ECE students and all interested students to engage in activities outside of the classroom that promote ECE classes and careers. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester. To learn more, send an email to the Coordinator of Student Life, Myisha Cutrona [mcutrona@taftcollege.edu](mailto:mcutrona@taftcollege.edu).

**ENGLISH AS A SECOND LANGUAGE (ESL)**

**(661) 763-7748**

**Support for Spanish Speakers from Taft College's Student Government**

The mission of this program is to ensure the continued education and graduation of our monolingual Spanish speaking population by resolving their concerns and directing them to relevant resources.

**Apoyo para Hispano hablantes por el Gobierno Estudiantil de Taft College**

La mision de este programa es asegurar la graduación de nuestra población monolingüe de habla hispana resolviendo sus inquietudes y dirigiéndoles a los recursos relevantes.

**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:

- Have an educational disadvantage as determined by the Coordinator
- 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)

***\*Note: Not all services are available every semester as they are contingent upon state funding and are subject to change with or without notice.***

For additional information please contact the EOPS/CARE/CalWORKs Office at (661) 763-7723

**FUTURE HEALTHCARE PROFESSIONALS CLUB (FHP)**

The mission of the Future Healthcare Professionals Club (FHP) is to conduct community outreach for prospective Taft College students who aspire to become healthcare professionals. Students will be empowered to become leaders in the health community through mentorship. Students will also have the opportunity to explore healthcare career opportunities. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester. To learn more, send an email to the Coordinator of Student Life, Myisha Cutrona [mcutrona@taftcollege.edu](mailto:mcutrona@taftcollege.edu)

**GUIDED PATHWAYS****661-763-7719**

The Guided Pathways framework creates a highly structured approach to student success that: 1) provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success; 2) integrates Support Services in ways that make it easier for students to get the help needed during every step of their Taft College experience. For more information visit the Guided Pathways website.

**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 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.

**HUTCHINSON ENGINEERING PROMISE PROGRAM****661-763-7776**

The Stanley and Madalyn Hutchison Engineering Promise Program (HEPP) at Taft College provides financial and academic support for students enrolled in the TC Engineering Program. 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. For an application and eligibility requirements, please visit the STEM website.

**INTERVARSITY CLUB****Advisor: Shelly Getty****[sgetty@taftcollege.edu](mailto:sgetty@taftcollege.edu)**

InterVarsity Club is a movement and a family that brings people together from all backgrounds to discover who Jesus really is and to saturate our campuses, families, and cities with the love of God. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

**LIBRARY****(661) 763-7707**

Taft College Library provides access to print and electronic collections of books, periodicals, audio books, and DVDs that support curriculum and students' academic needs. The library's electronic resources can be accessed 24/7 from off-campus using your Cougar Tracks credentials. Desktop computers are available to students on-campus as well as laptop computers, calculators, and hotspots for semester-long check out. Black and white and color printing, scanning and photocopying capabilities are available during library hours. Group study rooms can be reserved online. We offer a variety of small group and personal space for study, research, and reflection. Library staff are available to assist students with the research process and locating materials. Reference assistance is available in person, by telephone, real-time chat, email, or Zoom calls. For additional information call (661) 763-7707 or visit the library's web site at [www.taftcollege.edu/library](http://www.taftcollege.edu/library).

**LITERARY CLUB****Advisor: Steve McDaniel****[smcdaniel@taftcollege.edu](mailto:smcdaniel@taftcollege.edu)**

The mission of the Literary Club is to publish the Taft College Literary Magazine, provide editorial and production experience in literary publication to students of Taft College, assist the community of Taft in networking with writers globally, and promote imaginative literature in Kern County. The Literary Club is open to all students interested in literature and writing. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

### **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.

### **NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS**

**Advisor: Myisha Cutrona**

**(661)**

**763-7887**

**[mcutrona@taftcollege.edu](mailto:mcutrona@taftcollege.edu)**

The mission of the National Society of Leadership and Success (NSLS) is to create a support system within the college where students help each other to move forward in their education and life. Members will work alongside their peers to help guide each other toward reaching short term goals. Each student who participates in the NSLS will create a strong network within the society that can be carried on at a university. In order to participate in any student organization, students must maintain a 2.5 GPA and be enrolled in a minimum of 5 units per semester.

### **PERFORMING ARTS CLUB (PAC)**

**Advisor: Leigh Golling**

**[lgolling@taftcollege.edu](mailto:lgolling@taftcollege.edu)**

The purpose of the Performing Arts Club is to bring together students interested in theatre and performance, to broaden their theatre experience and to provide live, local entertainment, in a movement to better our campus and our community. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

***Subcommittee: Anime and Above:*** *This club is geared toward teaching students how to put their imagination into a craft form and generating a campus-wide student interest into the new art of cosplaying (the art or practice of wearing costumes to portray characters from fiction, especially from manga, animation, and science fiction) by providing a fun, welcoming atmosphere for any and all students. Areas of focus are creating crafting, creating outfits, having debate days, and improving hand-eye coordination.*

### **PHI THETA KAPPA**

**Advisor: Sharyn Eveland**

**[seveland@taftcollege.edu](mailto:seveland@taftcollege.edu)**

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 each semester students who meet the requirements for membership. To receive an invitation to join PTK, students must be enrolled at Taft College, have completed a minimum of 12 units of transfer level coursework, and have a cumulative grade point average of 3.5 or higher. Membership is continuous once a student completes the Phi Theta Kappa registration process.

PTK has on-going activities for members at the national, regional, and local chapter levels of the organization. Members receive information on activities and opportunities of involvement from all three levels of the organization. The Taft College chapter of PTK is Beta Lambda Zeta. The purpose of the Beta Lambda Zeta chapter shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this college.

### **ROLE PLAYING GAMING CLUB (RPG)**

**Advisor: David Reynolds**

**dreynolds@taftcollege.edu**

The purpose of the RPG Club is to play table-top role playing games and to generate campus-wide student interest in role playing games by providing a fun, open, and welcoming atmosphere for all students. This club supports academic student success by enhancing critical thinking, writing, storytelling, logistical planning, and basic mathematical skills through active participation in club activities. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

### **SOCIAL SCIENCE RESEARCH GROUP CLUB**

**Advisor: Michelle Oja**

**moja@taftcollege.edu**

The purpose of the Social Science Research Group Club shall be to provide additional educational and practical experiences in social science research; to provide guidance in reaching students' educational goals; and to create and maintain professional relationships with Taft College faculty and the broader social science community. It is the goal of the organization to have members design, conduct and prepare a presentation on one research project a year. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

### **SPECTRUM CLUB**

**Advisors: Darcy Bogle**

**dbogle@taftcollege.edu**

The mission of the SPECTRUM club is to advocate and represent Sexuality, Pride, Equality, Community, Tolerance, Respect, Unity, and Mindfulness (SPECTRUM). The club promotes youth leadership, diversity, tolerance on campus, inclusiveness, and a safe environment for LGBTQIA+ students, and raises awareness and educates other students and the community about LGBTQIA+ rights.

### **STEM CLUB**

**Advisor: James May**

**jmay@taftcollege.edu**

The purpose of the STEM Club is to learn more regarding STEM (Science, Technology, Engineering, and Mathematics) opportunities including career exploration and industry; to support STEM students in pursuit of degrees and employment; to gain a better understanding industry needs, desires, standards, and practices; to research and pursue internship and research opportunities; to develop a cohesive STEM community at Taft College and within the surrounding West Kern community; and, to mentor and provide peer support for academic success. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

### **STUDENT ACTIVITIES**

**(661) 763-2282** (Student Union Front Desk) / **(661) 763-7887** (Student Union Office)

In collaboration with the ASO Executive Board members, Interclub Council, and campus clubs, the Coordinator of Student Life/ASO Advisor develops a calendar of co-curricular student events and other activities every month. The calendar is available in Canvas and on the Taft College website.

For more information, send an email to the Coordinator of Student Life, Myisha Cutrona, [mcutrona@taftcollege.edu](mailto:mcutrona@taftcollege.edu).

### **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 CENTER**

**(661)-763-2282** Student Union Front Desk / **(661) 763-7887** Student Union Office

The new Student Center located on Wildcat Way, adjacent to the Taft City Library, is the newest building on the TC campus. The new Student Center includes the cafeteria, bookstore, and student union. Current students of Taft College can enjoy this venue in-between class sessions.

### **STUDENT I.D. CARD**

**(661) 763-7731**

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

### **STUDENT SERVICES**

**(661) 763-7748**

The following services are located in the Student Services and Administration building: Admissions, CalWORKs, Cashier, Counseling, DSPS, EOPS, Financial Aid, High Tech Center, Transfer, and a number of other related student services.

### **STUDENT WELLNESS**

**(661) 763-7748**

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 in the building west of the Student Services and Administration building. To schedule an appointment you may contact the Counseling front office at (661) 763-7748.

### **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.

### **TC PROMISE**

**661-763-7719**

TC Promise is a commitment to provide local high schools' students the opportunity to go to college. Students must complete a FAFSA or California Dream Act Application and register for 15 semester units for their education plan. Students will be required to complete 20 hours of campus service as part of their commitment to the program. In return, students receive guided assistance through the enrollment process, and are connected to student success programs for additional academic and financial resources.

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

Transfer counseling is available in the Student Services building.

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

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

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

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

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

**TUTORING PROGRAM****(661) 763-7938**

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

**Tutoring:** Free tutoring in multiple subjects is available for all students enrolled in at least one course at Taft College. Students may schedule appointments in one (1) hour blocks. The Tutoring program is located in the Library/Learning Center on the Taft College campus. Appointments can be made by phone, in person, by texting (call for texting access) 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. Students may receive help with course content and use the lab computers to do their course work. Free printing is available for all math courses.

**VETERANS****(661) 763-7756**

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 School Certifying Official or by calling (661) 763-7756. Also, please visit the Information for Veterans website

### **VETERAN CLUB**

**Advisor: Tina Mendoza**

**[tmendoza@taftcollege.edu](mailto:tmendoza@taftcollege.edu)**

The mission of the Taft College Veterans Club is to serve as a support system for student veterans, as well as family members of veterans and supporters. This organization helps provide information & referrals regarding services through the Veterans Affairs and other agencies. In addition, the Veterans Club strives to coordinate information and services to assist veterans, family, and friends toward successful transitions to careers and/or higher education. The Taft College Veterans Club will be an impartial club, having no political or religious affiliation. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester.

### **VETERAN RESOURCE CENTER**

The Veteran Resource Center is located in the building west of the Student Services and Administration building. 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. The hours of operation vary throughout the semester. The Veteran Coordinator is Tina Mendoza, [tmendoza@taftcollege.edu](mailto:tmendoza@taftcollege.edu).

### **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 (DOR). 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, at the DOR website, or by contacting the Department of Rehabilitation, 4925 Commerce Drive, Suite 150, Bakersfield, CA 93309, or by calling the office at (661) 395-2525.

### **WELLNESS CLUB**

The purpose of the Wellness Club is to research health and wellness as it relates to the college community. The Wellness Club also aims to provide information, to organize events, and to promote practices that lead to the health and wellness of community college students, staff, faculty, administrators, and the community it serves. In order to participate in any student organization, students must maintain a 2.0 GPA and be enrolled in a minimum of 5 units per semester. To learn more, send an email to the Coordinator of Student Life, Myisha Cutrona [mcutrona@taftcollege.edu](mailto:mcutrona@taftcollege.edu).

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## FINANCIAL AID & SCHOLARSHIPS

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Students applying for financial aid at Taft College do so by completing a "Free Application for Federal Student Aid" (FAFSA) or a California Dream Act Application (CADAA). In no case shall the total financial aid package exceed the stated individual cost of attendance as determined by the Financial Aid & Scholarships Department. Students CANNOT receive financial aid at more than one college during the same semester. Federal, state, and institutional programs are available. Please visit [www.studentaid.gov](http://www.studentaid.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 an approved Title IV degree or certificate. Eligible students shall receive financial aid for only those courses required for their declared program of study at Taft College if they comply with the Taft College Federal Satisfactory Academic Progress Policy.

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## FEDERAL PELL GRANT

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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 as long as the student completes the payment period in which the funds were received. The Federal Government established regulations limiting the duration of an undergraduate student's eligibility to receive a Federal Pell Grant to the equivalent of six (6) years of full-time enrollment.

The proposed maximum award for 2022-2023 is \$6,495. Eligible students who have remaining lifetime eligibility are able to receive grants as long as they are enrolled in courses required for their declared program of study at Taft College and they comply with the Taft College Federal Satisfactory Academic Progress Policy.

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## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

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The Federal Supplemental Educational Opportunity Grant (FSEOG) is available to qualified undergraduate students with the greatest financial need. Priority is given to Pell Grant recipients.

Eligible students are awarded this grant on a first come-first served basis, depending on their cost of attendance, the availability of FSEOG funds at the college, and the amount of other aid awarded.

All undergraduate students who complete both a FAFSA and their financial aid file with Taft College are automatically considered for this grant.

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## FEDERAL WORK-STUDY PROGRAM (FWSP)

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The Federal Work-Study Program (FWSP) offers the opportunity for on-campus jobs for eligible students 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 cost of attendance, 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 at Taft College.

To participate in the program, students must comply with the Taft College Federal Satisfactory Academic Progress Policy. Additional information is provided under the Taft College Federal Satisfactory Academic Progress Policy (hard copies available in the Financial Aid & Scholarships Department).

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## **FEDERAL DIRECT STUDENT LOANS**

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The Federal Direct Student Loan program offers loans at a low interest rate with repayment terms designed with students in mind. In most cases, students will not have to start repaying the loans until six months after a student graduates and/or enrolls in less than six units (half-time).

Loans must be repaid with interest so it is important to understand the rights and responsibilities as a borrower. All borrowers are required to complete Loan Entrance Counseling before the Financial Aid & Scholarships Department processes a loan.

Taft College participates in the William D. Ford Federal Direct Loan Program. The U.S. Department of Education is the lender for the William D. Ford Federal Direct Loan Program. Direct Loans are issued by the federal government. The loan is serviced by the Federal Direct Loan Servicing Center. There are no banks or lending institutions.

### **TYPES OF DIRECT LOANS**

#### **Subsidized Loans**

Subsidized Loans are available to eligible students who demonstrate financial need to help cover the costs of higher education at a college or career school. If you qualify, the federal government will pay the interest on the loan while students are in school and during periods when students are authorized to defer loan payments.

#### **Unsubsidized Loans**

Unsubsidized Loans are available to students regardless of financial need. Students are responsible for the interest which accumulates on the unsubsidized loan while the student is attending school, during the grace period and during any periods when the student is authorized to defer the loan payments. The students have the option to pay the interest while enrolled in school or pay it later. If students delay payment the interest will be added to the principal balance. This addition of interest to the principal balance of the loan is known as capitalization.

### **STATE PROGRAMS**

The State of California, through the California Community College Chancellor's Office and the California Student Aid Commission, sponsors financial aid programs which include the California College Promise Grant, Cal Grants A, B and C, Student Success Completion Grant, and Chafee Grants. For more information regarding these programs, contact the Financial Aid & Scholarships Department at (661) 763-7762.

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## **CALIFORNIA COLLEGE PROMISE GRANT (CCPG)**

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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 indicating eligibility for a dependent's fee waiver; has certification from the National Guard Adjutant General indicating eligibility 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, **OR**
2. is a surviving spouse or surviving child of a deceased person who meet all of the following requirements:
  1. The deceased person was a California resident.
  2. The deceased person was a licensed physician or nurse employed by, or under contract with, a health facility regulated and licensed by the State Department of Public Health to provide medical services or a first responder employed to provide emergency services as described in Section 8562 of the Government Code.
  3. The deceased person died of COVID-19 during the COVID-19 pandemic state of emergency.
  4. The surviving spouse or child was a resident of California during the COVID-19 pandemic states of emergency.
  5. Documentation that the student's household annual income (including the parent's income for dependent students) does not exceed the maximum Cal Grant A income and asset ceilings, as set forth in Section 69432.7. **OR**
3. meets the annual household income (Standard published by the U.S. Department of Health and Human Services) **OR**
4. is a homeless youth as defined in the federal McKinney-Vento Homeless Assistance Act and are under the age of 25.

Students must complete a CCPG application, a FAFSA, or a CADAA and may need to provide documentation to receive the grant.

All students pursuing a baccalaureate degree in Dental Hygiene at Taft College and applying for a California College Promise Grant must complete a Free Application for Federal Student Aid (FAFSA) or a California Dream Act Application (CADAA) in lieu of completing the California College Promise Grant paper application.

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## CAL GRANT PROGRAM

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Cal Grants are financial awards for educational expenses which you typically do not have to pay back. You can use your Cal Grant at any qualifying college in California. Depending on the Cal Grant you receive, the money can be used to pay for tuition, fees, books, supplies, housing, food, and even transportation costs to and from class. You must submit your FAFSA or CADAA **AND** your verified Cal Grant GPA by March 2nd. Students who miss the March 2nd deadline **AND** who plan to attend a California Community College in the Fall, have until September 2nd to apply.

Taft College submits most GPA verifications electronically. Check with the Financial Aid & Scholarships Department to verify your GPA will be included in the submission. Otherwise, a GPA verification form completed by your high school or prior college would be required.

### **CAL GRANT A OR B ENTITLEMENT GRANT FOR HIGH SCHOOL SENIOR**

Starting with the 2000-2001 graduating class, every high school senior who meets the academic requirements may be eligible to receive a Cal Grant A or B Entitlement award.

Cal Grant A or B Entitlement award requirements:

- 3.0 GPA for Cal Grant A
- 2.0 GPA for Cal Grant B
- Meet qualifying income and asset ceilings

- Apply by March 2nd of your senior year in high school or the year following graduation.

***Cal Grant A award does not payout to most students at a California Community College (CCC) unless they are enrolled in a bachelor degree program at select Community Colleges which offers bachelor's degrees. Taft College does not offer bachelor's degree programs. Therefore, students awarded a Cal Grant A will have their award held in California Community College (CCC) Reserve status and can be held in reserve status for up to three years.***

In addition, eligible students have an opportunity to compete for a limited amount of Cal Grant A or B Competitive awards. Of the awards set aside for competitive Cal Grant A or B, half are for community college students who apply by the second deadline of September 2nd.

### **CAL GRANT A AND B ENTITLEMENT GRANT FOR CALIFORNIA COMMUNITY COLLEGE TRANSFER**

High school seniors who graduated after June 30, 2000, attend a California Community College and then transfer to a qualifying bachelor's degree granting college may be eligible for a California Community College Transfer Entitlement Award (Cal Grant Transfer Entitlement). This award is either a Cal Grant A or B. To qualify, you must have at least a 2.4 community college GPA, meet the Cal Grant eligibility requirements, be under 28 years of age as of December 31st of the award year and apply by March 2nd. You **MUST** transfer from a California Community College to a bachelor's degree granting school in the award year for which the award is offered.

Addition requirements: Completion of the G-6 Transfer Entitlement Form, if identified as potentially eligible.

### **CAL GRANT C**

Students who are vocationally oriented, enrolled at least half-time in a program of study to acquire marketable job skills in a recognized occupational program, falls within the established income and asset ceilings, and applies by the deadline may be eligible to receive a Cal Grant C award.

### **GENERAL CAL GRANT ELIGIBILITY REQUIREMENTS**

To be eligible for a Cal Grant, a student must:

- submit the FAFSA or CADAA **and** your verified Cal Grant GPA by the deadline;
- be a US citizen **or** eligible non-citizen **or** meet AB540 criteria;
- be a California resident when you graduated from high school **or** meet AB540 criteria;
- attend a qualifying California college;
- be in a program leading to an undergraduate degree or certificate, and not currently have a bachelor's or higher degree;
- have financial need at your college;
- have family income and assets below the established ceilings;
- meet a minimum GPA requirement;
- be attending school at least half-time;
- have registered with the US Selective Service, if required;
- not owe a refund on any state or federal educational grant;
- not have a delinquent or defaulted federal student loan;
- not be incarcerated; and
- maintain Federal Satisfactory Academic Progress.

### **CAL GRANT ACCESS AWARDS FOR STUDENTS WITH DEPENDENT CHILDREN**

Cal Grant students with dependent children attending a University of California, California State University, or California Community College campus may be eligible for an access award of up to \$6,000 for qualifying Cal Grant A and B recipients and up to \$4,000 for eligible Cal Grant C recipients. Dependent children must be under 18 years of age and receive more than 50 percent of their support from the student.

***Cal Grant funding is limited to 4 years. In order to obtain a Bachelor's degree in 4 years, students must complete 15 units or more per semester or the equivalent in quarter units. Create a plan with a counselor to streamline the transfer eligibility to meet the 4 year time frame. Taft College does not offer Bachelor's degrees.***

## STUDENT SUCCESS COMPLETION GRANT (SSCG)

The purpose of the SSCG is to provide the student with additional financial aid to help offset the total cost of community college attendance, and to encourage full-time attendance and successful on-time completion.

A maximum of \$1,298 annually at six hundred forty-nine dollars (\$649) per semester, or quarterly equivalent, for eligible students who enroll and attend 12 through 14.99 units per term. A maximum of \$4,000 annually at two thousand dollars (\$2,000) per semester, or quarterly equivalent, for eligible students who enroll and attend 15 units or more per term. Total grant amount cannot be more than a student's unmet need.

To qualify for the SSCG, a student must:

- be eligible for and disbursed a Cal Grant;
- meet Federal Satisfactory Academic Progress (SAP);
- have unmet need; and
- maintain full-time attendance.

## CHAFEE GRANTS

If you are or were in foster care for at least one day, between the ages of 16 and 18 as a dependent or ward of the court and have financial need, you may qualify for up to \$5,000 a year for career and technical training or college. You don't have to pay this money back. You may also be able to use your grant to help pay for childcare, transportation and rent while you're in school. You can use your Chafee Grant at any eligible California college or university or career or technical school, as well as schools in other states.

The following forms **must be submitted**:

- Free Application for Federal Student Aid or CA Dream Act Application
- Chafee Grant Application (for first time applicants only)

Chafee Foster Youth Eligibility Requirements

To qualify, you must meet the following criteria:

- Not have reached your 26th birthday as of July 1st of the award year.
- AND
- Be a current or former foster youth who was a dependent or ward of the court, living in a out-of-home foster care placement, between the ages of 16 and 18.
- OR
- Be a youth who was placed in out-of-home care by a tribe or tribal organization between the ages of 16-18.

Youth who are/were in Kin-GAP, a non-related legal guardianship or were adopted are eligible only if the youth was a dependent or ward of the court, living in foster care, at some point between the ages of 16 and 18.

In accordance with California Education Code 69519, a student's receipt of a Chafee grant award shall not exceed five years (whether or not consecutive).

Pursuant to Assembly Bill 2506, starting with the 2017-18 award year, you can only receive your Chafee Grant if you attend a school that is either of the following:

- A qualifying institution that is eligible for participation in the Cal Grant Program.
- An institution that is not located in California with a three-year cohort default rate that is less than 15.5 percent and a graduation rate greater than 30 percent.

### **REFUNDS AND REPAYMENT OF TITLE IV FUNDS**

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## **REFUNDS**

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

The Financial Aid & Scholarships Department generates a list of students who have withdrawn, and/or were dropped by his/her instructors, 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 by the Financial Aid & Scholarships Department.

A refund calculation will be applied to all students who receive federal assistance and withdraw from all classes, and/or are dropped from all classes by their 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 post withdrawal disbursement 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 which 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:

<b>School</b>	<b>Student</b>
Federal Direct Loans	Federal Direct Loans *50%
Pell Grants	Pell Grant *50%
FSEOG	FSEOG *50%
Other Title IV programs	Other Title IV programs(*50% for grant funds)

Taft College may also charge you for any Title IV program funds the school was required to return.

## REPAYMENTS

Taft College takes the following steps to contact students who owe repayments to any 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 until the debt is cleared.

Repayments due by the student 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.

### INSTITUTIONAL PROGRAMS

## WORK-STUDY PROGRAM

The Work-Study Program provides on campus jobs for eligible students to earn money to help pay for educational expenses, learn/enhance employment skills and gain valuable experience. Institutional Work-Study is a non-need based program, meaning it does not count towards your cost of attendance. The hourly rate is at least the current state 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 meet and maintain the requirements of the Federal Satisfactory Academic Progress Policy as determined by the college. Additional information is provided under the Taft College Federal Satisfactory Academic Progress Policy (hard copies are available in the Financial Aid & Scholarships Department).

## TAFT COLLEGE SCHOLARSHIP PROGRAMS

Scholarship Programs have been established at Taft College. The Board of Trustees of the West Kern Community College District determines funds available for these programs 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.

### 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 or more units with a 3.00 grade point average in the previous semester and enroll in 12 units or more in the next semester. A student can earn this scholarship a maximum of four semesters. It is highly recommended all students complete the FAFSA or CADAA.

### **TAFT COLLEGE NON-RESIDENT SCHOLARSHIP**

A Non-Resident student entering Taft College with a 3.00 or better high school cumulative grade point average or a 3.00 cumulative grade point average as a full-time college student the previous term and enrolls as a full-time student is eligible to receive the Non-Resident scholarship. The student must attend on-campus to receive the Non-Resident scholarship. This scholarship is applied to Non-Resident tuition and can be earned a maximum of two semesters. To receive the second semester Non-Resident scholarship the student must have passed 12 or more units and maintain a 3.00 or better cumulative grade point average and re-enroll as a full-time student. A Non-Resident student who enters Taft College as a full time student with a cumulative 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 may receive a Non-Resident scholarship for one semester. It is highly recommended all students complete the FAFSA or CADAA.

### **TAFT COLLEGE DISTRICT HIGH SCHOOL ACADEMIC MERIT AWARD**

A \$600 Academic Merit Award is given to any graduating high school senior in the West Kern Community College District (Taft High, Maricopa High, and Buena Vista 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 or more with a 3.00 or better cumulative grade point average and enroll in 12 or more units the following semester. An Academic Merit Award recipient is not eligible for the Taft College Scholarship during the semesters of their Academic 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 & Scholarships Department.

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## **COMMUNITY SCHOLARSHIPS**

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Various individuals, community organizations, and businesses annually provide scholarships to Taft College students. Applications are available in the Financial Aid & Scholarships Department or on our web site at [www.taftcollege.edu](http://www.taftcollege.edu) at the beginning of each spring semester. 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.

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## **OUTSIDE SCHOLARSHIPS**

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There are many outside scholarships available to qualified students. Business firms, organizations and four-year colleges provide scholarships for students. Notices regarding scholarship opportunities are posted throughout the year on the website. The college library is also an excellent source of information regarding scholarship opportunities. As a resource, Taft College posts information on our website with links to outside scholarships. Taft College does not endorse any specific site.

### **FINANCIAL AID PACKAGING PRIORITIES**

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

1. California College Promise Grant (CCPG)
2. Federal Pell Grant
3. Federal Supplemental Educational Opportunity Grant (FSEOG)
4. Cal Grant A, B or C
5. Student Success Completion Grant (SSCG)
6. Academic Merit Award
7. Taft College Scholarship

8. Federal Work-Study
9. Institutional Work-Study
10. Federal Direct Student Loans

## **TAFT COLLEGE FEDERAL 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 program of study leading to an approved Title IV degree or certificate at Taft College, meet the requirements of the Taft College Federal Satisfactory Academic Progress (SAP) Policy and have not reached their lifetime eligibility limit. Effective with the 2012-2013 Academic Year new federal regulations defines the lifetime eligibility limit as the equivalent of 6 full time years for Pell Grants.

### **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 and Scholarships Department 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. At Taft College, a student's progress will be evaluated at the end of the fall, spring and summer semesters by the standards outlined below. Any official academic transcripts from other colleges received by Taft College will be utilized in the review of our Federal 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 any federal or state program and most institutional programs.**

## **SATISFACTORY ACADEMIC PROGRESS CRITERIA**

Recipients in all Federal, State and Institutional programs are determined to be making satisfactory academic progress under the following circumstances:

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, EW 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.

**Remedial and ESL Units:** Students are allowed to receive financial aid for remedial units, if the remedial classes are a prerequisite for entrance into a regular college program. Financial aid cannot be received for more than 30 attempted units of remedial classes. ESL course work does not count towards the maximum time length but will count toward the 2.0 GPA and 67% unit completion requirement. Remedial units are defined as precollegiate units. (Refer to the Taft College catalog for a list of classes.) It is advised for remedial units to be taken in the recommended sequence.

### **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, EW 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 frame 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. Note: Courses repeated multiple times will be counted each time as attempted units but only once as completed. For example: if you repeat a 3 unit course then you will have 6 attempted units and 3 completed units total for the course.

### **MAXIMUM TIME FRAME**

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 are considered to be making federal satisfactory academic progress if they complete their educational objective in the time frame indicated below. 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.

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## **EDUCATIONAL OBJECTIVE**

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Students receiving financial aid at Taft College must be enrolled in a program of study leading to an approved Title IV A.A. degree, A.S degree, A.A.T degree, A.S.T degree or a certificate.

**Associate Degree:** Typically requires completion of a minimum of 60 units. Students must complete their objective by the time they have attempted 90 units. *Programs such as Dental Hygiene, Court Reporting, and Engineering may have a program length greater than 60 units. 150% will be calculated on the amount of units required for those specific programs.*

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

All **English as a Second Language** classes and up to 30 units of remedial course work are deducted from the units attempted when determining federal satisfactory academic progress for maximum time.

**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 will be included in academic progress calculations.

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## **INCOMPLETE GRADE**

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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 next semester.

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

### **FINANCIAL AID WARNING/DISQUALIFICATION**

The Financial Aid and Scholarships Department 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 the Maximum Time Frame 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 meets 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 subsequently enrolled semesters they earn less than a 2.0 cumulative GPA and/or do not meet the Pace of Progression calculation. Financial Assistance will not be continued for students on disqualification.

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

**Chafee GRANT:** Students receiving the Chafee grant are required to meet with a counselor for an educational plan after the second term of not meeting satisfactory academic progress (SAP). They can petition for financial aid after the fourth term of not meeting SAP.

## **LOSS OF ELIGIBILITY FOR THE CALIFORNIA COLLEGE PROMISE GRANT**

A student shall become ineligible for a California College Promise Grant 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.

A student may appeal the loss of California College Promise Grant eligibility with the Admissions and Records Department due to documented 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 documented cases of accidents, illnesses, or other circumstances which 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 the loss of a California College Promise Grant 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/APPEALS PROCEDURES**

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

**APPEALS/PROBATION STATUS:** A student disqualified for not meeting the federal satisfactory academic progress (SAP) standards may appeal based upon the following **documented** extenuating circumstances which directly affected their academic performance:

- Death of an **immediate** family member,
- Serious medical condition **affecting the student or immediate** family member,

- Family emergency **directly affecting** the student,
- Or other **documented** extenuating circumstances.

In addition to the criteria above, only the stated major on the Financial Aid Disqualification Petition form will be accepted for those who are disqualified for reaching the maximum time length. A change in major or additional degree will not be accepted or paid on after petition approval.

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 or their designee to obtain a **Financial Aid Disqualification Petition** form. The Director or their designee will explain the form and the steps the student must follow to complete the required paperwork. When the Director receives all the required forms/documentation and determines it meets the extenuating circumstances criteria the packet will be submitted to the Financial Aid Advisory Committee (FAAC). If the required forms and/or documentation is not complete or doesn't meet the extenuating circumstances criteria it will be denied by the Director. All denied packets at the Director level will be presented to the FAAC as an informational item only.
2. The FAAC will review the student's appeal and supporting documentation 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 and wishes to appeal his/her status is required to meet with a counselor to establish a comprehensive educational plan.

A student who has been placed on financial aid disqualification will not automatically be reinstated simply by paying for their own classes (i.e., not receiving Title IV aid) for a semester, or by sitting out a semester. The student must bring their cumulative GPA up and/or complete the required units for their 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.

Any student who petitions for financial aid and is determined unable to meet satisfactory academic progress (SAP) by the end of their educational plan will be denied.

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## INELIGIBLE TO APPEAL

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Students who do not meet the Federal 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. 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.

# **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 22 semester units in general education, and at least 18 semester units in an area of emphasis or major.

- *Minimum 22 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 22 units. Students who are seeking the Associate Degree for Transfer to the CSU in AA-T or AS-T must follow the California State University General Education-Breadth pattern (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern. Students with long range goals should review the Transfer Requirement section of the catalog.

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

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

## TYPES OF COURSES WITHIN THE ASSOCIATE DEGREE

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 "Degrees and Certificates" 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 22 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 "Degrees and Certificates" 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.

### **UPPER DIVISION UNITS**

Taft College will accept coursework completed at the upper division level from a regionally accredited college or university by petition from student, within all of the following conditions:

1. The coursework must be deemed comparable to a Taft College course or requirement, by the appropriate discipline faculty, division chair, C-ID descriptor, or an articulation agreement.
2. Courses may be used to meet content credit in a program requirement, a local associate degree's general education requirement, or a prerequisite.
3. Maximum subject credit for upper division units will be allowed. (12 units maximum)
4. Courses will not be used to certify CSU General Education Breadth, or IGETC certification.

Students should be aware that transfer schools (receiving colleges or universities) may count the upper division units as upper division units, students may still need 60 lower division units for admission requirements.

### **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 Credit for Prior Learning for additional information

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## **ASSOCIATE DEGREES FOR TRANSFER**

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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	Art History	Biology	Business Administration
Early Childhood Education	Economics	Elementary Teacher Education	English
History	Kinesiology	Mathematics	Psychology
Sociology	Spanish	Studio Arts	

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 Degrees & Certificates. 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.

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## OTHER ASSOCIATE DEGREES

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

Engineering

Life Science

Physical Science

Physical Education

### 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 transferable. 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 transferable to either the California State University system or University of California.

Taft College offers the following Career Technical Education Degrees:

Administrative Services*	Court Reporting	Criminal Justice Administration
Criminal Justice Administration- Corrections	Dental Hygiene*	Early Care, Education, and Family Studies
Energy Technology*	General Business*	Occupational Safety and Health
Liberal Arts Areas of Emphasis*	Management*	Welding Technology

\*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 Degrees & Certificates 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 are not required to meet with a counselor to apply. Students who plan to transfer are strongly recommended to meet with a counselor to apply for graduation. 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 website.

### COMMENCEMENT EXERCISES

Degrees and certificates are acknowledged at the May commencement exercises only, and all students receiving degrees or certificates are encouraged to participate. Commencement information can be found on the Taft College website.

### **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.

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.

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## **ADDITIONAL DEGREES**

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Taft College will grant degrees to students if they have met the requirements for each degree. Students seeking a concurrent or subsequent Associate degree must meet the following conditions:

1. All General Education requirements shall be met by each student's catalog rights.
2. A minimum GPA of 2.0 for all units counted toward the degree.
3. A minimum of 12 units in residence at Taft College.

There is no limit to the number of additional associate degrees awarded to students if they meet all of the above requirements. Students should note additional degrees do not necessarily enhance employment opportunities, and students should consider their transfer options to obtain a bachelor's degree to enhance employment opportunities.

Students should be aware there is a lifetime limit to the amount of financial aid available to them and therefore should contact the Financial Aid & Scholarships department to obtain specific information regarding their eligibility options to fund their entire educational goals.

Students should always consult with their counselor when pursuing any degree or certificate.

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## **CATALOG RIGHTS**

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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 (fall, spring, and summer) 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" or an "EW" 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 the Counseling Center 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 current 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 SLOS)**

GE SLOs 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**

**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.

**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.

**GE-Ethnic Studies-Requirement**

***This does not meet the CSU Area F requirement for general education.***

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.

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## GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE'S DEGREE

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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. *(For students who DO NOT intend to transfer to a CSU or UC)*

### **Option Two**

The California State University General Education Breadth (CSU GE Breadth) certification pattern can be found here. *(For students who intend to transfer to a California State University)*

### **Option Three**

The Intersegmental General Education Transfer Curriculum (IGETC) pattern required for all UC bound students can be found here. 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. *(For students who intend to transfer to a University of California)*

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

## **LOCAL GENERAL EDUCATION PATTERN**

### **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, 2231, 2232, 2270; JRNL 1510; PHIL 1531; POSC 1501, PSYC 2030; SOC 1510, 2038, 2110. These courses are not approved for Area F on the CSU GE Breadth pattern.**

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

#### **Lifelong Learning (3 units)**

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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)**

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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)**

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This requirement can be met by completing:

LIBR 1548	Introduction to Library Research	1.00 Credits(s)
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#### **General Education Requirements (22 units – one course from each category)**

##### **Natural Science (3 units)**

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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 2258	Human Anatomy & Physiology I	5.00 Credits(s)
BIOL 2259	Human Anatomy & Physiology II	5.00 Credits(s)
BIOL 2260	General Microbiology	5.00 Credits(s)
BIOL 2370	Nutrition Science	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)
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)
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 2212	World Civilization since 1500	3.00 Credits(s)
HIST 2216	History of Latin America	3.00 Credits(s)
HIST 2231	History of the United States to 1877	3.00 Credits(s)
HIST 2232	History of the United States Since 1877	3.00 Credits(s)
HIST 2270	California History	3.00 Credits(s)
JRNL 1510	Mass Communication and the Individual	3.00 Credits(s)
POSC 1501	Government	3.00 Credits(s)
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	Introduction to Race and Ethnicity	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.*

*HIST 2231, 2232; POSC 1501: May be used to meet either Social Science or American History and Institutions requirements.*

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**Humanities (3 units)**

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Complete a minimum of 3 semester units from the courses below

ART 1600	Two-Dimensional 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 1650	Introduction to Literature	3.00 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)
SPAN 2500	Latin American Culture	4.00 Credits(s)

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

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**English Composition (3 units)**

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Complete a minimum of 3 semester units from the courses below

ENGL 1500	Composition and Reading	3.00 Credits(s)
ENGL 1501	Enhanced Composition and Reading	4.00 Credits(s)
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)

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**Communications and Analytical Thinking (3 units)**

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Complete a minimum of 3 semester units from the courses below

BUSN 1510	Business Communication	3.00 Credits(s)
COMM 1507	Small Group Communication	3.00 Credits(s)
COMM 1511	Public Speaking	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 1505	Mathematical Concepts for Elementary Teachers - Number Systems	4.00 Credits(s)
MATH 1510	College Algebra for Liberal Arts	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)
PHIL 1520	Critical Thinking	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)

# 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. Transferability 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 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 the Assist website.
- 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, [click here](#). 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.

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## CHOOSING A TRANSFER COLLEGE OR UNIVERSITY

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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.

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 California State University campuses accept each degree, [click here](#).

#### **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 click [here](#).  
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. 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 click [here](#).

#### **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 click [here](#).

**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. For additional information click [here](#).

**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. For additional information click [here](#).

**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. For additional information click [here](#).

**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 click [here](#).

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**PREPARING FOR TRANSFER**

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### **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. 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.

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## **APPLYING TO A UNIVERSITY**

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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

Summer Feb. 1-28/29 of current year

Fall Oct 1-Nov 30 of preceding year

Winter June 1-30 of preceding year

Spring August 1-31 of preceding year

#### University of California

Term of Transfer Initial Filing Period

Fall Semester or November 1-30 of preceding year quarter

Winter Quarter July 1-31 of preceding year

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. [Click here for CSU campuses](#) and [click here 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 [here](#).

The CSU application is available [here](#).

### 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. For more information regarding graduation [click here](#). 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 Petitioning Periods

Semester	Application Period	Deadline to Submit Begins Application

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. For more information click [here](#).

### 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 the ASSIST website 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.

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## GENERAL EDUCATION CERTIFICATION PROCESS

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**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-Breadth 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 COMM 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 ASSIST 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 or C-ID databases 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 six areas of concentration described in the CSU GE pattern.

#### Certification of CSU GE-Breadth 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-Breadth pattern has been completed.

#### Additional CSU GE-Breadth Information and Restrictions

- Completion of the CSU GE-Breadth 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-Breadth 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-Breadth 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-Breadth 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**

#### IGETC 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 ASSIST 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 except for courses in languages other than English, which can be certified in both areas 3B and 6A.
  - 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 ASSIST 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 Los Angeles Schools of Engineering and Applied Science
  - UC Riverside Colleges of Engineering, Natural and Agricultural Sciences
  - UC Santa Barbara Colleges of Engineering, Creative Studies 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 ASSIST 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. 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.

### **GUARANTEED ADMISSION PROGRAMS**

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.

### **PASS ALONG CERTIFICATION**

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 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 ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 semester or 12-15 quarter units required with at least one course each from A1, A2, and A3)	Units	Grade	✓ if CERTIFIED
<b>A1-Oral Communication:</b> COMM 1507, COMM 1511 <b>A2-Written Communication:</b> ENGL 1500, ENGL 1501 <b>A3-Critical Thinking:</b> ENGL 1600*; PHIL 1520 <b>Courses from other colleges:</b> _____ <b>AP Exam:</b> _____	<b>A1</b> _____ <b>A2</b> _____ <b>A3</b> _____	_____ _____ _____	_____ Area A _____
<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) Course in <b>BOLD</b> contain lab components.  <b>B1-Physical Science:</b> ASTR 1511; BIOL 1513; CHEM 1510, CHEM 1520, CHEM 2211; ESCI 1520; GEOG 1510; GEOL 1500, GEOL 1501; PHYS 2221; PSCI 1520 <b>B2-Life Science:</b> BIOL 1500, BIOL 1510, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2258, BIOL 2259, BIOL 2260; CHEM 1520; PSYC 2050 <b>B3-Laboratory Activity:</b> ASTR 1511; BIOL 1510, BIOL 1513, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2258, BIOL 2259, BIOL 2260; CHEM 1510, CHEM 1520, CHEM 2211; ESCI 1520; GEOL 1500, GEOL 1501; PHYS 2221; PSCI 1520 <b>B4-Mathematical/Quantitative Reasoning:</b> MATH 1500, MATH 1505, MATH 1510, MATH 1520, MATH 1530, MATH 1540, MATH 2100, MATH 2120, MATH 2125; PSYC 2200; STAT 1510 <b>Courses from other colleges:</b> _____ <b>AP Exam:</b> _____	<b>B1</b> _____ <b>B2</b> _____ <b>B3</b> _____ <b>B4</b> _____	_____ _____ _____ _____	_____ Area B _____ _____
<b>C 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>C2-Humanities:</b> ENGL 1600*, ENGL 1650, ENGL 2100, ENGL 2150, ENGL 2600, ENGL 2650, ENGL 2700, ENGL 2750; HIST 2202*, HIST 2204*, HIST 2210*, HIST 2212*, HIST 2216*, HIST 2231*, HIST 2232*, HIST 2270*; HUM 1500, HUM 2010*; PHIL 1501, PHIL 1531; SPAN 1601, SPAN 1602, SPAN 2001, SPAN 2002, SPAN 2500 <b>Courses from other colleges:</b> _____ <b>AP Exam:</b> _____	<b>C1</b> _____ <b>C2</b> _____ <b>C1 or 2</b> _____	_____ _____ _____	_____ Area C _____
<b>D SOCIAL SCIENCES</b> (6 semester or 9-12 quarter units required)			

ADMJ 1501, ADMJ 1502; ECEF 1531\*; ECON 2120, ECON 2210; HIST 2202\*, HIST 2204\*, HIST 2210\*, HIST 2212\*, HIST 2216\*, HIST 2231\*, HIST 2232\*, HIST 2270\*; POSC 1501\*; PSYC 1500\*, PSYC 2003, PSYC 2030\*, PSYC 2033\*, PSYC 2080\*; RECR 1510\*; SOC 1510, SOC 2038, SOC 2110, SOC 2120, SOC 2141

**Courses from other colleges:**

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

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

**E LIFELONG LEARNING & SELF-DEVELOPMENT** (3 semester or 4-5 quarter units)

ECEF 1531\*; HLED 1510; PSYC 1500\*, PSYC 2030\*, PSYC 2033\*, PSYC 2080\*; RECR 1510\*; SOC 2141\*; STSU 1500

**Courses from other colleges:**

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

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

**F ETHNIC STUDIES** (3 semester or 4-5 quarter units)

ETHN 1510

**Courses from other colleges:**

F \_\_\_\_\_  
Area F

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

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

Some CLEP exams may be used on the CSU GE-Breadth 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-Breadth 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, ENGL 1501

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

**1C – Oral Communication (CSU requirement only):** COMM 1507, COMM 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 1510, MATH 1520, MATH 1540, MATH 2100, MATH 2120, MATH 2125; 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

**3B-Humanities:** ENGL 1650, ENGL 2100, ENGL 2150, ENGL 2600, ENGL 2650, ENGL 2700, ENGL 2750; HIST 2210\*, HIST 2212\*, HIST 2216\*, HIST 2231\*, HIST 2232\*, HIST 2270\*; 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 2212\*, HIST 2216\*, HIST 2231\*, HIST 2232\*, HIST 2270\*

**4G-ECEF** 1531

**4H-POSC** 1501

**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 2221; PSCI 1520

**5B-BIOLOGICAL SCIENCES:** BIOL 1500, BIOL 1510, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2258, BIOL 2259, BIOL 2260; PSYC 2050

**5C-LABORATORY:** ASTR 1511; BIOL 1510, BIOL 1513, BIOL 2201, BIOL 2202, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2258, BIOL 2259, BIOL 2260; CHEM 1510, CHEM 1520, CHEM 2211; ESCI 1520; GEOL 1500, GEOL 1501; PSCI 1520

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

5A \_\_\_\_\_

5B \_\_\_\_\_

5C \_\_\_\_\_

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

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

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

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

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

6A \_\_\_\_\_

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

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

Group 1: HIST 2231, HIST 2232  
Group 2: POSC 1501

G1 \_\_\_\_\_

G2 \_\_\_\_\_

## IGETC Checklist

A summary of requirements for IGETC certification is listed below.

1. The institution is accredited by the Western Association of Schools and Colleges or an equivalent accrediting body.
2. A course taken at a California Community College is applied to the subject area in which it is listed by the institution where the work was completed (check [www.assist.org](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 Revelle Colleges at UC San Diego, the School of Business at UC Berkeley, the College of Environmental Design (Architecture & Landscape Architecture majors) at UC Berkeley, and the College of Engineering at UC Riverside will not accept IGETC. In addition, some students may be better served by taking courses that fulfill the CSU General Education-Breadth Pattern, or that meet requirements for the specific general education pattern of the UC campus or college to which the students plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option advantageous. Engineering, Architecture, and Liberal Studies are examples of those majors.

### **Private and Out-of-State Schools That Accept IGETC**

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

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

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

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

### **Applying International Baccalaureate (IB) Credit to IGETC**

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

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

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

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

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

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

### **Applying Advanced Placement (AP) Credit to IGETC**

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

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

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

### **UC Unit Limitations**

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

### **Courses with UC Unit Limitations**

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

# Degrees and Certificates

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## ADMINISTRATION OF JUSTICE FOR TRANSFER

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### 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](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: 18-20**

**Total Credit Hours: 60**

**TRANSFER DEGREE INFORMATION**

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.

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## **ADMINISTRATIVE SERVICES**

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### **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 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)
HLED 1541	Medical Terminology	3.00 Credits(s)
MGMT 1500	Introduction to Human Resources Management	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 1054

*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: 4****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)
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.*

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**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)

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

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

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**Total Credit Hours: 6**

## **CAREER OPTIONS/PATHWAYS**

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### **TRANSFER INFORMATION**

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*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.*

## **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	Two-Dimensional 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)
PHOT 1510	Basic Photography	3.00 Credits(s)

**Total Credit Hours: 18**

\*Electives are to be selected from the above list

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## 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	Two-Dimensional Design	3.00 Credits(s)
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*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*

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## GENERAL EDUCATION REQUIREMENTS:

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**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.

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## ELECTIVES:

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

**Subtotal: 18**

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**Total Credit Hours: 60**

## TRANSFER DEGREE INFORMATION

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.

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# **BIOLOGY FOR TRANSFER**

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## **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)	3.00 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.

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**Total Credit Hours: 60**

### **TRANSFER DEGREE INFORMATION**

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.

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## **BUSINESS ADMINISTRATION**

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### **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: 21-23**

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*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.*

## **BUSINESS ADMINISTRATION FOR TRANSFER**

### **PROGRAM GOALS AND OBJECTIVES**

The Associate in Science in Business Administration for Transfer degree provides a clear and direct route for students to transfer to a CSU to pursue a baccalaureate degree in Business Administration or related field. Ed Code Section 66746-66749 states students earning the Business Administration AS-T degree will be granted priority for admission as a Business Administration major to a local CSU, as determined by the CSU campus to which the student applies. The study of business administration prepares students to enter the job market with the ability to identify and solve business problems. Coursework provides a solid base of theory for understanding fundamental business aspects, starting with the basics, and emphasizing a foundation in marketing, advertising, management, human relations, finance, communication, writing, business law and international business. While a baccalaureate degree is recommended preparation for those considering careers in business, the completion of the curriculum will both an interest and commitment to further studies at the upper-division level. A business degree will prepare students for a variety of careers including, but not limited to: accountant, analyst, banker, budget analyst, business consultant, entrepreneur, financial planner, human resource manager, operations manager, public relations specialist, public sector manager, recruiter, retail store manager, sales representative, school administrator, and supervisor.

### **BUSINESS ADMINISTRATION 2.0 PROGRAM LEARNING OUTCOMES:**

Students are awarded an Associate in Science in Business Administration for Transfer degree after demonstrating a level of mastery at the Associates of Science level in each of the following program goal areas and successfully completing general education requirements at Taft College.

1. PSLO #1 (K,S) 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.
2. PSLO #2 (K,S): 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. PSLO #3 (K,S,A): Students completing their course of study will be able to demonstrate a fundamental understanding of socio-cultural, legal, and ethical situations to recommend practical alternatives

### **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 Taft College IGETC (IGETC) or the Taft College General Education Certification 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 2.0**

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

**PROGRAM REQUIREMENTS****Required Core: (26-29 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)
MATH 1520	Finite Mathematics	3.00 Credits(s)
	OR	
MATH 2100	Analytic Geometry and Calculus I	5.00 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)
BUSN 1500	Introduction to Business	3.00 Credits(s)
	OR	
BUSN 1510	Business Communication	3.00 Credits(s)
		<b>Subtotal: 26-29</b>

**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: 26-29**

**Total Credit Hours: 60**

**TRANSFER DEGREE INFORMATION**

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.

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## **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**

#### **PROGRAM REQUIREMENTS**

##### **Recommended Speed Building Courses**

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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)
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**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**

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## **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.

## **COURT REPORTING: CERTIFICATE OF ACHIEVEMENT**

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## **DEGREE REQUIREMENTS**

### **Required Core**

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

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

	OR	
	OR	
	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	
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	Introduction to Race and Ethnicity	3.00 Credits(s)
SOC 2120	American Social Problems	3.00 Credits(s)
SOC 2141	Sociology of Marriage	3.00 Credits(s)

**Subtotal: 18**

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## **CRIMINAL JUSTICE CORRECTIONS**

### **Program Learning Outcomes**

Students will be able to:

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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)
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**Total Credit Hours: 18**

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### **PROGRAM REQUIREMENTS**

#### **Required Courses**

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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)

**Total Credit Hours: 18**

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*This certificate 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, 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.*

## **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>.

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## **DENTAL HYGIENE**

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### **Description**

Taft College's Dental Hygiene Program consists of two-years and over 1600 hours of courses focused solely on education that culminates competence in preventing and treating oral diseases to protect the oral cavity and the patients' total health. Throughout the program, students will learn and participate in lectures, labs, and patient care clinic sessions, where they gain skills in health assessment, dental hygiene treatment planning, periodontal instrumentation and preventative oral health education leading them to entry-level competence for a license to practice. The Taft College Dental Hygiene Program gives students the knowledge, experience, and educational requirements necessary to pass regional and national board examinations. The Program is accredited by the American Dental Association Commission on Dental Accreditation and is approved by the Dental Hygiene Board of California.

### **Program Learning Outcomes**

Upon successful completing of the dental hygiene program, a graduate will be competent in:

1. **Legal and Ethical Principles.** Graduates will be competent in the ethical and legal aspects of the dental hygiene profession.

2. **Dental Hygiene Process of Care.** Graduates will be competent in providing preventive and therapeutic dental hygiene services to patients of all ages, ethnicity, and socioeconomic levels.
3. **Community Awareness.** Graduates will participate in various community health programs that will focus on improving the oral health of individuals, families, and community groups.
4. **Life Long Learning.** Graduates will have the ability to apply experience, skills, and knowledge to develop and implement a plan for professional growth.
5. **Infection Control.** Graduates will be competent in all aspects of infection control procedures and hazardous waste management.
6. **Critical Thinking.** Graduates will be competent in problem solving strategies related to comprehensive patient care and management of patients.

## **DENTAL HYGIENE: ASSOCIATE IN SCIENCE**

### **DESCRIPTION**

Taft College's Dental Hygiene Program consists of two-years and over 1600 hours of courses focused solely on education that culminates competence in preventing and treating oral diseases to protect the oral cavity and the patients' total health. Throughout the program, students will learn and participate in lectures, labs, and patient care clinic sessions, where they gain skills in health assessment, dental hygiene treatment planning, periodontal instrumentation and preventative oral health education leading them to entry-level competence for a license to practice. The Taft College Dental Hygiene Program gives students the knowledge, experience, and educational requirements necessary to pass regional and national board examinations. The Program is accredited by the American Dental Association Commission on Dental Accreditation and is approved by the Dental Hygiene Board of California.

### **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.

The application period for the class beginning each fall will be available mid-January and must be received in the Admissions Office by the last day of February.

All program prerequisites must be completed with a minimum grade of "C" or better by December of the prior year. No in-progress prerequisites will be accepted.

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.

**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)
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	Introduction to Race and Ethnicity	3.00 Credits(s)
COMM 1507	Small Group Communication	3.00 Credits(s)
	OR	
COMM 1511	Public Speaking	3.00 Credits(s)

\*All completed prerequisite science courses must be **completed by 2017** 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.

\*The program's cultural diversity requirement (SOC 2110) may be satisfied by any Taft College course that meets the local ethnic studies requirement.

\*MATH 1060 can be satisfied by a higher level mathematics course (CSU GE-Breadth Area B-4).

**\*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. **Legal and Ethical Principles.** The graduates will be competent in the ethical and legal aspects of the Dental Hygiene profession.
2. **Dental Hygiene Process of Care.** The graduates will be competent in providing preventive and therapeutic dental hygiene services to patients of all ages, ethnicity, and socioeconomic levels.
3. **Community Awareness.** The graduates will participate in various community health programs that will focus on improving the oral health of individuals, families, and community groups.
4. **Life Long Learning.** The graduates will apply experience, skills, and knowledge to develop and implement a plan for professional growth.
5. **Infection Control.** The graduates will be competent in all aspects of infection control procedures and hazardous waste management.
6. **Critical Thinking.** The graduates will be competent in problem solving strategies related to comprehensive patient care and management of patients using current scientific evidence to formulate a patient-centered comprehensive care plan.

**PROGRAM REQUIREMENTS****Required Courses**

DNTL 1510	Oral Biology	4.00 Credits(s)
DNTL 1511	Oral Radiology	2.50 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	2.50 Credits(s)
DNTL 2021	General and Oral Pathology	4.00 Credits(s)
DNTL 2024	Clinical Practice I	5.00 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 2242	Ethics, Law & Practice Management	3.00 Credits(s)
DNTL 2243	Clinical Practice III	6.00 Credits(s)
DNTL 2244	Community Oral Health II	2.00 Credits(s)
		<b>Subtotal: 60</b>

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# **DIRECT SUPPORT EDUCATION: ASSOCIATE IN SCIENCE**

## **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	Safety Advocacy and Maltreatment Prevention	3.00 Credits(s)

**Total Credit Hours: 18****EXPLORE MAJORS & CAREERS**

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**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**

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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	Safety Advocacy and Maltreatment Prevention	3.00 Credits(s)

**Total Credit Hours: 18**

## DISABILITY SERVICES: ASSOCIATE IN SCIENCE

### Description

The Disabilities Services degree is designed for students interested in the field of disabilities. The degree will equip current and future professionals to be effective communicators and develop a cultural awareness of understanding the disability field. The program covers general guidelines and documentation methods with the importance of confidentiality as well as how to support people effectively and in safely managing their basic needs including self-advocacy and safety. The program has six core courses covering topics dealing with a wide variety of personal perspectives, cultures, and life circumstances from both a legal and human rights' viewpoint.

### Program Learning Outcomes

After completing the Direct Support Education major, a student will be able to:

1. Students will be able to use critical thinking and analysis to solve problems when working with individuals with disabilities (K-Knowledge)
2. Students will be able to demonstrate cultural competencies and safe practices. (S- Skills)
3. Students will be able to apply and reflect on their ethics and professional practices in various settings when working with individuals with disabilities. (A-Affective)

## DISABILITY SERVICES: 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)
	OR	
DS 1507	Introduction to Supporting People with Disabilities	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)
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**Total Credit Hours: 18**

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## **EARLY CHILDHOOD EDUCATION FOR TRANSFER**

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### **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**

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**Total Credit Hours: 60**

### **TRANSFER DEGREE INFORMATION**

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.

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## **EARLY CARE, EDUCATION, AND FAMILY STUDIES**

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### **Description**

This program is designed to provide individuals with the foundation into understanding early care, education, and family relations. The program will prepare individuals to enter into a variety of disciplines and careers working with children, families, and communities. The Early Care, Education, and Family Studies Program will be beneficial to anyone who has children in their lives: parents, teachers (elementary and early childhood education), school psychologists, social workers, counselors, law enforcement, special educators, foster parents, and grandparents.

### **Program Learning Outcomes**

After completing the Early Care, Education, and Family Studies major, a student will be able to:

1. Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.

2. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to early care and education profession.
3. Design, implement, and evaluate environments and activities that support positive, development play, and learning outcomes of all children.
4. Develop strategies that promote partnerships between programs, teachers, families, and their communities.
5. Integrate understanding of the needs, characteristics, and multiple influences on development of children birth to age eight as related to high quality care and education of young children.

### **EARLY CARE, EDUCATION, AND FAMILY STUDIES: ASSOCIATE IN SCIENCE**

To earn an Associate in Science Degree in Early Care, Education, Family Studies, students must complete: (1) all course requirements with a minimum grade of "C" in each course; and (2) complete General Education Graduation Requirements with an overall GPA of 2.0 or better.

#### **PROGRAM REQUIREMENTS**

##### **Required Courses**

PSYC 2003	Child Growth and Development	3.00 Credits(s)
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 1590	Health, Safety, and Nutrition	3.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)

**Total Credit Hours: 24**

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**Occupational Outlook Handbook** <https://www.bls.gov/ooh/> Careers by occupational group, summary, what they do, work environment, how to become one, pay, job outlook, state & area data, similar occupations, and additional resources!

Still unsure of your career and major? Register for *STSU 1018 Career & Major Exploration!*

### **EXPLORE EMPLOYMENT OPPORTUNITIES**

**Indeed** <https://www.indeed.com/> Search for employment and internship opportunities, learn how to craft resumes and cover letters, plus interview tips using the Career Guide

**Glassdoor** <https://www.glassdoor.com/index.htm> Learn about the companies you want to work for, read reviews from employees, know your worth when it comes to salary negotiation, and apply to jobs with your profile.

Still unsure of your career and major? Register for *STSU 1019 Career & Life Planning!*

### **TRANSFER INFORMATION**

**Assist** <https://assist.org/> See how courses you take count from college to college

**Transfer to a California State University** <https://www2.calstate.edu/attend/transfer>

**Transfer to a University of California** <https://admission.universityofcalifornia.edu/index.html>

Still unsure about transferring? Register for *STSU 1525 Transfer Planning* or *STSU 1550 Funding a Transfer Plan!*

*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 CARE, EDUCATION, AND FAMILY STUDIES: CERTIFICATE OF ACHIEVEMENT

### PROGRAM REQUIREMENTS

#### Required Courses

PSYC 2003	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)
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)
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: 30**

### 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)

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**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 (ECE/CD) 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 ECE/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 ECE/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 ECE/CD or related field with 3 units supervised field experience in ECE/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 ECE/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 ECE/CD, <b>plus</b> 3 units supervised field experience in ECE/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)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)

**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)
ECEF 1501	Early Care, Education, and Family Studies Curriculum	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)

**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)
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 1590	Health, Safety, and Nutrition	3.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)

**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

### **PROGRAM REQUIREMENTS**

**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.

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

ECEF 1611	Introduction to Children With Special Needs	3.00 Credits(s)
	Birth to Age Eight	
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)
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**Choose 3 units from the following: 3 Units**

ECEF 1654	Discipline Techniques for School-Age Children and Adolescents	1.00 Credits(s)
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**Required Courses**

PSYC 2003	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)
ECEF 1521	Practicum Field Experience	3.00 Credits(s)
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
ECEF 1571	Child Study and Assessment	3.00 Credits(s)
ECEF 1590	Health, Safety, and Nutrition	3.00 Credits(s)
ECEF 1601	Diversity in Early Care, Education and Family Studies	3.00 Credits(s)
ECEF 2051	Adult Supervision: Mentoring in a Collaborative Learning Setting 6 units of specialization from one of the following areas	3.00 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/cdtc/print/htdocs/services\\_colleges\\_aligned.htm](https://www.childdevelopment.org/cs/cdtc/print/htdocs/services_colleges_aligned.htm).

	Colleges	College Alignme nt Date	Child Growth & Developme nt	Child, Family & Communi ty	Introducti on To Curriculu m	Principl es & Practice s of	Observati on & Assessme nt	Health, Safety & Nutritio n	Teachin g in a Diverse Society	Practicu m
1	Allan Hancock College	12/2011	ECS 100	ECS 101	ECS 106	ECS 104	ECS 105	ECS 102	ECS 116	ECS 118
2	Bakersfiel d College	1/2011	CHDVB 21	CHDVB 42	CHDVB 36	CHDVB 20	CHDVB 22	CHDV B 49	CHDVB 32	CHDVB 41
3	Barstow College	9/2010	CHLD 4	CHLD 6	CHLD 9	CHLD 11A	CHLD 20	CHLD 14	CHLD 25	CHLD 80
4	Cerro Coso Communi ty College	2/2012	CHDV C106	CHDV C104	CHDV C102	CHDV C100	CHDV C200	CHDV C121	CHDV C125	CHDV C203
5	Cuesta College	5/2012	ECE 201	ECE 202	ECE 203	ECE 205	ECE 206	ECE 204	ECE 215	ECE 210
6	Fresno City College	6/2009	CD 39	CD 30	CD 3	CD 1	CD 20	CD 6	CD 15	CD 37A
7	Reedley College	7/2009	CD 39	CD 30	CD 3	CD 1	CD 20	CD 6	CD 15	CD 37A
8	Taft College	3/2010	PSYC 2003	ECEF 1531	ECEF 1501	ECEF 1500	ECEF 1571	ECEF 1590	ECEF 1601	ECEF 1521
9	Victor Valley College	1/2012	CHDV 100	CHDV 106	CHDV 150	CHDV 110	CHDV 160	CHDV 142	CHDV 200	CHDV 210
1 0	West Hills College, Coalinga	9/2012	CD 5	CD 10	CD 16	CD 12A	CD 3	CD 18	CD 2	CD 12B
1 1	West Hills College, Lemoore	4/2012	CD 5	CD 10	CD 16	CD 12A	CD 3	CD 18	CD 2	CD 12B

## ECONOMICS FOR TRANSFER

### DESCRIPTION

The Associate in Arts in Economics for Transfer degree provides a clear and direct route for transfer to upper division into the CSU system for students to complete a baccalaureate degree in Economics or similar degree. The program includes course work in economics, business, accounting and mathematics.

### PROGRAM LEARNING OUTCOMES

1. Explain the nature and function of the labor market system.
2. Assess the efficiency in the provision of goods and services
3. Assess the operation of economic institutions
4. Apply quantitative methods of analysis
5. Apply economic therapy to real life situations

## ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER DEGREE

### PROGRAM REQUIREMENTS

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

#### REQUIRED CORE: (16 units)

ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	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)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)

#### LIST A: Select one (3-4 units)

Any course articulated as lower-division preparation in the Economics major at a CSU (3-4)

MATH 1520	Finite Mathematics	3.00 Credits(s)
MATH 2120	Analytic Geometry and Calculus II	4.00 Credits(s)
BSAD 2220	Introduction to Financial Accounting	4.00 Credits(s)
BSAD 2221	Introduction to Managerial Accounting	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)

#### LIST B: Select one course (3-4 units)

Any LIST A course not already used. Any CSU transferable Economics course.

MATH 2130	Analytic Geometry and Calculus III	4.00 Credits(s)
		<b>Subtotal: 22-24</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.

### 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.

**Subtotal: 60**

### **TRANSFER DEGREE INFORMATION**

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.

**Assist** <https://assist.org/> See how courses you take count from college to college

**Transfer to a California State University** <https://www2.calstate.edu/attend/transfer>

**Transfer to a University of California** <https://admission.universityofcalifornia.edu/index.html>

Still unsure about transferring? Register for *STSU 1525 Transfer Planning* or *STSU 1550 Funding a Transfer Plan!*

### **EXPLORE MAJORS & CAREERS**

**Career Coach** <https://ccc.emsicc.com/?radius=&region=California> Interest assessment, career options by pathway, browse California college programs and majors and see who is hiring using this great resource.

**Career One Stop** <https://www.careeronestop.org/> Interest and skills assessments, major and career matching, internships and scholarships, wage and employment trends, and endless resources to support your success!

**Occupational Outlook Handbook** <https://www.bls.gov/ooh/> Careers by occupational group, summary, what they do, work environment, how to become one, pay, job outlook, state & area data, similar occupations, and additional resources!

Still unsure of your career and major? Register for *STSU 1018 Career & Major Exploration!*

### **EXPLORE EMPLOYMENT OPPORTUNITIES**

**Indeed** <https://www.indeed.com/> Search for employment and internship opportunities, learn how to craft resumes and cover letters, plus interview tips using the Career Guide

**Glassdoor** <https://www.glassdoor.com/index.htm> Learn about the companies you want to work for, read reviews from employees, know your worth when it comes to salary negotiation, and apply to jobs with your profile.

Still unsure of your career and major? Register for *STSU 1019 Career & Life Planning!*

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## **ELEMENTARY TEACHER EDUCATION FOR TRANSFER**

### **DESCRIPTION**

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The Associate in Arts in Elementary Teacher Education for Transfer degree provides a clear and direct route for transfer to upper division work in the Liberal Studies or Integrated Teacher Education major allowing students to develop and master the knowledge, skills, and values foundational to teaching school-aged children.

This Associate in Arts in Elementary Teacher Education for Transfer provides a solid foundation in the theory and practices used in the study of humanity. The curriculum includes the study of a variety of subject matter that crosses all aspects of curriculum establishing foundational knowledge in all subject areas, which is necessary for multi-subject education.

This curriculum provides a solid foundation upon which to build a Liberal Studies or Integrated Teacher Education major at a four-year school. The degree guarantees transfer to a CSU as a junior.

To earn an Associate in Arts in Elementary Teacher Education for Transfer, students must complete: (1) all course requirements with a minimum grade of "C" in each course; and 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

Students are awarded an Associate in Arts in Elementary Teacher Education transfer pattern after demonstrating a level of mastery appropriate to the associate in art level in each of the defined goal areas and successful completion of general education requirements.

- **PLO 1** – Create meaningful learning experiences based subject matter.
- **PLO 2** – Demonstrate effective verbal, nonverbal, written, technological, and media communication skills through the exchange of ideas and information with instructors, peers, and others.
- **PLO 3** - Engage in self-reflection and use this knowledge to analyze past experiences and develop plans for improvement.
- **PLO 4** – Demonstrate skills required in the field of education including: maintaining accurate records (such as attendance, lesson completion, and progress), use of questioning and discussion techniques to support learning, observation and performance of common educational practices in classroom settings (such as lecture, grading, class management, instructional demonstration).
- **PLO 5** – Model cordial and cooperative relationships with others that contribute positively to supporting a diversity of learning styles and activities.

## ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER DEGREE

### PROGRAM REQUIREMENTS

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

**REQUIRED CORE: (43 units)**

**Required Core**

EDUC 1520	Introduction to Elementary Education for the Contemporary Educator	3.00 Credits(s)
PSYC 2003	Child Growth and Development	3.00 Credits(s)
BIOL 1510	Fundamentals of Biology with Lab	4.00 Credits(s)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4.00 Credits(s)
MATH 1505	Mathematical Concepts for Elementary Teachers - Number Systems	4.00 Credits(s)
COMM 1511	Public Speaking	3.00 Credits(s)
ENGL 1500	Composition and Reading	3.00 Credits(s)
ENGL 1650	Introduction to Literature	3.00 Credits(s)
GEOG 1520	World Regional Geography	3.00 Credits(s)
HIST 2210	World Civilization to 1500	3.00 Credits(s)
HIST 2231	History of the United States to 1877	3.00 Credits(s)
POSC 1501	Government	3.00 Credits(s)

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

Any course articulated as fulfilling CSU GE Area A3 with Freshman Composition as a prerequisite.

ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
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**LIST B: Select one (3 units)**

ART 1500	Art Appreciation	3.00 Credits(s)
MUSC 1510	Music Appreciation	3.00 Credits(s)
DRAM 1510	Introduction to Theatre	3.00 Credits(s)
ARTH 1510	Prehistoric to Renaissance Art History	3.00 Credits(s)
	OR	
ARTH 1520	Renaissance to Contemporary Art History	3.00 Credits(s)

**List C: (0-12 Additional Units)**

Any course(s) not already used above and/or any course articulated as lower division preparation in the Liberal Studies, Integrated Teacher Education, or other similar major at a CSU.

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**GENERAL EDUCATION REQUIREMENTS:**

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**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.

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**ELECTIVES:**

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

### 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.

**Subtotal: 60**

### TRANSFER DEGREE INFORMATION

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## ENERGY TECHNOLOGY

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### 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

BUSN 1510	Business Communication	3.00 Credits(s)
OSH 1500	Occupational Safety and Health Compliance	3.00 Credits(s)
ENER 1025	Oil and Gas Laws and Regulations	1.00 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)

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**Total Credit Hours: 60**

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*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.*

## 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.

## CERTIFICATION/LICENSES

Not applicable. However, certain companies may have specific training and education requirements depending on the job type.

## 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)
		<b>Subtotal: 12</b>
		<b>Total Credit Hours: 12</b>

# 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. In addition, the Stanley and Madalyn Hutchison Engineering Promise at TC has been established to provide financial and academic support for students enrolled in the TC Engineering Program. For an application and eligibility requirements, please visit the STEM website.

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 & PHYSICS CLASS OFFERINGS**

<b>CLASS</b>	<b>PRE-REQUISITE</b>	<b>FALL</b>	<b>SPRING</b>
ENGR 1500	NONE	X	X
ENGR 1510	MATH 1530	X	
ENGR 2200	MATH 2120 & PHYS 2221		X
ENGR 2300	CHEM 2211 & PHYS 2221		X
ENGR 1540	MATH 1540		X
ENGR 1550	MATH 2100	X	
ENGR 2000	MATH 2140 (pre/co-req)		X
PHYS 2221	MATH 2100 (pre/co-req)	X	X
PHYS 2222	PHYS 2221 & MATH 2120 (pre/co-req)		X
PHYS 2223	PHYS 2222 & MATH 2120	X	

**Program Level Outcomes**

The program is designed to create the following outcomes:

1. Student demonstration of critical thinking, creativity and problem solving skills as individuals and as teams.
2. Demonstrate proper application of foundational engineering, math and science skills while solving current industry problems.
3. Make effective career choices in the engineering field.

**ENGINEERING: ASSOCIATE IN SCIENCE****REQUIRED COURSES**

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 2200	Statics	3.00 Credits(s)	
ENGR 2300	Materials 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	35
		General Education	28
		<b>Total Units</b>	<b>81</b>

**Track Two: Electrical Engineering**

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 9
			Engineering Core Units 35
			General Education 28
			<b>Total Units 72</b>

**Track Three: Computer Engineering**

ENGR 1540	Introduction to Programming Concepts and Methodologies for Engineers with Lab	4.00 Credits(s)	
			Track Three Engineering Units 4
			Engineering Core Units 35
			General Education 28
			<b>Total Units 67</b>

**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)	3.00 Credits(s)
PHYS 2222	General Physics II (Calculus)	4.00 Credits(s)
PHYS 2223	General Physics III (Calculus)	4.00 Credits(s)
ENGR 1500	Introduction to Engineering	2.00 Credits(s)
ENGR 2000	Circuit Analysis with Lab	4.00 Credits(s)
		<b>Subtotal: 35</b>

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## 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.

### Program Learning Outcomes:

1. Write clear and coherent compositions
2. Create evidence-based arguments
3. Evaluate expository and literary texts
4. Support original interpretation of literary texts
5. Analyze forms of literary texts
6. Use cultural contexts to comprehend texts

### 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)
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##### 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)
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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

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## GENERAL EDUCATION REQUIREMENTS:

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**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.

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## ELECTIVES:

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

**Subtotal: 19-21**

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**Total Credit Hours: 60**

### **TRANSFER DEGREE INFORMATION**

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## **GENERAL BUSINESS**

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### **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 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)
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)

*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.*

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**Total Credit Hours: 18**

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## **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 OR	3.00 Credits(s)
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)
	OR	
SOC 2038	Gender Studies	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2110	Introduction to Race and Ethnicity	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.

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**ELECTIVES:**


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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 INFORMATION**

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.

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**INDUSTRIAL ELECTRONICS**


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**CATALOG DESCRIPTION**

The Industrial Electronics program is designed to provide training and education, providing essential technical and professional skills that will enable individuals to succeed in a wide range industry. Technicians with this education and training can serve as electronics technicians, industrial technicians and electronic sale services. Skills attained will be transferrable to many related professions such as agriculture, petroleum, manufacturing, aerospace, food processing, renewable/alternative energy fields to name a few.

### **PROGRAM GOALS AND OBJECTIVES**

#### **GOALS**

- Ensure students complete appropriate curricula and required hours of instruction
- Prepare students with the foundation skills and knowledge needed in the electronics industry for technicians and related occupations.
- Support industry needs in electronics
- Provide education and career pathway options for students in the electronics industry

#### **OBJECTIVES**

- Be able to perform entry level data management functions in an electronics related sector
- Exhibit foundation skills and knowledge necessary for technicians (electronics techs, engineering techs, industrial techs, field techs, petroleum engineering/geological techs, etc.)
- Exhibit knowledge and skills in electronics industry with emphasis

### **PROGRAM LEARNING OUTCOMES:**

After completing the Industrial Electronics Program students will be able to:

1. First and foremost, have a comprehensive understanding of electrical hazards when working on energized systems.
2. Understand the working relationship between electrical and control systems and their interactions. This will result in problem solving ability for errors in electrical systems.
3. Learn to work with others on project teams that plan and execute the development and operation of electronic control systems.
4. Demonstrate a basic understanding of regulations and laws governing an electronic work conducted and apply ethical and other industry-wide acceptable standards that will accentuate professional behaviors.
5. Understand the potential application of electronic and automation to improve and enhance processes used throughout civilization.

### **INDUSTRIAL ELECTRONICS: ASSOCIATE IN SCIENCE**

To earn an Associate in Science Degree in Industrial Electronics, 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.

### **DEGREE REQUIREMENTS**

#### **Requirements List**

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ENER 1503	Environmental Awareness & Regulatory Compliance	3.00 Credits(s)
ENER 1510	Introduction to Energy	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)
OSH 1056	Electrical Standards	1.25 Credits(s)
OSH 1500	Occupational Safety and Health Compliance	3.00 Credits(s)
<b>Subtotal: 22.25</b>		

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# **ADVANCED 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.

**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)
	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.*

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**Total Credit Hours: 13.5-15.5**

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*This certificate 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, 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.*

## **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.

# **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)
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**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**

PHED 1520	Beginning Golf	1.00-2.00 Credits(s)
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**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	1.00-2.00 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 OR	5.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)

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## GENERAL EDUCATION REQUIREMENTS:

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**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.

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## ELECTIVES:

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

**Subtotal: 22-27**

**Total Credit Hours: 60**

## **TRANSFER DEGREE INFORMATION**

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.

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## 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	Nutrition Science	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)

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*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.*

### **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:**

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ART 1600	Two-Dimensional 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 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)

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## **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 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 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*

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## 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

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## **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:**

#### **REQUIRED: (11 UNITS)**

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:**

#### **ELECTIVES: (7 UNITS)**

**(MAX 4 UNITS MAY BE SELECTED FROM PE ACTIVITY COURSES)**

BIOL 2370	Nutrition Science	3.00 Credits(s)
BIOL 2257	Human Physiology with Lab	5.00 Credits(s)
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	1.00-2.00 Credits(s)
PHED 1509	Women's Intercollegiate Volleyball	2.00 Credits(s)
PHED 1510	Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 1511	Men's Intercollegiate Soccer	2.00 Credits(s)
PHED 1514	Intercollegiate Baseball	2.00 Credits(s)
PHED 1520	Beginning Golf	1.00-2.00 Credits(s)
PHED 1523	Beginning Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1524	Softball	1.00-2.00 Credits(s)
PHED 1528	Beginning Volleyball	1.00-2.00 Credits(s)
PHED 1529	Water Aerobics	1.00 Credits(s)
PHED 1532	Low Impact Aerobics	1.00 Credits(s)
PHED 1533	Walking for Fitness	1.00 Credits(s)
PHED 1534	Basketball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1535	Baseball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1542	Beginning Soccer	1.00-2.00 Credits(s)
PHED 1623	Intermediate Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1629	Intermediate Water Aerobics	1.00 Credits(s)
PHED 1632	Intermediate Low Impact Aerobics	1.00 Credits(s)
PHED 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)
PHED 2507	Advanced Intercollegiate Softball	2.00 Credits(s)

PHED 2508	Advanced Women's Intercollegiate Basketball	1.00-2.00 Credits(s)
PHED 2509	Advanced Women's Intercollegiate Volleyball	2.00 Credits(s)
PHED 2510	Advanced Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 2511	Advanced Men's Intercollegiate Soccer	2.00 Credits(s)
PHED 2514	Advanced Intercollegiate Baseball	2.00 Credits(s)

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**LIBERAL ARTS AREA OF EMPHASIS: MATH AND SCIENCE: ASSOCIATE IN ARTS****Description**

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.

**Program Learning Outcomes**

Students will demonstrate confidence in their math skills and be able to reason both abstractly and quantitatively.

**COURSES**

**Select any 18 units from the following requirements: A minimum of one course per section is required**

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**SECTION ONE**

MATH 1500	Math for a Modern Society - A Liberal Arts Course	4.00 Credits(s)
MATH 1505	Mathematical Concepts for Elementary Teachers - Number Systems	4.00 Credits(s)
MATH 1510	College Algebra for Liberal Arts	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)

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**SECTION TWO**

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 2265	Human Pathophysiology	3.00 Credits(s)
BIOL 2370	Nutrition Science	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)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)

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**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	Nutrition Science	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)

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### 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)
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GEOL 1501	Historical Geology	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)

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## **LIFE SCIENCE**

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### **Description**

The study in life sciences examines and assesses the place of various organisms in the natural world. The courses examine evolutionary principles for a comprehensive model for understanding the origins of organisms and the changes they undergo. Science technicians use the principles and theories of science and mathematics to solve problems in research and development and to help invent and improve products and processes. However, their jobs are more practically oriented than those of scientists. Technicians set up, operate, and maintain laboratory instruments, monitor experiments, make observations, calculate and record results, and often develop conclusions. They must keep detailed logs of all of their work. Those who perform production work monitor manufacturing processes and may ensure quality by testing products for proper proportions of ingredients, for purity, or for strength and durability.

As laboratory instrumentation and procedures have become more complex, the role of science technicians in research and development has expanded. In addition to performing routine tasks, many technicians, under the direction of scientists, now develop and adapt laboratory procedures to achieve the best results, interpret data, and devise solutions to problems. Technicians must develop expert knowledge of laboratory equipment so that they can adjust settings when necessary and recognize when equipment is malfunctioning. Most science technicians specialize, learning their skills and working in the same disciplines in which scientists work.

### **Program Learning Outcomes**

After completing the Life Sciences courses, students will be able to:

1. Identify and explain the definitive characteristics of living organisms in a clear and concise manner.
2. Demonstrate an understanding of evolution and its relationship to the unity and diversity of living organisms.
3. Employ the scientific method by proposing hypotheses based on observations, testing the hypotheses, critical analyzing experimental data, and formulating conclusions based on the experimental data.
4. Find, select, and evaluate various types of scientific information including research articles, mass media sources, and web information.

5. Demonstrate the safe and correct operating procedures in the use and treatment of common lab equipment and materials.

## LIFE SCIENCE: ASSOCIATE IN SCIENCE

### COURSES

Select 18 units from the following:

BIOL 1500	Fundamentals of Biology OR	3.00 Credits(s)
BIOL 1510	Fundamentals of Biology with Lab	4.00 Credits(s)
BIOL 1513	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	Nutrition Science	3.00 Credits(s)

**Total Credit Hours: 18**

### EXPLORE MAJORS & CAREERS

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### TRANSFER INFORMATION

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**Transfer to a University of California** <https://admission.universityofcalifornia.edu/index.html>

Still unsure about transferring? Register for *STSU 1525 Transfer Planning* or *STSU 1550 Funding a Transfer Plan!*

*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>

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## **MANAGEMENT**

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### **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:**

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BUSN 1500	Introduction to Business	3.00 Credits(s)
BUSN 1510	Business Communication	3.00 Credits(s)
BUSN 1051	General Accounting OR	4.00 Credits(s)
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)
	Elective*	3
MGMT 2900	Management Capstone	3.00 Credits(s)

**Total 21-23**

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

**Required General Education Courses**

SOC 2110	Introduction to Race and Ethnicity	3.00 Credits(s)
SPCH 1507	Group Discussion OR	3.00 Credits(s)
SPCH 1511	Fundamentals of Speech	3.00 Credits(s)

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

PSYC 2033	Personal and Social Adjustment	3.00 Credits(s)
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*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**

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### **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)
	Elective*	3

**Total 18-20**

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

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

PSYC 2033	Personal and Social Adjustment	3.00 Credits(s)
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*COSC 1603, COSC 1703, COSC 1812: Note: Previous versions of required computer courses taken within four (4) years of certificate completion will be accepted.*

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**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**

**CERTIFICATION/LICENSES**

Not applicable. However, certain companies may have specific training and education requirements depending on the job type.

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**MATHEMATICS**


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**Description**

This degree provides students with the foundation classes to support ongoing interest in the field of mathematics. The core consists of the calculus sequence required for transfer, in which students acquire a conceptual understanding of the principles of differential and integral calculus for functions in one and several variables, as well as the ability to apply calculus techniques in a variety of applications.

**Program Learning Outcomes**

After completing a degree in mathematics, a student should be able to:

1. Compare and contrast various mathematical models and then apply the appropriate model to real world problems
2. Describe, compare and contrast various mathematical functions used in everyday language.
3. Identify and utilize appropriate mathematical operations in the simplification of expressions and solutions of equations.

**MATHEMATICS: ASSOCIATE IN ARTS****PROGRAM REQUIREMENTS****Required Courses**

MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
MATH 2120	Analytic Geometry and Calculus II	4.00 Credits(s)
MATH 2130	Analytic Geometry and Calculus III	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

**Subtotal: 18****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:**

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*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.*

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

ENGR 1540	Introduction to Programming Concepts and Methodologies for Engineers with Lab	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.

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**ELECTIVES:**

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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 INFORMATION**

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.

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**OCCUPATIONAL SAFETY AND HEALTH (FORMERLY INDUSTRIAL HEALTH AND SAFETY)**

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**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*

**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> or call (661) 387-1055.**

### 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.

### OCCUPATIONAL SAFETY AND HEALTH: ASSOCIATE IN SCIENCE (FORMERLY IES)

#### PROGRAM REQUIREMENTS

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#### Required Courses

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OSH 1102	Passport Safety Training	0.25 Credits(s)
OSH 1116	Hazardous Waste Operations and Emergency Response (HAZWOPER) Training	1.75 Credits(s)
OSH 1500	Occupational Safety and Health Compliance	3.00 Credits(s)
OSH 1532	Industrial Hygiene	3.00 Credits(s)
OSH 1552	Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces	2.00 Credits(s)
OSH 2058	Occupational Safety and Health Standards for the Construction Industry/OSHA 30 hour Construction Ind	2.00 Credits(s)
	OR	
OSH 2061	Occupational Safety and Health Standards for General Industry/OSHA 30 hour General Industry Training	2.00 Credits(s)
OSH 2065	Trainer Course in Occupational Safety and Health Standards	2.00 Credits(s)
OSH 2900	Occupational Safety & Health Capstone	3.00 Credits(s)
ENER 1503	Environmental Awareness & Regulatory Compliance	3.00 Credits(s)

**Subtotal: 18**

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

**Recommended Electives: It is recommended that 6.0 units of electives are chosen from the following:**

OSH 1055	Excavation, Trenching and Soil Mechanics	1.25 Credits(s)
OSH 1056	Electrical Standards	1.25 Credits(s)
OSH 1065	Machinery and Machine Guarding	1.50 Credits(s)
OSH 1100	Basic Employee Safety for General Industry	0.25 Credits(s)
OSH 1104	Supervisor Safety Training	0.25 Credits(s)
OSH 1106	Hazardous Material (HAZMAT) First Responder Awareness	0.25 Credits(s)
OSH 1107	Medic First Aid Training/CPR	0.25 Credits(s)
OSH 1108	Hazardous Waste Operations Emergency Response (HAZWOPER) Annual Refresher	0.25 Credits(s)
OSH 1109	Emergency Response Technician Training	1.00 Credits(s)
OSH 1112	Forklift Training for Operators	0.25 Credits(s)
OSH 1113	California Commercial Driver License Permit Preparation	1.75 Credits(s)
OSH 1114	Confined Space Entrant, Attendant, Supervisor Awareness and Rescue	0.50 Credits(s)
OSH 1115	California Oil Producers Confined Space Entry Training	0.25 Credits(s)
OSH 1119	Defensive Driving Course	0.25 Credits(s)
OSH 1125	Passport and Medic First Aid Refresher	0.25 Credits(s)

**Total Credit Hours: 60**

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## **OCCUPATIONAL SAFETY AND HEALTH BASIC EMPLOYEE SAFETY IN GENERAL INDUSTRY (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**

OSH 1100	Basic Employee Safety for General Industry	0.25 Credits(s)
OSH 1107	Medic First Aid Training/CPR	0.25 Credits(s)
OSH 1500	Occupational Safety and Health Compliance	3.00 Credits(s)
		<b>Subtotal: 3.50</b>

**Total Credit Hours: 3.50**

## **OCCUPATIONAL SAFETY AND HEALTH MIDDLELEVEL CERTIFICATE OF ACHIEVEMENT (LOCAL APPROVED CERTIFICATE)**

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**

OSH 1500	Occupational Safety and Health Compliance	3.00 Credits(s)
OSH 1532	Industrial Hygiene	3.00 Credits(s)
OSH 2058	Occupational Safety and Health Standards for the Construction Industry/OSHA 30 hour Construction Ind	2.00 Credits(s)
	OR	
OSH 2061	Occupational Safety and Health Standards for General Industry/OSHA 30 hour General Industry Training	2.00 Credits(s)
OSH 2065	Trainer Course in Occupational Safety and Health Standards	2.00 Credits(s)

**Subtotal: 12.00**

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**PETROLEUM TECHNOLOGY WELL CONTROL AND DRILLING CERTIFICATES I - IV**

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**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**

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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)
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**

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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:**

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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):**

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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	1.00-2.00 Credits(s)
PHED 1509	Women's Intercollegiate Volleyball	2.00 Credits(s)
PHED 1510	Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 1511	Men's Intercollegiate Soccer	2.00 Credits(s)
PHED 1514	Intercollegiate Baseball	2.00 Credits(s)
PHED 1520	Beginning Golf	1.00-2.00 Credits(s)
PHED 1523	Beginning Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1524	Softball	1.00-2.00 Credits(s)
PHED 1528	Beginning Volleyball	1.00-2.00 Credits(s)
PHED 1529	Water Aerobics	1.00 Credits(s)
PHED 1532	Low Impact Aerobics	1.00 Credits(s)
PHED 1533	Walking for Fitness	1.00 Credits(s)
PHED 1534	Basketball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1535	Baseball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1542	Beginning Soccer	1.00-2.00 Credits(s)
PHED 1623	Intermediate Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1629	Intermediate Water Aerobics	1.00 Credits(s)
PHED 1632	Intermediate Low Impact Aerobics	1.00 Credits(s)
PHED 1721	Offseason Intercollegiate Golf	1.00-2.00 Credits(s)
PHED 1723	Advanced Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 1724	Offseason Intercollegiate Softball	0.50-2.00 Credits(s)
PHED 1728	Offseason Intercollegiate Volleyball	1.00-2.00 Credits(s)
PHED 1729	Advanced Water Aerobics	1.00 Credits(s)
PHED 1732	Advanced Low Impact Aerobics	1.00 Credits(s)
PHED 1734	Offseason Intercollegiate Basketball and Physical Fitness	1.00-2.00 Credits(s)
PHED 1735	Offseason Intercollegiate Baseball and Physical Fitness	0.50-2.00 Credits(s)
PHED 1742	Offseason Intercollegiate Soccer	1.00-2.00 Credits(s)
PHED 1823	Elite Weight Lifting and Physical Fitness	1.00 Credits(s)
PHED 2505	Advanced Women's Intercollegiate Golf	2.00 Credits(s)
PHED 2506	Advanced Mens Intercollegiate Golf	2.00 Credits(s)
PHED 2507	Advanced Intercollegiate Softball	2.00 Credits(s)
PHED 2508	Advanced Women's Intercollegiate Basketball	1.00-2.00 Credits(s)
PHED 2509	Advanced Women's Intercollegiate Volleyball	2.00 Credits(s)
PHED 2510	Advanced Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 2511	Advanced Men's Intercollegiate Soccer	2.00 Credits(s)
PHED 2514	Advanced Intercollegiate Baseball	2.00 Credits(s)

**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.

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*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.*

## PHYSICAL SCIENCE

### Description

The Physical Science major provides a board 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)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)

**Total Credit Hours: 18**

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### **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.

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## **PSYCHOLOGY FOR TRANSFER**

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

PSYC 2080	Introduction to Lifespan Psychology	3.00 Credits(s)
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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](http://assist.org))

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

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

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**GENERAL EDUCATION REQUIREMENTS:**

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**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.

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**ELECTIVES:**

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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 INFORMATION**

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.

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### **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 of 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

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## **SOCIOLOGY FOR TRANSFER**

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### **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)
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##### 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)

Any <b>REQUIRED</b> <b>OR</b>	<b>CORE</b> course	not	already	used
Any sociology course articulated as lower division preparation in the Sociology major at a CSU. (refer to <a href="http://assist.org">assist.org</a> )				

SOC 2141	Sociology of Marriage	3.00 Credits(s)
SOC 2038	Gender Studies	3.00 Credits(s)
SOC 2110	Introduction to Race and Ethnicity	3.00 Credits(s)
ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)

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

Any <b>OR</b>	courses	not	already	used	above
Any CSU transferable sociology courses. Any course articulated as lower division preparation for the Sociology major at a CSU (refer to <a href="http://assist.org">assist.org</a> ) Any introductory social science course.					
PSYC 1500	Introduction to Psychology			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: 19-21**

**Total Credit Hours: 60**

## TRANSFER DEGREE INFORMATION

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.

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## 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 Spanish 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: (18 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)

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

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

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**GENERAL EDUCATION REQUIREMENTS:**


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**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.

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**ELECTIVES:**


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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 INFORMATION**

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.

**Assist** <https://assist.org/> See how courses you take count from college to college

**Transfer to a California State University** <https://www2.calstate.edu/attend/transfer>

**Transfer to a University of California** <https://admission.universityofcalifornia.edu/index.html>

Still unsure about transferring? Register for *STSU 1525 Transfer Planning* or *STSU 1550 Funding a Transfer Plan!*

**EXPLORE MAJORS & CAREERS**

**Career Coach** <https://ccc.emsicc.com/?radius=&region=California> Interest assessment, career options by pathway, browse California college programs and majors and see who is hiring using this great resource.

**Career One Stop** <https://www.careeronestop.org/> Interest and skills assessments, major and career matching, internships and scholarships, wage and employment trends, and endless resources to support your success!

**Occupational Outlook Handbook** <https://www.bls.gov/ooh/> Careers by occupational group, summary, what they do, work environment, how to become one, pay, job outlook, state & area data, similar occupations, and additional resources!

Still unsure of your career and major? Register for *STSU 1018 Career & Major Exploration*!

### **EXPLORE EMPLOYMENT OPPORTUNITIES**

**Indeed** <https://www.indeed.com/> Search for employment and internship opportunities, learn how to craft resumes and cover letters, plus interview tips using the Career Guide

**Glassdoor** <https://www.glassdoor.com/index.htm> Learn about the companies you want to work for, read reviews from employees, know your worth when it comes to salary negotiation, and apply to jobs with your profile.

Still unsure of your career and major? Register for *STSU 1019 Career & Life Planning*!

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## **STUDIO ARTS FOR TRANSFER**

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### **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	Two-Dimensional 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.

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## ELECTIVES:

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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 INFORMATION**

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.

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**Transfer to a California State University** <https://www2.calstate.edu/attend/transfer>

**Transfer to a University of California** <https://admission.universityofcalifornia.edu/index.html>

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## **EXPLORE MAJORS & CAREERS**

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**Occupational Outlook Handbook** <https://www.bls.gov/ooh/> Careers by occupational group, summary, what they do, work environment, how to become one, pay, job outlook, state & area data, similar occupations, and additional resources!

Still unsure of your career and major? Register for *STSU 1018 Career & Major Exploration!*

## **EXPLORE EMPLOYMENT OPPORTUNITIES**

**Indeed** <https://www.indeed.com/> Search for employment and internship opportunities, learn how to craft resumes and cover letters, plus interview tips using the Career Guide

**Glassdoor** <https://www.glassdoor.com/index.htm> Learn about the companies you want to work for, read reviews from employees, know your worth when it comes to salary negotiation, and apply to jobs with your profile.

Still unsure of your career and major? Register for *STSU 1019 Career & Life Planning!*

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# CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH CERTIFICATE OF ACHIEVEMENT

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## Description

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.

For additional information, consult a counselor.

## Program Learning Outcomes

Upon successful completion, the student will:

- demonstrate an ability to think logically and critically in solving problems; explain conclusions; and evaluating, supporting, or critiquing the thinking of others through effective oral and written communication skills.
- develop knowledge of scientific theories, concepts, and data about both living and non-living systems; achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems and ethics associated with human inquiry.
- demonstrate the abilities to reason quantitatively, practice computational skills, and explain and apply mathematical or quantitative reasoning concepts to solve problems.
- cultivate intellect, imagination, sensibility and sensitivity; respond subjectively as well as objectively to aesthetic experiences and will develop an understanding of the integrity of both emotional and intellectual responses; and refine their affective, cognitive, and physical capacities through studying works of the human imagination.
- develop a better understanding of the interrelationship between the self and the creative arts and of the humanities in a variety of cultures.
- develop an understanding of problems and issues from the respective disciplinary perspectives and will examine issues in their contemporary as well as historical settings and in a variety of cultural contexts; and explore the principles, methodologies, value systems and ethics employed in social scientific inquiry.
- develop a lifelong understanding of themselves as an integrated physiological, social, and psychological being.

## CSU GE-BREADTH CERTIFICATE OF ACHIEVEMENT

### DESCRIPTION

Courses approved for CSU GE are responsive to the need for students to develop knowledge of, or skills related to, quantitative reasoning, information literacy, intellectual inquiry, global awareness and understanding, human diversity, civic engagement, communication competence, ethical decision-making, environmental systems, technology, lifelong learning and self-development, and physical and emotional health throughout a lifetime. Completion of this certificate ensures that the student has met the lower division General Education requirements for all CSU campuses. To achieve the Certificate of Achievement, a "C" grade is required in Area A and B4 with a 2.0 overall grade point average.

### English Language Communication and Critical Thinking

(9 semester or 12-15 quarter units required with at least one course each from A1, A2, and A3)

	A1 - Oral Communication (3 Units):	
COMM 1507	Small Group Communication	3.00 Credits(s)
COMM 1511	Public Speaking	3.00 Credits(s)
	A2 - Written Communication (3 Units):	
ENGL 1500	Composition and Reading	3.00 Credits(s)
	A3 - Critical Thinking (3 Units):	
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
PHIL 1520	Critical Thinking	3.00 Credits(s)

**Scientific Inquiry and Quantitative Reasoning**

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(9 semester or 12-15 quarter units required with at least one course each from Physical Science, Life Science [at least one to contain a lab component] and Mathematics/Quantitative Reasoning)

B1 - Physical Science (One Course):		
ASTR 1511	Introduction to Astronomy 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)
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)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)
B2 - Life Science (One Course):		
BIOL 1500	Fundamentals of Biology	3.00 Credits(s)
BIOL 1510	Fundamentals of Biology 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)
CHEM 1520	Introduction to Organic and Biochemistry	4.00 Credits(s)
B3 - Laboratory Activity (One Course):		
ASTR 1511	Introduction to Astronomy with Lab	4.00 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)
CHEM 1510	Introductory College Chemistry	4.00 Credits(s)
CHEM 2211	General Chemistry	5.00 Credits(s)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
GEOL 1501	Historical Geology	4.00 Credits(s)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)
B4 - Mathematical/Quantitative Reasoning (One Course):		
MATH 1500	Math for a Modern Society - A Liberal Arts Course	4.00 Credits(s)
MATH 1505	Mathematical Concepts for Elementary Teachers - Number Systems	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)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

**Arts and Humanities**

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(9 semester or 12-15 quarter units required with at least one course each in Arts and Humanities)

C1 - Arts (At least one course):		
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)
HUM 2010	Introduction to Film Studies	3.00 Credits(s)
MUSC 1510	Music Appreciation	3.00 Credits(s)
C2 - Humanities (At least one course):		
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 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)
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)
HUM 1500	Introduction to the Humanities	3.00 Credits(s)
HUM 2010	Introduction to Film Studies	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)
SPAN 2500	Latin American Culture	4.00 Credits(s)

**Social Sciences**

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(9 semester or 12-15 quarter units required with courses in at least 2 disciplines)

	D0 - Sociology and Criminology:	
ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
ADMJ 1502	Concepts of Criminal Law	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2038	Gender Studies	3.00 Credits(s)
SOC 2110	Introduction to Race and Ethnicity	3.00 Credits(s)
SOC 2120	American Social Problems	3.00 Credits(s)
SOC 2141	Sociology of Marriage	3.00 Credits(s)
	D2 - Economics:	
ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)
	D3 - Ethnic Studies:	
SOC 2110	Introduction to Race and Ethnicity	3.00 Credits(s)
	D4 - Gender Studies:	
SOC 2038	Gender Studies	3.00 Credits(s)
	D6 - History:	
HIST 2202	Western Civilization to 1600	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)
HIST 2210	World Civilization to 1500	3.00 Credits(s)
HIST 2231	History of the United States to 1877	3.00 Credits(s)
HIST 2232	History of the United States Since 1877	3.00 Credits(s)
HIST 2270	California History	3.00 Credits(s)
	D7 - Interdisciplinary Social or Behavioral Science:	
ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
RECR 1510	Introduction to Recreation and Leisure Service	3.00 Credits(s)
	D8 - Political Science-Government-Legal Institutions:	
POSC 1501	Government	3.00 Credits(s)
	D9 - Psychology:	
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)

### **Lifelong Learning and Self-Development**

(3 semester or 4-5 quarter units, not all in physical activity)

ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
HLED 1510	Principles of Healthful Living	3.00 Credits(s)
PSYC 1500	Introduction to Psychology	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 2141	Sociology of Marriage	3.00 Credits(s)
STSU 1500	Strategies for College and Life Management	3.00 Credits(s)
	Physical Education Activity Course (limit 1 Unit):	
PHED 1510	Women's Intercollegiate Soccer	2.00 Credits(s)
PHED 1542	Beginning Soccer	1.00-2.00 Credits(s)

### **US 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) Courses in this area can double count with general education.

Recommended: Complete two (2) courses, one from Group 1 and one from Group 2

	Group 1 (One course):	
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)
	Group 2 (One course):	
POSC 1501	Government	3.00 Credits(s)
		<b>Subtotal: 39</b>
		<b>Total Credit Hours: 39</b>

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM CERTIFICATE OF ACHIEVEMENT

### Description

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.

### Program Learning Outcomes

Upon successful completion, the student will:

- demonstrate an ability to think logically and critically in solving problems; explain conclusions; and evaluate, support, or critique the thinking of others through effective oral and written communication skills.
- demonstrate the abilities to reason quantitatively, practice computational skills, and explain and apply mathematical or quantitative reasoning concepts to solve problems.
- cultivate intellect, imagination, sensibility and sensitivity; respond subjectively as well as objectively to aesthetic experiences and develop an understanding of the integrity of both emotional and intellectual responses; and refine their affective, cognitive, and physical capacities through studying works of the human imagination.
- develop a better understanding of the interrelationship between the self and the creative arts and of the humanities in a variety of cultures.
- develop an understanding of problems and issues from the respective disciplinary perspectives and will examine issues in their contemporary as well as historical settings and in a variety of cultural contexts; and explore the principles, methodologies, value systems and ethics employed in social scientific inquiry.
- develop knowledge of scientific theories, concepts, and data about both living and non-living systems; achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems and ethics associated with human inquiry.

### IGETC CERTIFICATE OF ACHIEVEMENT

**DESCRIPTION**

Courses approved for IGETC are responsive to the need for students to develop knowledge of, or skills related to, quantitative reasoning, information literacy, intellectual inquiry, global awareness and understanding, human diversity, civic engagement, communication competence, ethical decision-making, environmental systems, and technology. Completion of this certificate ensures that the student has met the lower division General Education requirements for all CSU and UC campuses. To achieve the Certificate of Achievement, a "C" grade or higher is required in each course.

**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)

ENGL 1500	1A - English Composition (3 Units): Composition and Reading	3.00 Credits(s)
	1B - Critical Thinking (AP Credit not accepted) (3 Units):	
ENGL 1600	Critical Thinking, Literature, and Composition	4.00 Credits(s)
	1C - Oral Communication (CSU Requirement Only) (3 Units):	
COMM 1507	Small Group Communication	3.00 Credits(s)
COMM 1511	Public Speaking	3.00 Credits(s)

**Area 2: Mathematical Concepts and Quantitative Reasoning**

(1 course, 3 semester or 4-5 quarter units)

MATH 1500	Math for a Modern Society - A Liberal Arts Course	4.00 Credits(s)
MATH 1505	Mathematical Concepts for Elementary Teachers - Number Systems	4.00 Credits(s)
MATH 1520	Finite Mathematics	3.00 Credits(s)
MATH 1540	Precalculus Mathematics	4.00 Credits(s)
MATH 2100	Analytic Geometry and Calculus I	5.00 Credits(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4.00 Credits(s)
STAT 1510	Elementary Statistics	5.00 Credits(s)

**Area 3: Arts and Humanities**

(At least 3 courses, with at least one from the Arts and one from the Humanities. 9 semester or 12-15 quarter units)

**3A - Arts (At least one course):**

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)
MUSC 1510	Music Appreciation	3.00 Credits(s)

**3B - Humanities (At least one course):**

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 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)
HUM 1500	Introduction to the Humanities	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 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)
SPAN 2500	Latin American Culture	4.00 Credits(s)

**Area 4: Social and Behavioral Sciences**

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(At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester or 12-15 quarter units)

**4B**

ECON 2120	Principles of Economics - Micro	3.00 Credits(s)
ECON 2210	Principles of Economics - Macro	3.00 Credits(s)

**4D**

SOC 2038	Gender Studies	3.00 Credits(s)
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**4F**

HIST 2202	Western Civilization to 1600	3.00 Credits(s)
HIST 2204	Western Civilization from 1600	3.00 Credits(s)
HIST 2210	World Civilization to 1500	3.00 Credits(s)
HIST 2231	History of the United States to 1877	3.00 Credits(s)
HIST 2232	History of the United States Since 1877	3.00 Credits(s)
HIST 2270	California History	3.00 Credits(s)

**4F**

ECEF 1531	The Child in Family/Community Relationships	3.00 Credits(s)
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**4H**

POSC 1501	Government	3.00 Credits(s)
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**4I**

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 2080	Introduction to Lifespan Psychology	3.00 Credits(s)
SOC 2038	Gender Studies	3.00 Credits(s)

**4J**

ADMJ 1501	Introduction to Criminal Justice	3.00 Credits(s)
SOC 1510	Introduction to Sociology	3.00 Credits(s)
SOC 2110	Introduction to Race and Ethnicity	3.00 Credits(s)
SOC 2120	American Social Problems	3.00 Credits(s)

**Area 5: Physical and Biological Sciences**

(At least 2 courses, one physical and one biological science course; at least one must include a laboratory.)

**5A - Physical Sciences (One course):**

ASTR 1511	Introduction to Astronomy 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 1520	Introduction to Organic and Biochemistry	4.00 Credits(s)
CHEM 2211	General Chemistry	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)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)

**5B - Biological Sciences (One course):**

BIOL 1500	Fundamentals of Biology	3.00 Credits(s)
BIOL 1510	Fundamentals of Biology 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)

**5C - Laboratory (One course):**

ASTR 1511	Introduction to Astronomy with Lab	4.00 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)
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)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4.00 Credits(s)
GEOL 1500	Introduction to Geology	4.00 Credits(s)
GEOL 1501	Historical Geology	4.00 Credits(s)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4.00 Credits(s)

**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)

**6A Complete one of the following semester courses:**

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)
SPAN 2500	Latin American Culture	4.00 Credits(s)

**US History-Constitutional and American Ideals**

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(This is not an IGETC requirement; however, these courses should be completed prior to transferring to any CSU campus) Courses in this area can double count with general education.

Recommended: Complete two (2) courses, one from Group 1 and one from Group 2.

Group 1 (One course):		
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)
Group 2 (One course):		
POSC 1501	Government	3.00 Credits(s)
		<b>Subtotal: 35</b>

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**WELDING TECHNOLOGY**

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**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:**

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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**

## **EXPLORE MAJORS & CAREERS**

**Career Coach** <https://ccc.emsicc.com/?radius=&region=California> Interest assessment, career options by pathway, browse California college programs and majors and see who is hiring using this great resource.

**Career One Stop** <https://www.careeronestop.org/> Interest and skills assessments, major and career matching, internships and scholarships, wage and employment trends, and endless resources to support your success!

**Occupational Outlook Handbook** <https://www.bls.gov/ooh/> Careers by occupational group, summary, what they do, work environment, how to become one, pay, job outlook, state & area data, similar occupations, and additional resources!

Still unsure of your career and major? Register for *STSU 1018 Career & Major Exploration!*

## **EXPLORE EMPLOYMENT OPPORTUNITIES**

**Indeed** <https://www.indeed.com/> Search for employment and internship opportunities, learn how to craft resumes and cover letters, plus interview tips using the Career Guide

**Glassdoor** <https://www.glassdoor.com/index.htm> Learn about the companies you want to work for, read reviews from employees, know your worth when it comes to salary negotiation, and apply to jobs with your profile.

Still unsure of your career and major? Register for *STSU 1019 Career & Life Planning!*

## **TRANSFER INFORMATION**

**Assist** <https://assist.org/> See how courses you take count from college to college

**Transfer to a California State University** <https://www2.calstate.edu/attend/transfer>

**Transfer to a University of California** <https://admission.universityofcalifornia.edu/index.html>

Still unsure about transferring? Register for *STSU 1525 Transfer Planning* or *STSU 1550 Funding a Transfer Plan!*

*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.*

## **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****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. The criminal justice system, structure, and process is examined in a cross-cultural context with emphasis placed on the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, policing, sentencing, and incarceration policies and practices. This course contains subject matter that can be distressing or otherwise challenging to students. The course material is required to prepare students for the demands of criminal justice careers. Examinations of crimes, crime scenes, court legal opinions, case history and other relevant subject matter including the use of debate or other argumentation is necessary to advance the academic and legal education of this course. C-ID: AJ 110. Transfer Credit: CSU;UC

Advisories: Advisory: Successful completion of English 1500 or 1501 with a grade of 'C' or better strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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: Successful completion of ADMJ 1501 with a grade of 'C' or better; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Advisories: Successful completion of English 1500 or 1501 and ADMJ 1503 strongly recommended.. 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. The course focuses on criminal court processes, defenses, prosecutorial decision-making, and the enforcement of criminal law from the individual rights perspective of Constitutional law and judicial precedence. The course discusses the legal aspects of Miranda warnings, searches, seizures, interrogations, and other current issues faced by the criminal justice system. This course contains subject matter that can be distressing or otherwise challenging to students. The course material is required to prepare students for the demands of criminal justice careers. Examinations of crimes, crime scenes, court legal opinions, case history and other relevant subject matter including the use of debate or other argumentation is necessary to advance the academic and legal education of this course. C-ID: AJ 122. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 or 1501 and ADMJ 1501 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Social Sciences.

#### **ADMJ 1504 - Legal Aspects of Evidence (3.00 Credits(s))**

This course examines rules and types of evidence, chain of custody, searches and seizures, and the legal rules governing its admission and exclusion in the criminal process. The course will also examine witness and suspect interviews, privileged communications, hearsay, and interrogations. Using high-profile criminal cases, seminal research, and innovative forensic advancements, this course focuses on best-practices in identifying, collecting, protecting, and other evidentiary procedures in court. This is an advanced course in the Administration of Justice degree and provides the student with an in-depth understanding of the most fundamental aspect of law enforcement, proving a crime beyond a reasonable doubt. This course contains subject matter that can be distressing or otherwise challenging to students. The course material is required to prepare students for the demands of criminal justice careers. Examinations of crimes, crime scenes, court legal opinions, case history and other relevant subject matter including the use of debate or other argumentation is necessary to advance the academic and legal education of this course. C-ID: AJ 124. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 or 1501 and ADMJ 1501 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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. Using high-profile criminal cases, seminal research, and examining innovative forensic advancements, this course focuses on best-practices in the investigation of crime. This is an advanced course in the Administration of Justice degree and provides the student with an in-depth understanding a fundamental aspect of law enforcement the investigation of crimes. This course contains subject matter that can be distressing or otherwise challenging to students. The course material is required to prepare students for the demands of criminal justice careers. Examinations of crimes, crime scenes, court legal opinions, case history and other relevant subject matter including the use of debate or other argumentation is necessary to advance the academic and legal education of this course. C-ID: AJ 140. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 or 1501 and ADMJ 1501 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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. Using high-profile criminal cases, seminal research, and innovative forensic advancements, this course focuses on best-practices in identifying, collecting, protecting, and other evidentiary procedures in court. This course contains subject matter that can be distressing or otherwise challenging to students. The course material is required to prepare students for the demands of criminal justice careers. Examinations of crimes, crime scenes, court legal opinions, case history and other relevant subject matter including the use of debate or other argumentation is necessary to advance the academic and legal education of this course C-ID: AJ 150. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 or 1501 and ADMJ 1501 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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 include crime prevention, restorative justice, conflict resolution, and professional ethics. This course contains subject matter that can be distressing or otherwise challenging to students. This course contains subject matter that can be distressing or otherwise challenging to students. Examinations of crimes, crime scenes, court legal opinions, case history and other relevant subject matter including the use of debate or other argumentation is necessary to advance the academic and legal education of this course. C-ID: AJ 160. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 or 1501, and ADMJ 1501 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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. This course contains subject matter that can be distressing or otherwise challenging to students. The course material is required to prepare students for the demands of criminal justice careers. Examinations of crimes, crime scenes, court legal opinions, case history and other relevant subject matter including the use of debate or other argumentation is necessary to advance the academic and legal education of this course. C-ID: AJ 200. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 or 1501, and ADMJ 1501 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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. This course contains subject matter that can be distressing or otherwise challenging to students. The course material is required to prepare students for the demands of criminal justice careers. Examinations of crimes, crime scenes, court legal opinions, case history and other relevant subject matter including the use of debate or other argumentation is necessary to advance the academic and legal education of this course. C-ID: AJ 220. Transfer Credit: CSU.

Advisories: Advisory: Successful completion of English 1500 or 1501, and ADMJ 1501 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Social Sciences.

**ADMJ 1510 - Ethical Reasoning and Practice for Public Service (3.00 Credits(s))**

This course introduces concepts and theories of ethical decision-making, moral conduct, obligation, permission, justice, and responsibility in the application of the law, public policy, and service to others in society. The role of ethics in society; codes of conduct in specific fields may be examined; foundations and forms of ethical principles; standards of justice; role of ethics in responsible personal conduct and in society; analysis of some important ethical issues; practice in ethical reasoning to resolve ethical disagreements.

Advisories: Advisory: Successful completion of English 1500 or 1501 with a grade of 'C' or better is strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Social Sciences.

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**ART - ART**


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**ART 1500 - Art Appreciation (3.00 Credits(s))**

This course is structured for general education or for students exploring the field of Art. 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. Visit to an art museum during the semester is required. C-ID ARTH 100. Not open to students with credit in ARTH 1500. Transfer Credit: CSU; UC

Prerequisite: Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

### **ART 1600 - Two-Dimensional 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. Transfer Credit CSU; UC.

Prerequisite: Prerequisite: None; 24 hours lecture; 24 hours lecture (48 Outside-of-Class hours) 72 hours lab (144 Total Student Learning Hours) 3 units. Distribution: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

**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 with a grade of 'C' or better; 32 hours lecture. (64 Outside of class hours); 48 hours lab (144 Total Student Learning hours) 3 Units. Distribution: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

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## ARTH - ART HISTORY

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**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. Transfer Credit: CSU; UC

Prerequisite: Prerequisite: Eligibility for English 1000 and Reading 1005; 48 hours lecture. Distribution: Business, Arts, & Humanities.

**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. Transfer Credit: CSU; UC

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Business, Arts, & Humanities.

**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. Transfer Credit: CSU; UC

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Business, Arts, & Humanities.

**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. Transfer Credit: CSU; UC

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Business, Arts, & Humanities.

**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. Transfer Credit: CSU; UC

Prerequisite: Prerequisite: Eligibility for English 1500; 48 hours lecture. Distribution: Business, Arts, & Humanities.

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## **ASTR - ASTRONOMY**

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### **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. 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: English 1000, Reading 1005, and Math 1050 strongly recommended; 48 hours lecture. 96 Outside of Class Hours; 48 hours lab (192 Total Student Learning Hours) 4 Units. Distribution: Sciences and Mathematics.

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## **BIOL - BIOLOGY**

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### **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 (96 Outside of class hours); 59 hours lab (203 Total Student Learning Hours) 4 Units. 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: Eligibility for English 1500, Math 1500, and successful completion of BIOL 1500, BIOL 1510, or HLED 1541 strongly recommended; 48 hours lecture (96 Outside of class hours); 96 hours lab (240 Total Student Learning Hours) 5 Units. 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: Eligible for ENGL 1500, MATH 1500, and successful completion of BIOL 1500, BIOL 1510, BIOL 2250, or CHEM 1510 strongly recommended; 48 hours lecture (96 Outside of class hours); 96 hours lab (240 Total Student Learning Hours) 5 Units. Distribution: Sciences and Mathematics.

### **BIOL 2258 - Human Anatomy & Physiology I (5.00 Credits(s))**

This is the first semester of a one-year course sequence which examines the physiological principles, function, organization, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organismal level: integumentary system, skeletal, smooth and cardiac muscles, nervous system, and sensory organs. 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 2250 and/or Biology 2257. Transfer Credit: CSU.

Prerequisite: Prerequisite: None. Advisories: Advisory: Eligibility for English 1500, Math 1500, and successful completion of CHEM 1510 and BIOL 1500 or BIOL 1510 strongly recommended; 48 hours lecture (96 Outside of class hours); 96 hours lab (192 Total Student Learning Hours) 5 Units. Distribution: Sciences and Mathematics.

### **BIOL 2259 - Human Anatomy & Physiology II (5.00 Credits(s))**

This is the second semester of a one-year course sequence which examines the physiological principles, function, organization, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organismal level: endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, 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 2250 and/or Biology 2257. Transfer Credit: CSU.

Prerequisite: Prerequisite: None. Advisories: Advisory: Eligibility for English 1500, Math 1500, and successful completion of CHEM 1510 and BIOL 1500 or BIOL 1510 strongly recommended; Total Hours 48 hours lecture (96 Outside of class hours); 96 hours lab (192 Total Student Learning Hours) 5 Units. 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 Biology 1510 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 Outside of class hours); 96 hours lab (240 Total Student Learning Hours) 5 Units. 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 - Nutrition Science (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: Completion of either BIOL 1500, 1510, or 2257 and eligibility for English 1500 strongly recommended. 48 hours lecture. 96 Outside-of-class Hours (144 Total Student Learning Hours). Distribution: Sciences and Mathematics.

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## **BSAD - BUSINESS ADMINISTRATION**

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### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

## BUSN - BUSINESS

### **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: Business, Arts, & Humanities.

### **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. 96 Outside-of-class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

**BUSN 1059 - Electronic Machine Calculations (1.00 Credits(s))**

This course provides instruction on the ten-key numeric touch method. This method is the universal means of entering numeric data into a wide variety of office machines such as calculators and the numeric keypad of computers. Assignments are based on typical business situations and problems. Instruction is on an individual progress basis.

Advisories: Advisory: Eligibility for Mathematics 1050 strongly recommended; 48 hours lab. (48 Total Student Learning Hours) 1 Units. Distribution: Business, Arts, & Humanities.

**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. 96 Outside of Class Hours (144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

**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: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 48 hours lab. (48 Total Student Learning Hours) 1 Unit. Distribution: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **BUSN 2280 - Entrepreneurship (3.00 Credits(s))**

In this course students are introduced to the processes used by creative innovators in business. It provides many concepts and skills needed to dream, research, visualize, plan, organize, and finance new businesses ideas or to improve existing businesses. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005, and Business 1050 or Business 1051 strongly recommended.. Distribution: Business, Arts, & Humanities.

### **BUSN 2900 - 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. Students who have credit in BUSN 1560 ? Business Capstone not eligible. Transfer Credit: CSU

Prerequisite: Prerequisite: Completion or concurrent enrollment in all required courses in the General Business or Administrative Services program. In addition, eligibility for English 1500 and Mathematics 1060 is strongly recommended. Must be in appropriate standing in Associates in Science General Business or Administrative Services program. 48 hours lecture. 96 Outside-of-class hours (144 Total Student Learning hours) 3 Units. Distribution: Business, Arts, & Humanities.

## **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-medicine), 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 Outside of class hours); 96 hours lab (240 Total Student Learning Hours) 5 Units. Distribution: Sciences and Mathematics.

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**CIS - COMPUTER INFORMATION SYSTEMS**

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**CIS 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: Pre-requisite:None; 8 hours lecture. 16 Outside of class hours; 24 hours lab (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

**CIS 1603 - Introduction to Word Processing- Microsoft Word (1.50 Credits(s))**

This course is an introduction to word processing in the Microsoft Windows environment. This course will cover the operation and features of Microsoft Word to support common communication requirements in a business environment. Transfer Credit: CSU.

Prerequisite: Pre-requisite: None; 16 hours lecture. (32 Outside of class hours) 24 hours lab (72 Total Students Learning Hours) 1.5 Units. Distribution: Allied Health/Applied Tech.

**CIS 1703 - Introduction to Spreadsheets—Microsoft Excel (1.50 Credits(s))**

This course is an introduction to spreadsheets in the Microsoft Windows environment. This 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 (32 Outside of class hours) 24 hours lab (72 Total Student Learning Hours) 1.5 Units. Distribution: Allied Health/Applied Tech.

**CIS 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 (32 Outside of Class Hours) 24 hours lab (72 Total Student Learning Hours) 1.5 Units. Distribution: Allied Health/Applied Tech.

**CIS 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. This 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. (32 Outside of Class Hours) 24 hours lab (72 Total Student Learning Hours) 1.5 Units. Distribution: Allied Health/Applied Tech.

**CIS 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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 32 hours lecture. 64 Outside of class hours; 48 hours lab (144 Total Student Learning Hours) 3 Units. Distribution: Allied Health/Applied Tech.

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**CJA - CRIMINAL JUSTICE ADMIN**

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**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.

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**COMM - COMMUNICATION**

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**COMM 1507 - Small Group Communication (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.

Advisories: Advisory: Eligibility for English 1500 strongly recommended. 48 hours lecture. 96 Outside-of-class hours. (144 Total Student Learning Hours). Distribution: Business, Arts, & Humanities.

### **COMM 1510 - Mass Communication and the Individual (3.00 Credits(s))**

This course is a survey of mass communications and the interrelationships of media and society including, history, structure and trends in a digital age. This course includes discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues including gender and cultural survey of mass communications and the interrelationships of media with society including diversity. Students may opt to receive credit in either Communications 1510 or Journalism 1510, not both.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. Distribution: Liberal Arts.

### **COMM 1511 - Public Speaking (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. 96 Outside-of-class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

### **COMM 1520 - Argumentation and Debate (3.00 Credits(s))**

Distribution: Business, Arts, & Humanities.

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## **COSC - COMPUTER SCIENCE**

## **CTRP - COURT REPORTING**

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### **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) 5 Units. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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. Please see additional information here: <http://westec.org/>

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 32 hours lecture. 64 Outside of Class Hours; 48 hours lab (144 Total Student Learning Hours) 3 Units. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

### **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.

Advisories: Advisory: Eligibility for English 1000 and READ 1005 strongly recommended; 24 hours lecture (48 Outside of Class Hours) 24 hours lab. (96 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

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## **DNTL - DENTAL HYGIENE**

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### **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 the 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 hours lab (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **DNTL 1510 - Oral Biology (4.00 Credits(s))**

This course covers the anatomy, histology, and embryological development of oral and facial structures. Emphasis is placed on the morphology and nomenclature of primary and permanent dentition and microscopic and clinical features of dental and periodontal structures. Transfer Credit: CSU.

Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program and successful completion of Biology 2250 and 2260 with a grade of 'C' or better; 64 hours lecture. 128 Outside of class hours. (192 Total Student Learning Hours) 4 Units. Distribution: Allied Health/Applied Tech.

### **DNTL 1511 - Oral Radiology (2.50 Credits(s))**

This course teaches the theory and basic principles of intraoral and extraoral dental radiographic techniques, including both conventional radiographs and digital imaging. Emphasis will be placed on controlling radiation exposure, hazards of radiation, radiation safety, and legal considerations associated with dental radiography. Clinical application includes exposing, processing, mounting and interpreting conventional radiographs and digital images. Transfer Credit: CSU.

Prerequisite: Prerequisite: Acceptance into Dental Hygiene Program; 32 hours lecture. 64 Outside of class hours; 32 hours lab (128 Total Student Learning Hours) 2.5 Units. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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. 64 Outside of class hours. (96 Total student learning hours) 2 Units.. Distribution: Allied Health/Applied Tech.

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

Introduction basic clinical skills and techniques procedures and skills for the Dental Hygiene Process of Care. Transfer Credit: CSU.

Prerequisite: Prerequisite: Acceptance in Dental Hygiene Program; 48 hours lecture. (96 Outside of class hours); 128 hours lab (224 Total Student Learning Hours) 5.5 Units. Distribution: Allied Health/Applied Tech.

### **DNTL 2020 - Local Anesthesia and Nitrous Oxide (2.50 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; 24 hours lecture. (48 Outside of class hours); 48 hours lab (96 Total Student Learning hours) 2.5 Units. Distribution: Allied Health/Applied Tech.

### **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 higher; 64 hours lecture. 128 Outside of class hours. (192 Total Student Learning Hours) 4 Units. Distribution: Allied Health/Applied Tech.

**DNTL 2024 - Clinical Practice I (5.00 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. (32 Outside of class hours); 192 hours lab (240) Total Student Learning Hours) 5 Units. Distribution: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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. 32 Outside of class hours. (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

**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. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Allied Health/Applied Tech.

**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: AlliedHealth/Applied Tech.

**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. This course will emphasize dental materials utilized by registered dental hygienists. 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); 16 hours lab (112 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **DNTL 2242 - Ethics, Law & Practice Management (3.00 Credits(s))**

The study of ethics and law as applied to the delivery of oral healthcare and scope of practice including dental office concepts, financial and business decisions, labor laws, job-seeking strategies. 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. 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Allied Health/Applied Tech.

#### **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 (32 Outside of class hours); 256 hours lab (304 Total Student Learning hours) 6 Units. Distribution: Allied Health/Applied Tech.

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

This course expands on the dental hygienists' role in the community by examining epidemiological patterns of oral diseases and methodologies used in oral health research. 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) 2 Units. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

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## **DRAM - DRAMA**

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### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

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## **DS - DISABILITY SERVICES**

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### **DS 1501 - Introduction to Disabilities (3.00 Credits(s))**

This introductory course provides a historical background of disabilities in the United States. The course also covers models of disabilities, language, the basic concepts of services for persons with disabilities, effective communication, and vocabulary important to the field of disabilities. The course will also detail ethics, rights, social issues, confidentiality, and mandated privacy. It explore the employment opportunities to work with individuals with disabilities. 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: Learning Support.

### **DS 1502 - Disabilities and the Law (3.00 Credits(s))**

The Disability Rights Movement and application of laws related to preschool through 12th grade, college, and employment will be analyzed. This course provides general guidelines for documentation, 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 1500strongly recommended; 48 hours lecture. 96 outside-of-class hours (144 Total Student Learning Hours) 3 Units.. 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. 96 outside of class hours. (144 Total Student Learning Hours) 3 Units. 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 lecture. 96 outside-of-class hours (144 Total Student Learning Hours) 3 Units.. Distribution: Learning Support.

#### **DS 1505 - Teaching Individuals with Disabilities and Dealing with Challenging Behaviors (3.00 Credits(s))**

This course provides an overview of methods for helping people with disabilities effectively learn new tasks and skills. The course examines the effects of cognitive disabilities 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. 96 Outside-of-class Hours (144 Total Student Learning Hours) 3 Units. Distribution: Learning Support.

#### **DS 1506 - Safety Advocacy and Maltreatment Prevention (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 respond to 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. 96 outside-of-class hours (144 Total Student Learning Hours) 3 Units.. Distribution: Learning Support.

#### **DS 1507 - Introduction to Supporting People with Disabilities (3.00 Credits(s))**

This course covers the wide variety of supports available to people with disabilities. Information on how to work with medical professionals and safely store, administer, and handle medications is included. Additionally, this course explores the concepts of self-determination, supported decision-making, and community-based living. This course explores disability-related issues across career fields, making it ideal for those studying for careers in allied health fields, education, administration of justice, social work, social services, engineering, and more. Transfer Credit; CSU

Prerequisite: Prerequisite: None. Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 96 outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Learning Support.

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### **ECEF - EARLY CARE, ED. AND FAMI STUDI**

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#### **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. 96 Outside of Class Hours. (144 Total Student Learning Hours) 3 Units. 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. 64 Outside of class hours. (144 Total Student Learning Hours). 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. 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 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 2021 - Introduction to the Primary Grade Classroom (3.00 Credits(s))**

An introduction to elementary education through exploration of curriculum used in various transitional kindergartens 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. Students may choose to conduct lab work with children with varying abilities which includes early intervention and special education programs. 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 (64 Outside of class Hours); 50 hours lab (146 Total Student Learning hours). 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.

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**ECON - ECONOMICS**

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**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: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

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## EDUC - EDUCATION

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### **EDUC 1500 - Introduction to Educational Technology (3.00 Credits(s))**

This course is an introduction to using educational technologies to support the learning experience. Topics include learning theories, technological concepts, use of technologies as a communication tool, instructional design, and adaptive technology for use by people with disabilities. The course also covers digital ethics as relate to pedagogical issues raised by the use of educational technologies. 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: Learning Support.

### **EDUC 1520 - Introduction to Elementary Education for the Contemporary Educator (3.00 Credits(s))**

The course is an introduction to concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grades 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, current educational issues, California's content standards and frameworks, and teacher performance standards. In addition to lectures, this course requires a minimum of 50 hours of structured fieldwork in public elementary classrooms that represent California's diverse student demographics and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. TB test might be required. Fingerprint required.

Advisories: Advisory: Successful completion of ENGL 1500 strongly recommended; 48 hours lecture. 96 Outside-of-class Hours (144 Total Student Learning hours, including 50 hours fieldwork). Distribution: English.

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## ENER - ENERGY

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### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

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

Advisories: Advisory: Eligibility for English 1500 and Math 1050 strongly recommended; 48 hours lecture. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 44 hours lecture; 18 hours lab (62 hours total). Distribution: Allied Health/Applied Tech.

### **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. Transfer Credit: CSU.

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: Allied Health/Applied Tech.

### **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 maybe required. Transfer Credit: CSU.

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

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **ENER 2900 - Energy 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 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. Not open to students with credit in MGMT 1560.

Prerequisite: Prerequisite: Completion or current enrollment in all other required courses in the Energy Technology program.. Advisories: Advisory: Eligibility for English 1000, Reading 1005, and Mathematics 1050 is strongly recommended; 48 hours lecture. 96 outside of class hours. (144 Total Student Learning Hours) 3 Units.. Distribution: Allied Health/Applied Tech.

## **ENGL - 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. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: English.

### **ENGL 1501 - Enhanced Composition and Reading (4.00 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. This course includes a fourth hour of instruction per week to help students develop the reading, writing, and study skills necessary for academic success. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Completion of English 1000 and Reading 1005 with a grade of 'C' or better or qualification by placement which recommends or strongly recommends additional academic support; 64 Hours Lecture. 128 Outside-of-class Hours. (192 Total Student Learning Hours) 4 Units. 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. 128 Outside of class hours. (192 Total Students Learning Hours) 4 Units. Distribution: English.

### **ENGL 1650 - Introduction to Literature (3.00 Credits(s))**

This course introduces multi-genre works of literature in the areas of poetry, drama, and short fiction. Students will engage in active and critical reading strategies to deepen and promote understanding of cultural, historical, and aesthetic qualities of literature. Literary terminology, literary devices, and methods of literary analysis will be examined to provide a broad understanding of literature and to advance critical writing about literature. C-ID: ENGL 120 Transfer Credit:

Prerequisite: Prerequisite: Successful completion of English 1500 with a grade of 'C' or better. 48 hours lecture. 96 Outside-of-class Hours. (144 Total Student Learning Hours). 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. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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. 96 Outside of Class Hours. (144 Total Learning Hours) 3 Units. 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. 96 Outside of Class hours. (144 Total Student Learning Hours) 3 Units. 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; UC.

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 comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth 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 140. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of English 1500 or 1501 with a grade of 'C' or better; 48 hours lecture. 96 Outside of class hours; (144 Total Student Learning Hours) 3 Units. 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 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. 96 outside-of-class hours (144 Total Student Learning Hours) 3 Units. 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.

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## ENGR - ENGINEERING

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### **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 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.

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## **ESCI - EARTH SCIENCE**

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### **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 (96 Outside of class hours); 48 hours lab (192 Total Student Learning Hours) 4 Units. Distribution: Sciences and Mathematics.

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

## ETHN-ETHNIC STUDIES

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### **ETHN 1510 - Introduction to Ethnic Studies (3.00 Credits(s))**

This course provides a multidisciplinary introduction and analysis of ethnic groups in the United States. Various theories and perspectives will be examined to better comprehend the effects of institutional racism, marginalization, socio-economic and political discrimination, and ethnocentrism on American ethnic and racial groups. Transfer credit: CSU: UC

Advisories: Advisory: None; 48 hours lecture. 96 Outside of Class Hours. (144 Total Student Learning Hours) 3 Units. Distribution: Social Sciences.

### **ETHN 2280 - Mexican-American Culture and History in the American Context (3.00 Credits(s))**

This course examines the cultural, social, economic, and political evolution of Mexican-Americans with emphasis upon the inter-relationships between the histories of the United States and Mexico from Pre-Columbian times to the 21<sup>st</sup> Century. It will examine the historical heritage and culture held in common by Mexican Americans as well as the diversity that exists within this group. It will also study the challenges that Mexican Americans have faced and the ways in which they have organized to combat these challenges. Finally, it will explore the intra-group tensions, evolution of culture, and conflicts that have arisen over the historical period of the course.

Advisories: Eligibility for English 1500 or 1501 strongly recommended; 48 hours lecture. 96 Outside of Class Hours. (144 Total Student Learning Hours) 3 Units. Distribution: Social Science.

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## GEOG - GEOGRAPHY

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### **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.

### **GEOG 1520 - World Regional Geography (3.00 Credits(s))**

Survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions. C-ID: GEOG 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: Social Sciences.

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## GEOL - GEOLOGY

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### **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.

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**HIST - HISTORY**


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**HIST 2000 - Critical Thinking and the Historian's Craft (3.00 Credits(s))**

This course presents an overview of historians' methods of research, critical analysis, and written argumentation and examines historiography, historical theory, critical thinking, inductive and deductive knowledge, fallacies, reasoning, and forms of logic. Transfer Credit: CSU; UC.

Prerequisite: Prerequisite: Successful completion of English 1500 with a 'C' or better; 48 hours lecture. 96 Outside-of-class Hours. (144 Total Student Learning Hours) 3 Units. Distribution: Social Sciences.

**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. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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 2212 - World Civilization since 1500 (3.00 Credits(s))**

This course surveys the evolution of the 'modern' world. Attention is given to social, cultural, political, economic, demographic, and ecological implications of the growing interdependence between world regions.

Advisories: Advisory: Eligibility for English 1500 strongly recommended. 48 Hours Lecture. 96 Outside-of-class Hours. (144 Total Student Learning Hours). Distribution: Social Sciences.

**HIST 2216 - History of Latin America (3.00 Credits(s))**

This a general survey course of Latin America from its colonization to its independence. The course introduces the following topics: the imposition of European civilization in Latin America, the development of the different colonies, colonial institutions, European empires' attempt to monopolize Latin American territories and the wars of independence. Transfer Credit: CSU; UC

Advisories: Advisory: Eligibility for English 1500 or 1501 strongly recommended; 48 Hours Lecture. 96 Outside-of-class Hours (144 Total Student Learning Hours) 3 Units. Distribution: Social Sciences.

**HIST 2230 - Women in American History from Indigenous America to the Present (3.00 Credits(s))**

This course examines the culture and history of women in North America from the time of the Native Americans in the pre-colonial era to the present. This course explores the ways in which ideas of gender and racial difference have evolved over time and how a wide variety of women both created and responded to shifting and contested cultural, political, economic, and social roles.

Advisories: Eligibility for English 1500 or 1501 strongly recommended; 48 hours lecture. 96 Outside of Class Hours. (144 Total Student Learning Hours) 3 Units. Distribution: Social Sciences.

**HIST 2231 - History of the United States to 1877 (3.00 Credits(s))**

This course is an historical survey of Ancient America, 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. 96 Outside of class hours. (144 Total Student Learning hours). 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. It meets the 3 unit requirement in American History and Institutions for the Associate degrees. C-ID: HIST 140. Transfer Credit: CSU; UC.

Advisories: Advisory: Successful completion of English 1500 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning hours). 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.

**HIST 2280 - Survey of American Ethnic History (3.00 Credits(s))**

This course surveys the history of ethnicity and minorities in America from Ancient America to the present with a focus on the intersection of race, class, and gender.

Advisories: Eligibility for English 1500 or 1501 strongly recommended; 48 Hours lecture. 96 Outside of Class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Social Sciences.

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**HLED - HEALTH EDUCATION**

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**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. This class teaches Pediatric First Aid and CPR. 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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

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## HUM - HUMANITIES

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**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: Business, Arts, & Humanities.

**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. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

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## **IES - INDUSTRIAL ED SAFETY**

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### **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: Allied Health/Applied Tech.

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## **INCO - INFORMATION COMPETENCY**

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### **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.

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## **INTC - INDUSTRIAL TECHNOLOGY**

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### **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 applied mathematics in the workplace, work readiness skills, professional communication, quality control, planning and professional leadership. Field experiences to places of employment may be required.

Prerequisite: Prerequisite: None; 48 hours lecture. 96 Outside-of-class hours (144 Total Student Learning hours) 3 Units. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**INTC 2900 - 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 individual technology program. In addition, eligibility for English 1000, Reading 1005, and Mathematics 1050 is strongly recommended; 48 hours lecture. 96 Outside-of-class hours (144 Total Student Learning hours) 3 Units. Distribution: Allied Health/Applied Tech.

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**JRNL - JOURNALISM**


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**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. 96 Outside of Class Hours. (144 Total Student Learning Hours). Distribution: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

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## KINE - KINESIOLOGY

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**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: Allied Health/Applied Tech.

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## LIBRARY

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**LIBR 1548 - Introduction to Library Research (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 or INCO 1048. Transfer Credit: CSU

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 16 hours lecture. 32 Outside of class hours. (48 Total Student Learning Hours) 1 Unit. Distribution: Learning Support.

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## LRSK - LEARNING SKILLS

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**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.

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## **MATH - MATHEMATICS**

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### **MATH 230 - 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. 160 Outside of class hours. (240 Total Student Learning Hours) 5 Units. Distribution: Sciences and Mathematics.

### **MATH 240 - 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. 160 Outside of class hours. (240 Total Student Learning Hours) 5 Units. Distribution: Sciences and 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. 160 Outside of class hours. (240 Total Student Learning Hours) 5 Units. 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. 160 Outside of class hours. (240 Total Student Learning Hours) 5 Units. 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: Qualification by assessment process or completion of Mathematics 0240 with a grade of 'C' or higher. Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 64 hours lecture. 128 Outside of class hours. (192 Total Student Learning Hours) 4 Units. 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 (128 Outside of class hours) (192 Total Student Learning Hours) 4 Units. 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. 128 Outside of class hours. (192 Total Student Learning Hours) 4 Units. 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; UC

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 1510 - College Algebra for Liberal Arts (4.00 Credits(s))**

College level course in algebra for majors in the Liberal Arts: polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; theory of polynomial equations; analytic geometry. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of Intermediate Algebra (Math 1060) 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.

### **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. 96 Outside-of-class Hours (144 Total Student Learning Hours). 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. 128 Outside of class hours. (192 Total student learning hours). 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 2125 - Linear Algebra (4.00 Credits(s))**

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

Prerequisite: Prerequisite: Successful completion of Mathematics 2120 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.

### **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.

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## **MGMT - MANAGEMENT**

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### **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. (96 Outside of Class Hours) 144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

### **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. 96 Outside of Class Hours (144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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. 16 Outside of Class hours. (24 Total Student Learning Hours) .5 Units. Distribution: Business, Arts, & Humanities.

### **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. 16 Outside of Class hours (24 Total Student Learning Hours) .5 Units. Distribution: Business, Arts, & Humanities.

### **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. 16 Outside of Class hours. (24 Total Student Learning Hours) .5 Units. Distribution: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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. 16 Outside of Class hours. (24 Total Student Learning Hours) .5 Units. Distribution: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

### **MGMT 1565 - Professionalism and Etiquette (0.50 Credits(s))**

This course is designed to introduce to students strategies for establishing and maintaining a professional image in the workplace. The course presents typical workplace etiquette protocols, communication standards, and cultural awareness strategies to successfully navigate through these common challenges. The focus is on integrating internal attitudes with external behaviors so that these become personal attributes found in the professional. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 16 Outside of class hours. (24 Total Student Learning Hours). Distribution: Business, Arts, & Humanities.

### **MGMT 1570 - Diversity at Work (0.50 Credits(s))**

This course is designed to introduce students to issues arising from relationships involving individual values, cultures, attitudes, and differing philosophies found in various organizations. The course examines the positive impacts of diversity in the workplace and explore strategies for achieving and implementing cultural awareness programs in organizations. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended; 8 hours lecture. 16 Outside of class Hours. (24 Total Student Learning Hours). Distribution: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

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## **MUSC - MUSIC**

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### **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. 96 Outside of class hours (144 Total Student Learning Hours). Distribution: Business, Arts, & Humanities.

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## **OSH - OCCUPATIONAL SAFETY AND HEALTH**

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### **OSH 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. Not open to students with credit in IES 1055.

Prerequisite: Prerequisite: None; 20 hours lecture. Distribution: Allied Health/Applied Tech.

### **OSH 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. Not open to students with credit in IES 1056.

Prerequisite: Prerequisite: None. Distribution: Allied Health/Applied Tech.

### **OSH 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. Not open to students with credit in IES 1065.

Prerequisite: Total Hours: 26 hours lecture. Distribution: Allied Health/Applied Tech.

### **OSH 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: Allied Health/Applied Tech.

### **OSH 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; Total Hours: 5 hours lecture. Distribution: Allied Health/Applied Tech.

### **OSH 1104 - Supervisor Safety Training (0.25 Credits(s))**

This course is designed to provide fundamental understanding of supervisory roles, responsibilities and accountabilities in the petroleum and general workplace. It explores 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.

Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total). Distribution: Allied Health/Applied Tech.

### **OSH 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 hour lab (8 hours total). Distribution: Allied Health/Applied Tech.

### **OSH 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. Content includes 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.

Prerequisite: Prerequisite: None. Distribution: Allied Health/Applied Tech.

### **OSH 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. Course is repeatable.

Prerequisite: Prerequisite: Possession of current 24-hour or 40-hour HAZWOPER Technician Certificate; 6 hours lecture; 2 hours lab (8 hours total). Distribution: Allied Health/Applied Tech.

### **OSH 1109 - Emergency Response Technician Training (1.00 Credits(s))**

This course is designed for employee training required by OSHA 29 CFR 1910.120(q)(6)(iii) hazardous materials technician for individuals who respond to releases or potential releases for the purpose of stopping the release. Course offered with a pass/no pass basis with a letter grade option.

Prerequisite: Prerequisite: None; Total Hours: 18 hours lecture; 6 hours lab (24 hours total). Distribution: Allied Health/Applied Tech.

#### **OSH 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. Not open to students with credit in IES 1112.

Prerequisite: Prerequisite: None; 4 hours lecture; 4 hours lab (8 hours total). Distribution: Allied Health/Applied Tech.

#### **OSH 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. Not open to students with credit in IES 1113.

Prerequisite: Prerequisite: None; 24 hours lecture; 16 hours lab (40 hours total). Distribution: Allied Health/Applied Tech.

#### **OSH 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. Not open to students with credit in IES 1114.

Prerequisite: Prerequisite: None; 8 hours lecture; 8 hours lab (16 hours total). Distribution: Allied Health/Applied Tech.

#### **OSH 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. Not open to students with credit in IES 1115.

Prerequisite: Prerequisite: None; 6 hours lecture; 2 hours lab (8 hours total). Distribution: Allied Health/Applied Tech.

#### **OSH 1116 - Hazardous Waste Operations and Emergency Response (HAZWOPER) Training (1.75 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 5192. 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. Please see additional information here: <http://westec.org/>

Advisories: 24 hours lecture (48 Outside of class hours) 24 hours lab (96 Total Student Learning Hours) 1.75 Units. Distribution: Allied Health/Applied Tech.

#### **OSH 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 for a letter grade. Not open to students with credit in IES 1119.

Prerequisite: Prerequisite: None; 7 hours lecture; 1 hour lab (8 hours total). Distribution: Allied Health/Applied Tech.

#### **OSH 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 hour lab (8 hours total). Distribution: Allied Health/Applied Tech.

### **OSH 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. Not open to students with credit in IES 1500 - Occupational Safety and Health Compliance. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; Total Hours: 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning hours). Distribution: Allied Health/Applied Tech.

### **OSH 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. Not open to students with credit in IES 1532. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning hours). Distribution: Allied Health/Applied Tech.

### **OSH 1552 - Respiratory Protection for Hazardous Materials Handling and Permit Required Confined Spaces (2.00 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; 32 hours lecture + 64 outside of class hours (96 Total Students Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

### **OSH 2000 - Occupational Safety and 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. Not open to students with credit in IES 2000. Transfer Credit: CSU

Advisories: Advisory: Eligibility for ENGL 1500 and MATH 1060 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning hours). Distribution: Allied Health/Applied Tech.

### **OSH 2058 - Occupational Safety and Health Standards for the Construction Industry/OSHA 30 hour Construction Ind (2.00 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. Students successfully completing this course will receive an OSHA 30 card. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 32 hours lecture + 64 outside of class hours (96 Total Students Learning Hours). Distribution: Allied Health/Applied Tech.

**OSH 2061 - Occupational Safety and Health Standards for General Industry/OSHA 30 hour General Industry Training (2.00 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. Students successfully completing this course will receive an OSHA 30 card. Transfer Credit: CSU.

Prerequisite: Prerequisite: None; 32 hours lecture + 64 outside of class hours (96 Total Students Learning Hours) = 2 Units. Distribution: Allied Health/Applied Tech.

**OSH 2065 - Trainer Course in Occupational Safety and Health Standards (2.00 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 OSH 2058 and OSH 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. Students with credit in IES 2065 not eligible.

Advisories: Advisory: Before entering the course the student should have the ability to: have a firm understanding of the Standards associated with Federal and California Occupational Safety and Health Administration for Construction and General Industry.; 32 hours lecture. 64 Outside of class hours. (96 Total Student Learning hours). Distribution: Allied Health/Applied Tech.

**OSH 2900 - 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. Not open to students with credit in OSH 2000. Transfer Credit: CSU.

Prerequisite: Prerequisite: Completion or concurrent enrollment in all required courses in the Occupational Safety and Health program. Must be in appropriate standing in Occupational Safety and Health Associates in Science.; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning hours) 3 Units. Distribution: Allied Health/Applied Tech.

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## **PETC - PETROLEUM TECHNOLOGY**

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**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 floor hand training. The course is intended for drilling floor hands. 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. 8 Outside of class hours; 4 hours lab (16 Total Student Learning Hours) .25 Units. Distribution: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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 operations. This course is offered on a pass/no pass basis with an option of challenging a proctored online knowledge assessment for an International Association of Drilling Contractors (IADC) certificate of completion with a score of 70% or better. Please see additional information here: <http://westec.org/>

Prerequisite: Prerequisite: None; 16 hours lecture;(32 Outside of class hours); 24 hours lab (72 Total Student Learning Hours) 1.5 Units. Distribution: Allied Health/Applied Tech.

### **PETC 1105 - Coiled Tubing for Supervisors (1.25 Credits(s))**

This course is designed to provide a working understanding of coil tubing and the problems normally associated with pressure control as related to coil 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 (36 outside of class hours); 18 hours lab (72 Total Student Learning hours ) 1.25 Units. Distribution: Allied Health/Applied Tech.

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## **PHED - PHYSICAL EDUCATION**

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### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

#### **PHED 1508 - Women's Intercollegiate Basketball (1.00-2.00 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 basketball is desirable; 80 lab hours (80 Total Student Learning Hours) for 1 unit; 160 lab hours (160 Total Student Learning Hours) 2 units. Distribution: Allied Health/Applied Tech.

#### **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. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

#### **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. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

#### **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. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

#### **PHED 1514 - Intercollegiate Baseball (2.00 Credits(s))**

This course is designed for 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 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. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **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 lab hours (48 Total Student Learning Hours) 1 Units; or 96 lab hours (96 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit; or 96 lab hours (96 Total Student Learning Hours) 2 units.. Distribution: Allied Health/Applied Tech.

### **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. The 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 (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit.. Distribution: Allied Health/Applied Tech.

### **PHED 1534 - Basketball and Physical Fitness (1.00-2.00 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; 48 lab hours (48 Total Student Learning Hours) 1 Unit; 96 lab hours (96 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit; 96 lab hours (96 Total Student Learning Hours) 2 Units.. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit; 96 Lab hours (96 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **PHED 1629 - Intermediate Water Aerobics (1.00 Credits(s))**

This class is designed to provide callisthenic 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 (48 Total Student Learning Hours) 1 unit. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit.. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units.. Distribution: Allied Health/Applied Tech.

**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 (16 Outside of class hours); 24 hours lab (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

**PHED 1649 - Beginning Athletic Training (3.00 Credits(s))**

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. 96 Outside-of-class Hours. (144 Total Student Learning Hours.) 3 Units. Distribution: Allied Health/Applied Tech.

**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: Allied Health/Applied Tech.

**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 (48 Total Student Learning Hours) 1 Unit.. Distribution: Allied Health/Applied Tech.

**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 (24 Total Student Learning Hours) .5 Units; 48 lab hours (48 Total Student Learning Hours) 1 Unit; 96 lab hours (96 Total Student Learning Hours) 2 Units.. Distribution: Allied Health/Applied Tech.

**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 (48 Total Student Learning Hours) 1 Unit; 96 lab hours (96 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

**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 (48 Total student learning hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **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 (48 Total student learning hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit; 96 lab hours (96 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

### **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 (24 Total Student Learning Hours) .5 Unit; 48 lab hours (48 Total Student Learning Hours) 1 Unit; 96 lab hours (96 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 unit; 96 lab hours (96 Total Student Learning Hours) 2 units. Distribution: Allied Health/Applied Tech.

### **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 (48 Total Student Learning Hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **PHED 2146 - Techniques in Athletic Taping II (1.00 Credits(s))**

This course is a continuation of P.E. 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 higher; 8 hours lecture. (16 Outside of class hours); 24 hours lab (48 Total Student Learning hours) 1 Unit. Distribution: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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 higher; 160 lab hours. (160 Total Student Learning Hours) 2 Units.. Distribution: Allied Health/Applied Tech.

### **PHED 2508 - Advanced Women's Intercollegiate Basketball (1.00-2.00 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.

Advisories: Prerequisite: Successful completion in Physical Education 1508 with a grade of 'C' or better; 80 lab hours (80 Total Student Learning Hours) for 1 unit; 160 lab hours (160 Total Student Learning Hours) for 2 units. Distribution: Allied Health/Applied Tech.

### **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 higher; 160 lab hours. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

**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 higher; 160 lab hours. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

**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 higher; 160 lab hours. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

**PHED 2514 - Advanced Intercollegiate Baseball (2.00 Credits(s))**

This advanced course is designed for 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 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 higher; 160 lab hours. (160 Total Student Learning Hours) 2 Units. Distribution: Allied Health/Applied Tech.

**PHED 2734 - Offseason Advanced Intercollegiate Basketball and Physical Fitness (1.00-2.00 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; 48 lab hours for 1 unit; 96 lab hours for 2 units.. Distribution: Allied Health/Applied Tech.

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## PHIL - PHILOSOPHY

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**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. 96 Outside of class hours. (144 Total Student Learning Hours). Distribution: Business, Arts, & Humanities.

**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 or 1501 strongly recommended; 48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. Distribution: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

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**PHOT - PHOTOGRAPHY**

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**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: Business, Arts, & Humanities.

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**PHYS - PHYSICS**

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**PHYS 2221 - General Physics (Calculus) (4.00 Credits(s))**

Lectures and laboratory work in the fundamentals of mechanics, kinematics, dynamics, energy, momentum, wave and simple harmonic motion and gravitation are covered in this course which is designed for physical science 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. 96 Outside of class hours; 48 hours lab (192 Total Student Learning Hours) 4 Units. 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. 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. (96 Outside of class hours); 48 hours lab (192 Total Student Learning Hours) 4 Units. 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 physic series at Taft College; 48 hours lecture. (96 Outside of class hours); 48 hours lab (192 Total Student Learning Hours) 4 Units. Distribution: Sciences and Mathematics.

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## POSC - POLITICAL SCIENCE

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### **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. 96 Outside of class hours (144 Total Student Learning Hours) 3 Units.. Distribution: Social Sciences.

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## PSCI - PHYSICAL SCIENCE

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### **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: Successful completion of Mathematics 1050 with a grade of ?C? or better. Advisories: Advisory: Mathematics 1060 with a grade of ?C? or better. Eligibility for English 1500 strongly recommended; 48 hours lecture, 48 hours lab (96 hours total) 4 Units. Distribution: Sciences and Mathematics.

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## PSYC - PSYCHOLOGY

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### **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 + 96 Outside of class hours. (144 Total Student Learning hours). Distribution: Social Sciences.

### **PSYC 1520 - Psychology as a Profession (3.00 Credits(s))**

This course is an introduction to the profession of psychology, including a discussion of careers related to psychology. Students will be exposed to skills important for success as a Psychology major. Transfer Credit: CSU.

Advisories: 48 hours lecture. 96 Outside-of-class Hours. (144Total Student Learning Hours) 3 Units. 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 + 96 Outside-of-class hours (144 Total Student Learning Hours). 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 will provide information and practice of skills for effective functioning in interpersonal and group settings. 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. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units. 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. 96 Outside of Class Hours. (144 Total Student Learning Hours) 3 Units. 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.

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## **READ - READING**

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### **READ 805 - 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. Advisories: . Distribution: English.

### **READ 905 - 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. Advisories: . Distribution: English.

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## **RECR - RECREATION**

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### **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. It includes 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. 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.

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## **SOC - SOCIOLOGY**

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### **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 - Introduction to Race and Ethnicity (3.00 Credits(s))**

This course is a broad introduction to race and ethnic relations in the United States. Using sociological analysis, it examines the cultural, political and economic practices and institutions that support or challenge racism, racial and ethnic inequalities, as well as historical and contemporary patterns of interaction between various racial and ethnic groups. Additionally, this course will explore the intersections between race/ethnicity and other sociological categories such as class, gender, sex, sexuality, age, look, and abilities associated with physical and mental challenges. C-ID: SOCI 150. Transfer Credit: CSU; UC.

Advisories: Advisory: N/A; 48 hours lecture. 96 Outside of Class Hours. (144 Total Student Learning Hours) 3 Units. 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.

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## **SPAN - SPANISH**

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### **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: Business, Arts, & Humanities.

### **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: Business, Arts, & Humanities.

**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. 128 Outside of class hours. (192 Total Student Learning hours) 4 Units. Distribution: Business, Arts, & Humanities.

**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. 160 Outside of class hours. (240 Total Student Learning Hours) 5 Units. Distribution: Business, Arts, & Humanities.

**SPAN 2002 - Intermediate Spanish IV (5.00 Credits(s))**

This course continues the study of grammar and reading, including literature. Students are required to spend time with workbook exercises and on-line Yabla activities. 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. 160 Outside of Class Hours. (240 Total Student Learning Hours) 5 Units. Distribution: Business, Arts, & Humanities.

**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. Transfer Credit: CSU.

Prerequisite: Prerequisite: Successful completion of Spanish 2002 with a grade of 'C' or better; 64 Total Hours. Distribution: Business, Arts, & Humanities.

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## SPCH - SPEECH

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**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: Business, Arts, & Humanities.

**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: Business, Arts, & Humanities.

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## STAT - STATISTICS

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**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. 160 Outside of class Hours (240 Total Student Learning Hours). Distribution: Sciences and Mathematics.

## STSU - STUDENT SUCCESS

### **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.

Advisories: Advisory: Eligibility for English 1500 strongly recommended; 48 hours Lecture. Distribution: Learning Support.

### **STSU 1525 - Transfer Planning (2.00 Credits(s))**

This course provides strategies for academic success and needed research skills essential for developing a comprehensive transfer plan. Topics will include the transfer transitioning process, major preparation and admission selection criteria, student support resources, evaluation of universities, and clarification of educational goals and cost of attendance. Transfer Credit: CSU.

Advisories: Advisory: Eligibility for English 1500 strongly recommended.; Total Hours: 32 hours lecture. 64 outside of class hours. (96 Total Student Learning Hours). Distribution: Learning Support.

### **STSU 1530 - Transitioning from High School to College (2.00 Credits(s))**

This course will facilitate an understanding of the issues involved in having a successful transition from high school to college. Students will develop knowledge of college resources, policies and procedures. Transfer Credit: CSU.

Prerequisite: Prerequisite: None. Advisories: Advisory: Eligibility for English 1500 strongly recommended; Total Hours: 32 hours lecture. + 64 outside of class hours. (96 Total Student Learning hours). Distribution: Learning Support.

### **STSU 1550 - Funding a Transfer Plan (1.00 Credits(s))**

This course is an introduction to financial resources and management associated with the costs of transferring from the California Community College to a university. Topics covered in this course include personal income, budgeting, scholarships, grants, federal loans, private loans, work-study, and common issues and misconceptions associated with financing college. Transfer Credit; CSU

Advisories: Advisory: Eligibility for English 1500 strongly recommended.; 16 hours lecture. 32 Outside of class hours (48 Total Student Learning Hours). Distribution: Learning Support.

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## **TUTR - TUTORING**

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### **TUTR 260 - 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.

### **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.

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## WELD - WELDING

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### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

#### **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: Allied Health/Applied Tech.

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### **WKEX - WORK EXPERIENCE**

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#### **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: Allied Health/Applied Tech.

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### **WTER - WATER TECHNOLOGY**

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

Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 48 hours lecture. Distribution: Allied Health/Applied Tech.

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

Advisories: Advisory: Eligibility for Math 1060 and English 1500 strongly recommended; 48 hours lecture. Distribution: Allied Health/Applied Tech.

# College Personnel

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**BOARD OF TRUSTEES**

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**Dawn Cole** (President), **Carlos Chavira** (Secretary), **Dr. Kathy Garner Orrin** (Trustee), **Billy White** (Trustee) and **Michael Long** (Trustee).

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**EDUCATIONAL ADMINISTRATORS**

---

<b>Daniels, Debra</b>	<b>2016</b>
Ed.D., University of Illinois	
<i>Superintendent/President</i>	
<b>McMurray, Brock</b>	<b>2001</b>
MBA., Delta State University	
<i>Executive Vice President of Administrative Services</i>	
<b>Minor, Leslie</b>	<b>2019</b>
Ph.D., University of California, Irvine	
<i>Vice President, Instruction</i>	
<b>Bell, Damon</b>	<b>2021</b>
Ph.D., California State University, Fullerton	
<i>Interim Vice President, Student Services</i>	
<b>Rashvand, Armin</b>	<b>2022</b>
MS., Cleveland State University	
<i>Dean of Instruction and CTE</i>	
<b>Alvarado, Cecilia</b>	<b>2022</b>
MS., Pepperdine University	
<i>Dean of Student Services</i>	

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**ADMINISTRATIVE ASSISTANTS**

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<b>Blanco, Melissa</b> <i>Assistant to Vice President of Student Services</i>	<b>2000</b>
<b>Criss, Sarah</b> <i>Executive Assistant to the Superintendent/President</i>	<b>2016</b>
<b>Duran, Diana</b> <i>Administrative Specialist</i>	<b>2007</b>
<b>Madding, Justin</b> <i>Executive Assistant to the Executive Vice President of Administrative Services</i>	<b>2016</b>
<b>Vohnout, Danielle</b> <i>Executive Assistant to the Vice President of Instruction</i>	<b>2007</b>

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## FACULTY

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<b>Abbott, Amar</b>	<b>2016</b>
A.S., Napa Valley College; B.A., California State University Sacramento; M.S., California State University East Bay; Ed.D., Pepperdine University	
<i>High Tech Center- Access Specialist</i>	
<b>Adriano, Christi</b>	<b>2018</b>
A.S., Taft College; A.A. Bakersfield College; B.S., California Polytechnic State University	
<i>Dental Hygiene</i>	
<b>Altenhofel, Jennifer</b>	<b>2012</b>
B.A. and M.A., California State University Bakersfield; Ph.D., American University	
<i>History</i>	
<b>Bandy, Kanoe</b>	<b>1987</b>
A.A., Taft College; B.S., California State University Fresno; M.B.A., California State University Bakersfield	
<i>Business, Head Volleyball Coach, Director of Athletics</i>	
<b>Beasley, Michelle</b>	<b>2007</b>
B.A., California State University Bakersfield; M.A., University of La Verne	
<i>Early Care, Education, &amp; Family Studies</i>	
<b>Berry, Wendy</b>	<b>2010</b>
B.S., Cal Lutheran University; M.S. University of Nebraska	
<i>Life Sciences</i>	
<b>Blake, Paul</b>	<b>2013</b>
B.S., Brigham Young University, M.B.A., University of Dallas	
<i>Engineering</i>	
<b>Bledsoe, Adam</b>	<b>2013</b>
B.A. and M.B.A., California State University Bakersfield	
<i>Business, Economics, Management</i>	
<b>Bogle, Darcy</b>	<b>2007</b>

B.A. M.A., California State University Bakersfield

*Counselor*

**Cahoon, Nathan**

**2019**

M.S., Montana State University

*Mathematics*

**Carlson, Kamala**

**2005**

A.A., Bakersfield College; B.A., California State University Bakersfield; M.A., University of California Santa Barbara

*Basic Skills, Reading, English*

**Chaidez, Joe'll**

**2008**

B.A., M.A., California State University Bakersfield

*Counselor*

**Champion, Diana**

**2001**

A.S., Taft College; B.S., California State University Bakersfield

*Dental Hygiene*

**Chung-Wee, Chris**

**2001**

B.A., University of Toronto; Diploma of Ed., University of the West Indies; M.A., Brigham Young University, Ph.D., Indiana University of Pennsylvania

*English*

**Devine, Bill**

**2006**

B.A., M.A., California State University Fresno

*English*

**Duron, Candace**

**2009**

B.S., California State University Fresno, M.S., California State University Bakersfield

*Counselor*

**Dyer, Geoffrey**

**2007**

A.A., Bakersfield College; B.A., University of California Santa Cruz; M.F.A., Mills College

*English*

**Eigenauer, John**

**2001**

B.A., University of the State of New York; M.A., California State University Dominguez Hills; M.Phil., PhD., Syracuse University

*Computer Science, English, Philosophy*

**Eveland, Sharyn**

**2001**

B.A., M.A., California State University Bakersfield; Ed.D. University of La Verne

*Psychology*

**Flachmann, Christopher**

**2015**

B.A., University of the Pacific; M.A., California State University Bakersfield

*Counselor*

**Gardner, Gina**

**2020**

A.S., Taft College; B.S., Utah Valley University

*Dental Hygiene*

**Getty, Shelley**

**2008**

B.S., B.A., Northwest Nazarene University, M.A., California State University Bakersfield

*Mathematics*

**Golling, Greg**

**2007**

B.S., California State University Bakersfield; Ph.D. State University of New York at Stony Brook

*Life Sciences*

**Gonzalez, Lourdes**

**2006**

B.A., M.S., California State University Fresno

*EOPS/CARE & CalWORKS Coordinator/Counselor*

**Hershkowitz, Eric**

**2012**

D.D.S., University of Southern California

*Dental Hygiene*

**Jacobi, Vicki**

**1999**

B.S., M.A., California State University Fresno; Ed.D., University of La Verne

*Articulation Officer, Counselor*

**Jarrahian, Abbas**

**2015**

B.S., California State University of Bakersfield, M.A., San Diego State University; M.S., Ph.D., Medical College of Wisconsin

*Life Sciences*

**Jimenez Murguia, Salvador**

**2019**

Ph.D., M.A., University of California; B.A. California State University San Bernardino

*Sociology*

**Jones, Diane**

**2001**

B.S., University of Idaho; M.A., California State University Bakersfield

*Mathematics*

**Kerr, Danielle**

**2013**

B.A., MFA, University of California, Riverside

*English*

**Kulzer-Reyes, Kelly**

**2007**

B.A., M.A., St. Cloud State University

*English*

**Lytle, Steve**

**2013**

B.A., M.S., Purdue University; Ph.D., University of Florida

*Life Sciences*

**Maiocco, Vince**

**2001**

A.A., College of the Siskiyous; B.A., California State University Chico; M.S., United States Sports Academy; Single Subject Teaching Credential, Chapman University

*Physical Education, Health, Head Baseball Coach*

**Martinez, Julián**

**2001**

A.A., Bakersfield College; B.A., California State University Bakersfield; M.A., University of California, Santa Barbara

*Spanish*

**Martinez, Mariza**

**2005**

B.A., M.A., California State University Bakersfield

*Mathematics*

**May, James**

**2014**

B.S. San Jose State University; M.S. California State University Northridge

*Physical Science*

**Mayfield, Mike** 2004

B.S. University of California Santa Barbara; M.S., Illinois Institute of Technology

*Chemistry*

**Mendenhall, Janis** 2014

B.S., M.S., University of Iowa

*DSPS Coordinator/Counselor*

**Mendoza, Tina** 2015

B.A., M.S., University of Arizona

*History*

**Mitchell, David** 2016

B.S., California State University, Bakersfield; M.S., Northern Arizona University

*Mathematics*

**Oja, Michelle** 2012

B.A., Central Washington University; M.A., University of Nebraska; Ph.D., Claremont Graduate University

*Psychology*

**Page, Jason** 2019

B.A. California State University, Bakersfield; M.B.A, University of California, Riverside

*Business*

**Payne, Ruby** 2008

B.A., M.A., California State University Bakersfield

*Mathematics*

**Polski, Robin** 2006

B.S., California State University Fresno; M.A., Pacific Oaks College Pasadena

*Early Care, Education, and Family Studies, Psychology*

**Rangel-Escobedo, Juana** 2007

B.A., M.A., California State University Bakersfield

*Counselor*

**Reynolds, Dave** 2009

A.S., Bakersfield College; B.S., California Polytechnic State University San Luis Obispo;

M.S., California State University Fresno

*Physical Science*

**Reynolds, Joy** 2013

B.S., California State University Bakersfield; M.S., California State University Fresno

*Mathematics*

**Richards, Kristi** 2020

B.A., M.A., California State University Bakersfield

*Counselor*

**Rodenhauser, Debora** 2015

B.A., M.A., California State University Bakersfield

*Art*

**Rossi, Mallori** 2021

B.A., M.A., University of the Pacific

*Physical Education, Health Education, Kinesiology, Head Volleyball Coach*

**Roth, Becky** 1992

B.A., M.A., California State University Bakersfield

*Early Care, Education, and Family Studies*

**Smith, Terri** 2013

B.A., California State University Bakersfield; M.L.I.S., San Jose State University

*Research & Instruction, Librarian*

**Sundgren, Lori** 2016

B.A., California State University Bakersfield; M.S., University of La Verne

*Precollegiate Coordinator***Taylor, Christopher****2020**

B.S., The Evergreen State College; M.S. and Ph.D., University of Michigan

*Chemistry***Thompson, Tony****1987**

A.A., Hutchinson Community College; B.S., Kansas Newman College; M.Ed., Wichita State University

*Health, Physical Education, Athletic Advisor***Travis, Lori****2019**

M.A., California State University, Northridge; Ed.D., Pepperdine University

*Communications***Webster, Kyle****2020**

B.S., Loyola Marymount University; M.S., University of Colorado at Boulder; M.S., Cal State University of Bakersfield

*Life Sciences***Woodall, Natalie****2020**

B.A., Biola University; M.A., Liberty University

*Counselor*

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**ADJUNCT FACULTY**

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**Agundez, Adrian** - *Computer Science*

**Altenhofel, Kevin** - *Administration of Justice*

**Anderson, Ian** - *Political Science*

**Aycock, Bette** - *Dental Hygiene*

**Bopp, Jill** - *Administration of Justice*

**Borjon, Brandi** - *Golf*

**Brennan, Sean** - *Geography*

**Brixy, Gabrielle** - *Management, Computer Science, Physical Education*

**Burnham, Kyle** - *Music*

**Chairez, Yvonne** - *Dental Hygiene*

**Clemons, Reginald** - *Criminal Justice Administration*

**Colaw, Rebecca** - *Psychology*

**Combs, Noelle** - *Political Science*

**Conners, April** - *Biology*

**Corlew, Devon** - *Management*

**Cottrell, Angela** - *Business*

**Cutrona, Angelo** - *Head Men's Soccer Coach, Physical Education*

**Cutrona, Myisha** - *Head Women's Soccer Coach, Physical Education*

**Davis, Terry** - *Energy*

**Dimayuga, Anna** - *Art*

**Dodson, Rebecca** - *Dental Hygiene*

**Duncan, Brandon** - *History*

**Durkan, Brian** - *Physical Education*

**Durkan, Jana** - *Business*

**Enciso, Rigoberto** - *Occupational Safety & Health*

**Fariss, Jeff** - *EMT*

**Gee, Steven** - *Physical Education*

**Golling, Leigh** - *Drama*

**Goodman, Daniel** - *Computer Science*

**Hall, Daniel** - *Computer Science*

**Hall Silveira, Margaret** - *Early Care, Education and Family Studies*

**Hernandez, Isais** - *Counselor*

**Hickman, Ryan** - *Biology, English*

**Jiles, Michael** - *Administration of Justice & Political Science*

**Kashani, Tony** - *Humanities*

**Layne, David** - *Business*

**Lemmons, Christene** - *Dental Hygiene*

**Leonzo, Hector** - *Mathematics*

**Lidgett, Nick** - *EMT*

**Lindquist, Erica** - *Art History*

**Mansi, Gregory** - *History*

**McDaniel, Steven** - *Speech*

**Medina Gonzalez, Brian** - *Engineering*

**Mickelberry, Gracie** - *Counselor*

**Montelongo, Maribel** - *Spanish*

**Nelms, Daniel** - *Head Women's Basketball Coach*

**Niday, George** - *Welding*

**Nunez, Joseph** - *Dental Hygiene*

**Owens, Christine** - *Administration of Justice*

**Payne, Aaron** - *Welding*

**Payne, Bryan** - *Welding*

**Raber, Tabitha** - *Administration of Justice*

**Reed, Nyoka** - *Art*

**Rients, Amy** - *Early Care, Education and Family Studies*

**Romero, Megan** - *Early Care, Education and Family Studies*

**Ruff, Mandy** - *Business*

**Salinas, Mario** - *Occupational Safety & Health*

**Schoneweis, Caroline** - *English, Speech*

**Sheibani, Shahrzad** - *Business*

**Sicari, Chad** - *Industrial Education Safety*

**Smith, Amanda** - *Early Care, Education and Family Studies*

**Smith, Gaysha** - *Art, Art History*

**Swenson, Sonja** - *Art History, Humanities*

**Taibjee, Sukena** - *Information Competency*

**Uhalt, Joshua** - *Psychology*

**Vallejo, Benigno** - *Biology and Health Education*

**VanRy, Veronica** - *Sociology*

**Villa, Walter** - *Political Science*

**Ward, Kelly** - *Dental Hygiene*

**Webster, Stephanie** - *Biology*

**Wessely, Jason** - *Administration of Justice*

**White, Marisol** - *Sociology*

**Wymore, Dave** - *Administration of Justice*

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## ADMISSIONS/ACADEMIC RECORDS

---

**Rebecca Murillo**, *Director of Admissions & Records*

Lisa Brettschneider

Tiffany Payne

Tosha Romandia

Isaura Santiesteban

Mireya Zermeno

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---

## ATHLETICS

---

**Kanoe Bandy**, *Director*

Jennifer Edmaiston

Travis Milner

**Arellano, Claire**, *Interim Athletic Trainer*

**Nelms, Daniel**, *Interim Coordinator of Gymnasium Facilities and Athletics/P.E. Facilities*

---

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## CHILDREN'S CENTER

---

**Meghan Hall-Silveria** - *Director*

Martina Anguiano

Alma Barajas

Brooke Campbell

Rosa Cazares

Cheryl Davis

Ferriland Edgar

Rosalinda De Estrada

Gloria Estrada

Maria Garcia de Leon

Lorena Hernandez

Brandi Hudson

Careli Leyva

Starlee McKown

Martha Melendrez

Norma Montoya

Esperanza Ruiz De Plascencia

Alba Ruiz

Cassie Salinas

Anaid Salomon

Elvira Villanueva DeCampos

Alma Zendejas

---

---

## EOPS/CARE/CALWORKS

---

**Lourdes Gonzalez**, *Coordinator/Counselor*

Morgan Haskell

---

---

## COUNSELING CENTER

---

**Cecilia Alvarado**, *Dean of Student Services*

Apolonia Salazar

---

## FINANCIAL AID

---

**Barbara Amerio** - *Director, Financial Aid & Scholarships*

Baghdad Alkorin

Amber Garcia

Lori Murphy

Alexcia White

---

## ACTIVITIES/OUTREACH

---

Myisha Cutrona

Joanne Dumbrigue

---

## TRANSITION TO INDEPENDENT LIVING (TIL)

---

**Aaron Markovits**, *TIL Program Director*

Brooke Ambrose

Ramona Carty

John Dodson

Eloisa Garcia

Gabe Gonzalez

Rosalinda Gutierrez

Patty Owens

Cindi Powell

David Powell

Adriana Pulido

Debra Rios

Kody Swope

Susan Wells

Jessica White

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