



# Making a Difference



COLLEGE OF THE REDWOODS

2010/2011

*An Annual Course Catalog of the College of the Redwoods Community College District*

[www.redwoods.edu](http://www.redwoods.edu)





COLLEGE  
OF THE  
REDWOODS  
*A California  
Community College*

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

**Del Norte Education Center**  
883 W. Washington Boulevard  
Crescent City, CA 95531  
Call 707.465.2300  
TTY Machine 707.465.2355  
FAX 707.464.6867

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

**Arcata Instructional Site**  
Stewart School, 1125 16th Street  
Arcata, CA 95521  
Call 707.822.8629  
FAX 707.822.1183  
(culinary classes only)  
100 Ericson Court  
Arcata, CA 95521

**Eureka Downtown Instructional Site**  
605 K Street  
Eureka, CA 95501  
Call 707.269.4000  
FAX 707.269.4020

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

**McKinleyville Instructional Site**  
1520 City Center Road  
McKinleyville, CA 95519-3611  
Call 707.839.6290  
FAX 707.839.6291

**Southern Humboldt Instructional Site**  
(open in Fall 2011)  
286 Sprowel Creek Road  
Garberville, CA 95542

**Web Site**  
[www.redwoods.edu](http://www.redwoods.edu)

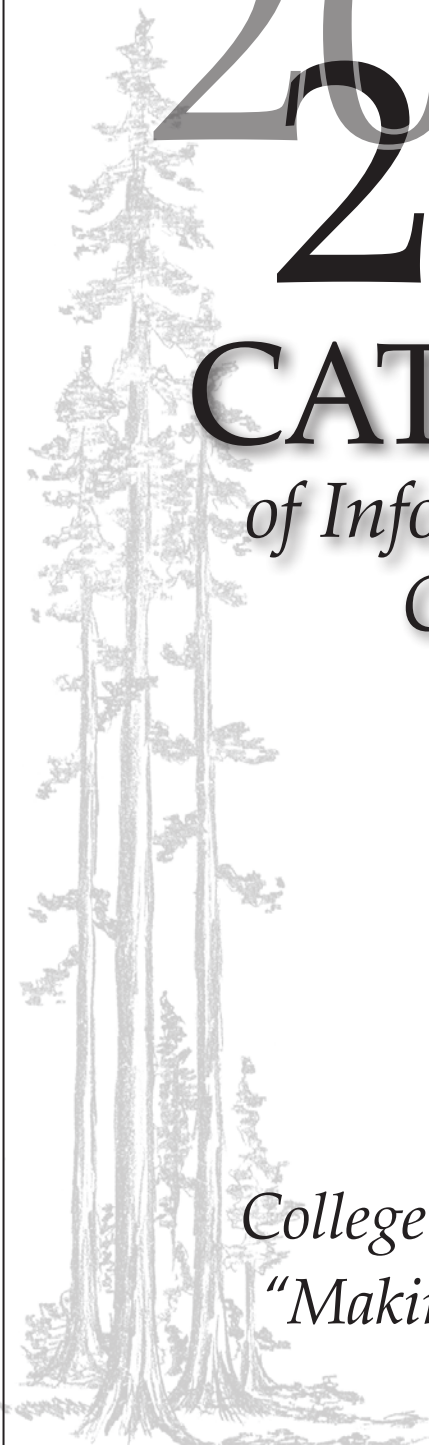
**E-Mail Address**  
[enrollment-services@redwoods.edu](mailto:enrollment-services@redwoods.edu)

COLLEGE OF THE  
REDWOODS

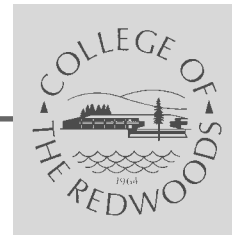
2010  
2011

CATALOG  
*of Information and  
Courses*

*College of the Redwoods  
"Making a Difference"*



PRESIDENT'S WELCOME



On behalf of the faculty and staff, I am pleased to welcome you to the College of the Redwoods as you either begin or continue your higher educational experience. We take great pride in the outstanding faculty and programs that will help you complete your journey to the next place in your academic endeavor and career objectives.

We have dedicated and experienced staff that are available to assist you. Please take advantage of our advising, placement, and financial aid services at the Crescent City, Eureka, and Fort Bragg campuses. Don't forget that many courses and services are also offered at convenient instructional site locations in Arcata, Downtown Eureka, McKinleyville, Hoopa, and Garberville (classes starting Fall 2011). We can even accommodate learning through our many Instructional Television (ITV) and Distance Learning offerings.

On-line and campus registration is available throughout the year. Check out our website at [www.redwoods.edu](http://www.redwoods.edu) to discover how we are helping to *Make a Difference*.

Jeff Marsee, Ph.D.  
President

YOUR  
COMMUNITY  
COLLEGE ...

COLLEGE OF THE REDWOODS

MAKING A  
DIFFERENCE

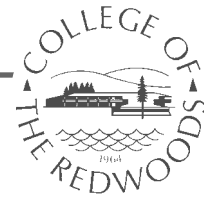


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GENERAL INFORMATION



**BOARD OF TRUSTEES**

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Tracy Coppini, (Area 3) .....	Ferndale
Richard Dorn, (Area 4) .....	Eureka
Bruce Emad, (Area 5) .....	Eureka
Colleen Mullery, Ph.D (Area 6) .....	Arcata
Barbara Rice, (Area 8) .....	Mendocino Coast
Thomas Ross, (Area 2) .....	Fortuna
George Truett, (Area 1) .....	Garberville
Rebecca Ashbach .....	Student Trustee

**ADMINISTRATION**

Jeff Marsee, Ph.D. ....	President/Superintendent
Utpal Goswami, Ph.D. ....	Vice President, Instruction
Keith Snow-Flamer, Ph.D. ....	Vice President, Student Development
Michael Wells .....	Director, Human Resources
Vacant .....	Vice President, Administrative Services
Rachel Anderson, Ph.D. ....	Dean, Academic Affairs
Pat Girczyc, Ed.D. ....	Dean, Health Occupations and Public Services
Melissa Green .....	Dean, Student Development
Anita Janis, ME-PD . . . . .	Dean, Del Norte Education Center, Klamath-Trinity and Pelican Bay Instructional Sites
Geisce Ly, Ph.D . . . . .	Dean, Mendocino Coast Education Center, Southern Humboldt Instructional Site
Maggie Lynch, Ed.D . . . . .	Dean, Information Technology and Distance Education
Vacant .....	Dean, Career and Technical Education

# COLLEGE CALENDAR

## FALL SEMESTER 2010

Classes Begin, Fall Semester 2010	August 28
All-College Holiday (Labor Day)	September 6
Last day to drop a course and receive a refund	September 10
Last day to drop a course without a 'W'	September 10
Last day to file P/NP option (where available)	September 24
Last day to petition to Graduate or apply for Certificates	October 29
Last day for student-initiated drop	November 5
All-College Holiday (Veteran's Day)	November 11
All-College Holiday (Thanksgiving)	November 25 & 26
No Classes	November 27
Police Academy Graduation	December 9
Final Exams	December 13-18
Fall Semester Ends	December 18
All-College Holidays	December 24-31
Semester Break (no classes)	December 15-January 20

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## SPRING SEMESTER 2011

All-College Holiday (Martin Luther King, Jr.)	January 17
Classes Begin, Spring Semester 2011	January 18
Last day to drop a course and receive a refund	January 28
Last day to drop a course without a 'W'	January 28
Last day to file P/NP option (where available)	February 11
No Classes (Lincoln's Birthday)	February 18 & 19
All-College Holiday (Presidents)	February 21
Last day to petition to Graduate or apply for Certificates	March 4
No Classes (Spring Break)	March 14-19
Last day for student-initiated drop	April 1
Final Exams	May 9-14
Spring Semester Ends	May 14
Commencement (Del Norte)	May 13
Commencement (Eureka and Klamath/Trinity)	May 14
Commencement (Mendocino)	May 15
All-College Holiday (Memorial Day)	May 30
Police Academy Graduation	June 16

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## SUMMER SESSION 2011

Summer 2011 Calendar to be determined

<b>LEGEND</b>	Classes Begin	Final Exams
	Classes End	Commencement
	Holiday	No Classes/Break

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AUGUST 2011						
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**DISCLAIMER** The College reserves the right to amend, modify or otherwise revise any provision in this catalog for reasons including but not limited to:

1. Change in State Law, Education Code, Title 5 or other governing regulations pursuant to the operation of the College.
  2. Changes in Board of Trustee Policy or Administrative Regulations.
  3. Changes relating to funding, fees, instruction, support services or staffing of the college or any program or course thereof.
- These changes may be made without prior notice and may supersede this publication or portion thereof.*

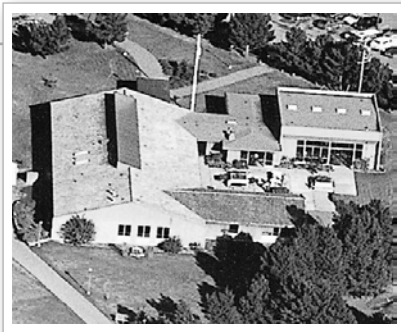
## FACILITIES

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



*Eureka Campus* ▲

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



▲ *Del Norte Education Center*

The Del Norte Education Center serves approximately 1000 students and is located on a 34-acre site in Crescent City, 80 miles north of Eureka and 20 miles south of the Oregon border. The Del Norte Education Center offers university transfer programs as well as specific degree and/or certificate programs in Addiction Studies, Business, Business Technology, Corrections, Early Childhood Education, Liberal Arts (with several areas of emphasis), Licensed Vocational Nursing and Medical Assisting.



*Klamath-Trinity Instructional Site* ▲



▲ *Mendocino Coast Education Center*

The Mendocino Coast Education Center serves approximately 1,000 students and is located on a 20-acre site at the southern end of Fort Bragg, 135 miles south of Eureka and eight miles north of Mendocino. The Mendocino Coast Education Center offers university transfer programs as well as specific degree and/or certificate programs in Business, Business Technology, Early Childhood Education, Fine Woodworking, Liberal Arts (with several areas of emphasis), Marine Science



*Arcata Instructional Site* ▲

Technology and Natural History. The College also offers selected courses and programs at five additional instructional sites:

- The Klamath-Trinity Instructional Site, approximately 40 miles northeast of Eureka on the Hoopa Indian Reservation.
- The new Arcata Instructional Site, approximately seven miles north of Eureka, located in the Stewart School, 1125 16th St., Arcata.
- The new McKinleyville Instructional Site conveniently located at 1520 City Central Rd. in McKinleyville.
- The Eureka Downtown Instructional Site located on the corner of 6th and K St., in the heart of Eureka.
- The Southern Humboldt Instructional Site, located in Garberville at 286 Sprowel Creek Road, will open in Fall 2011.

## INSTRUCTIONAL SITES



▲ *Eureka Downtown Instructional Site*



◀ *McKinleyville Instructional Site*

*Southern Humboldt Instructional Site* ▼





## ACCREDITATION STATEMENT

College of the Redwoods is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, located at 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

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

## VALUES

A review of our mission and our philosophy, combined with a focus on the future, leads us to affirm these values as essential elements of this plan.

1. As a good steward of public trust and public resources, College of the Redwoods is committed to measuring results and to being publicly accountable.
2. College of the Redwoods is committed to responding to the needs of the community by addressing the educational needs of individuals because education can be a life changing experience. The College believes in sustaining multiple linkages among faculty, staff, students, administration, and the community. The College seeks to build awareness of education as a key to community growth and development.
3. College of the Redwoods is committed to creating and sustaining a welcoming environment that celebrates the diversity of its students, faculty, and staff. The college environment will support behaviors and attitudes that maximize inclusion, personal responsibility, interpersonal respect, and multicultural understanding.
4. The College will always strive for excellence, in managing its internal processes for maximum effectiveness and in producing measurable, valued outcomes. We recognize that excellence rests, in large part, in seeking and using broad-based involvement from internal and external constituencies.
5. College of the Redwoods is committed to doing our part towards the improvement of society and the human condition. With this general goal in mind, we are committed to increasing persons' awareness of education's potential to help make a lasting difference in a person's life. To this end, we recognize that everyone we serve has individual needs and aspirations. Thus, we are committed to helping our students meet their immediate educational goals, such as completing their lower-division education; earning an Associates degree; ensuring their ability to transfer to a four-year college or university; or obtaining gainful employment. Ultimately, all of our efforts on behalf of helping our students achieve their intermediate and long-term goals underscore our larger commitment to helping develop an informed, educated, caring citizenry—that is, a citizenry who, in part because of their experiences at College of the Redwoods, could help improve society and elevate the human condition.

## PHILOSOPHY

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

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

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

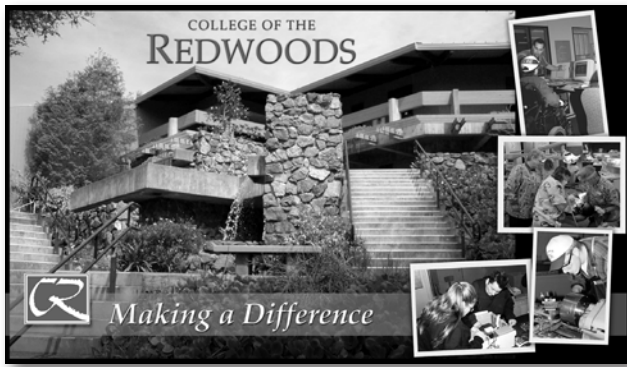
1. To provide the highest possible level of learning opportunities and counseling to help students realize their personal goals;
2. To provide opportunities for development of moral values and ethical behavior;
3. To enhance self-esteem and a sense of individual responsibility; and

4. To instill an appreciation of the values and contributions of other cultures and increase global understanding among all students.

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

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

*Board Policy BP 1201*



## MISSION STATEMENT

The Redwoods Community College District has a commitment both to our students and to our community. We are committed to maximizing the success of each student with the expectation that each student will meet her or his educational goal, achieve appropriate learning outcomes in his/her courses and programs, and develop an appreciation for life-long learning. In partnership with other local agencies, we are also committed to enriching the economic vitality of the community whom we serve.

The following are the three equally important, primary missions of the Redwoods Community College District:

1. **Associate Degree and Certificate Programs.** The District will offer rigorous, high-quality educational programs leading to the Associate in Arts or Associate in Science Degree, Certificates of Achievement, or Certificates of Recognition.
2. **Academic and Transfer Education.** The District will offer a high-quality core curriculum that will satisfy the lower-division general education and/or major preparation requirements for transfer to four-year colleges and universities.
3. **Professional and Technical Education.** The District will provide high-quality professional and technical programs that will allow students to obtain skills

necessary to enter or advance in the workforce or to be better prepared for further education. These programs will be continuously articulated with the private and public sectors and with other institutions of higher education.

In support of these primary missions, the District will provide the appropriate level of information, programs, and activities to assist students in:

1. Gaining initial access and orientation to the College;
2. Assessing their interests and educational goals and developing plans that will help them achieve these goals;
3. Using current technological resources, innovative instructional resources, personalized tutorial services, and broad-based research tools; and
4. Choosing coursework preparatory to college-level work, if necessary—specifically, pre-collegiate math and English courses and courses in English as a second language (ESL).

To the extent possible, under state guidelines or with local funding, the District will provide the following life-long learning opportunities, as well as opportunities for enhancing and promoting the general welfare of the community:

1. **Non-Credit Adult Education.** The District will provide state-funded, adult education classes in response to local interests and needs and in cooperation with other local providers.
2. **Community Services.** The District will provide self-supporting avocational, recreational, and professional development classes, as well as cultural and community programs.
3. **Economic Development.** The District will participate with local business and industry and other educational and government agencies to foster the economic vitality of the North Coast region.

*Board Policy BP 1200*

## ACADEMIC FREEDOM

The Board of Trustees and the Academic Senate of the College of the Redwoods District, in an effort to promote and protect the academic freedom of faculty and students, endorse the following policy adapted from the 1940 Statement of Principles on Academic Freedom and Tenure (including the 1958 and 1970 interpretative comments of the American Association of University Professors).

A. Faculty members are entitled to freedom in the classroom in discussing issues germane to their academic discipline. Academic freedom inherently involves the right to introduce within the assigned teaching discipline controversial topics, concepts, issues, and systems as long as the method or manner of presentation involves objective reasoning and rational discussion.

B. Faculty members are citizens, members of a profession, and employees of an education institution. When faculty

members speak or write as citizens, thereby exercising their constitutional right of free speech, it should be as persons who are free from institutional censorship or discipline. In the process of making such utterances, faculty members have a responsibility to make a clear distinction between personal viewpoints and the college's official policies.

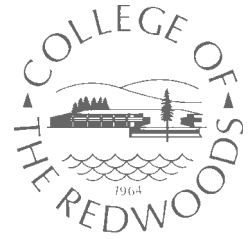
C. Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the administration of the college.

D. The protection of academic freedom and the requirements of academic responsibility apply to full-time probationary, tenured, and part-time faculty.

*Board Policy BP 4030*

## BECOMING A CR STUDENT

AS AN OPEN-ACCESS COMMUNITY COLLEGE, THE REDWOODS COMMUNITY COLLEGE DISTRICT WELCOMES STUDENTS FROM A VARIETY OF DIFFERENT BACKGROUNDS AND EXPERIENCES



### HIGH SCHOOL GRADUATES

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

### NON-HIGH SCHOOL GRADUATES

Any person who is at least 18 years of age who does not have a high school diploma but is able to benefit from college-level instruction may also enroll, although in order to receive financial aid these students will have to meet some additional requirements.

### YOUNGER STUDENTS

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

### DEGREE-SEEKING & TRANSFER STUDENTS

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

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

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

#### **For more information**

Del Norte 465-2330  
Eureka 476-4106  
Mendocino 962-2639

### INTERNATIONAL STUDENTS

Every effort will be made to provide international students with general information about the college and the local area before and upon their arrival at the college. Information about initial enrollment and special regulations that may pertain to international students may be obtained by contacting the Admissions and Records Office.

### DETERMINING RESIDENCY

#### CALIFORNIA RESIDENCY

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

#### OUT-OF-STATE RESIDENTS

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

#### OREGON EXCHANGE PROGRAM

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

## ENROLLMENT

### GETTING STARTED AT COLLEGE OF THE REDWOODS

#### UNDERSTANDING WHAT THE WORD "MATRICULATION" MEANS IN A CALIFORNIA COMMUNITY COLLEGE SETTING

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

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

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

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

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

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

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

#### EXEMPTIONS FROM MATRICULATION

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

- Prepare for a new career (acquire new job skills)
- Advance in current job/career (update current job skills)
- Maintain a state certificate or license (e.g. Nursing)
- Enroll solely for personal enrichment/recreation

**Note:** Students who are granted an exemption from matriculation must still meet all of the stated prerequisites.

## ENROLLMENT AT COLLEGE OF THE REDWOODS: FIVE EASY STEPS

### 1. SUBMIT NEW STUDENT APPLICATION FORM

A completed application is required of all new students as well as from students returning to College of the Redwoods after missing two or more semesters. Application forms are available on the CR website, at [cccapply.org](http://cccapply.org), and in the Admissions and Records Office or the administrative offices at each instructional site. Completed forms may be dropped off or mailed to the Admissions and Records Office or any instructional location.

**In addition to the form itself, the following documents may also be required:**

- **Transcripts of Previous College Work:** While the enrollment application will be accepted without transcripts attached, *official* transcripts **MUST** be submitted if a student wishes to have previous college work count toward the CR degree.
- **G.E.D. or High School Proficiency Certificate:** Students under 18 years of age who have not obtained a high school diploma must provide a copy of one of these certificates prior to initial enrollment. Students who do not possess either of these certificates should inquire about taking the G.E.D. or the Ability to Benefit exam; for more information, contact the Academic Support Center.

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

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

Placement tests are required of students who plan to:

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

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

- that they have taken a comparable state-approved placement test at CR or another California community college within the past three years, or
- that they have taken a college level (degree applicable) English and/or math course with a "C" grade or higher from any accredited college, or
- that they have taken a College Entrance Examination Board Advance Placement Exam in English and/or math and received a score of 3, 4, or 5.

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

## 3. PARTICIPATE IN AN INITIAL ACADEMIC ADVISING SESSION

**MAKE AN APPOINTMENT TO SEE AN ACADEMIC COUNSELOR OR ADVISOR**

On the Eureka campus the Advising/Academic Support Center, the Extended Opportunities Programs and Services, as well as Disabled Students Programs and Services, offer advising services to students. In addition to assessment testing, counselors and advisors are likely to use the following indicators to help them determine the extent to which a student is prepared for different levels of college course work:

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

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

## 4. REGISTER FOR CLASSES

### ■ GENERAL REGISTRATION (FOR CREDIT COURSES)

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

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

### ■ REGISTERING TO AUDIT A COURSE

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

**Those wishing to audit a course must:**

1. Complete the regular CR Application Form;
2. Complete the prerequisites for the course (if any);
3. Obtain an Audit Form from the Admissions and Records Office;
4. Obtain the signature of the instructor to verify that s/he approves of the audit;
5. Return the form to the Admissions and Records Office;
6. Pay the required fees (unit fees are non-reimbursable). The BOG does not cover audit fees.
7. No student shall be permitted to change his/her enrollment in a course for credit to audit or vice versa.

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

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

*(continued)*

## ENROLLMENT

### ■ LIMITATIONS ON ENROLLMENT

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

- Students who are on academic probation are subject to dismissal from the college. These students will be required to meet with an academic counselor before they are allowed to register for classes. (See page 27 for more information.)
- Students who want to register for more than 18 units. These students will need approval from an academic counselor or advisor.
- Students who are subject to conduct suspension or dismissal from the college. These students may only register if they have approval from the Vice President or his designee (Eureka Campus, Eureka Downtown Instructional Site, Klamath/Trinity Instructional Site, Arcata Instructional Site) or the Deans of the Mendocino Coast and Del Norte Educational Centers).

## STUDENT RESPONSIBILITIES

### REPORT CHANGE OF ADDRESS TO THE COLLEGE

A student who changes his/her place of residence (or changes any other address that may be used by the college to conduct official business) should report the change promptly to the nearest instructional site, or online through WebAdvisor, [www.redwoods.edu/webadvisor](http://www.redwoods.edu/webadvisor). Although this may not seem crucial at the time the change is made, financial aid checks, paychecks, and important registration and graduation information from the college may not reach its intended destination if this information is not kept up-to-date.

### REPORT CHANGES IN ACADEMIC INTERESTS TO THE COUNSELING AND ADVISING CENTER

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

Students, who have attended another institution, must request a transcript evaluation by contacting the Academic Support Center at 476.4150.

### ATTEND COURSES ON A REGULAR BASIS

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

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

### 5. COMPLETE A STUDENT EDUCATIONAL PLAN

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

### WITHDRAWING FROM CLASSES

Students are responsible for officially withdrawing from classes they are not able to complete. Students who withdraw on or after the third Monday and before the end of the tenth week of full-term spring or fall classes will receive a "W" (Withdrawal) on their academic record. For short-term classes, use this formula to calculate the withdrawal window: students who withdraw on or after 20% of the way through the class and before 62.5% of the class will receive a "W" (Withdrawal) on their academic record. Students who stop attending a class without officially withdrawing will receive an "F" (Failure) on their academic record.

### OFFICIALLY WITHDRAWING FROM ALL CLASSES

There may be times when a student may need to drop all of his/her classes. When this occurs, the following steps must be followed:

- Withdraw from all classes.
- Return all equipment/tools/books that belong to the college.
- Pay all loans and financial obligations to the college.
- Contact the Financial Aid Office (if a financial aid recipient.)

If these steps are not done, re-enrollment may be blocked and CR transcripts and other important records may not be released to the student or other institutions or agencies.

### UNDERSTAND AND FOLLOW DEGREE OR CERTIFICATE REQUIREMENTS

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

### ADDING COURSES AFTER THE SEMESTER BEGINS

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

# STUDENT FEES\*

**\*PLEASE NOTE: ALL FEES ARE SUBJECT TO CHANGE. THE ENROLLMENT FEE IS CURRENTLY \$26/UNIT**

NOTE: Additional information about these fees, as well as a listing of persons who may be exempt from paying the fees listed below, may be found in Board of Trustees Policy 529 and Administrative Regulation 529.01.

## MANDATORY FEES

### FEES REQUIRED AS A CONDITION OF ENROLLMENT AT THE COLLEGE

#### 1. CALIFORNIA RESIDENTS

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

- An enrollment fee .....currently \$26.00/unit
- Audit fee .....\$15.00/non-refundable
- A health services fee  
Eureka Campus..... \$12.00/semester  
..... \$7.00 summer session  
Students taking classes at other sites, as well as  
students taking only online classes..... \$4.00/semester  
..... \$4.00 summer session
- A small number of courses have instructional materials fees (see individual course description for details)

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

#### AB540:

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

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

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

## AN IMPORTANT NOTE ABOUT THE BOARD OF GOVERNORS FEE WAIVER

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

- The student must be a California resident; and
- The student must be receiving public assistance through General Assistance (GA) or General Relief (GR), AFDC/TANF/CalWORKs, Supplemental Security Income (SSI), or State Supplementary Income (SSI); or
- The student must meet the income standards set by the state; or
- The student must be eligible for state and/or federal financial aid based upon filing the Free Application for Federal Student Aid (FAFSA).
- Instructional materials, books, and audit fees are not covered by the BOG waiver.

### Students who wish to apply for a BOG should:

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

#### 2. NON-RESIDENTS

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

- Tuition ..... currently \$216.00/unit
- An enrollment fee ..... currently \$26.00/unit
- A health services fee  
Eureka Campus..... \$12.00/semester  
..... \$7.00 summer session  
Mendocino, Del Norte, Klamath-Trinity, McKinleyville  
and Arcata Sites, as well as students taking only  
off-campus classes ..... \$4.00/semester,  
..... \$4.00 summer session
- A small number of courses have instructional materials fees (see individual course description for details)

**A. NON-RESIDENTS PARTICIPATING IN THE OREGON EXCHANGE PROGRAM**

The college has entered into agreements with three Oregon colleges to provide for a reciprocal exchange between institutions that are located in two different states but that are still geographically close to one another. The intent of this program is to offer academic programs to students that may not be available at their own college. These colleges are:

- Oregon Institute of Technology
- Southern Oregon State University
- Rogue Community College

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

- Tuition: an amount equal to 27% of the regular non-resident tuition, rounded to the nearest dollar.  
Currently..... \$58.00/unit
- An enrollment fee .....currently \$26.00/unit
- A health services fee  
Eureka Campus.....\$12.00/semester  
..... \$7.00 summer session  
Mendocino, Del Norte, Klamath-Trinity, and Arcata Sites, as well as students taking only off-campus classes.....\$4.00/semester  
..... \$4.00 summer session

- A small number of courses have instructional materials fees. These fees are listed in the schedule of classes and also on WebAdvisor.

**HEALTH SERVICES FEE**

A mandatory health services fee will be charged as indicated on opposite page.

**The following waivers/exemptions to this fee are available:**

1. Students who receive a Board of Governors Fee Waiver
2. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination, or organization.

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

**OTHER FEES\***

**STUDENT ACTIVITY FEE**

Students pay a student activity fee of \$5.00 per term. This fee supports the Associated Students of College of the Redwoods (ASCR) social, educational, recreational, and athletic activities and programs on each campus. For more information about campus life at the main Eureka site, you may visit our website at [www.redwoods.edu/eureka/campuslife/](http://www.redwoods.edu/eureka/campuslife/). Students may opt out of this fee by contacting the Cashier's Office.

**PARKING FEES**

Because the college is considered a tenant at the Klamath-Trinity and Arcata sites, parking at these locations is currently free of charge. Parking on the Eureka campus and the Del Norte, and Mendocino educational centers, however, is by permit only. Semester or annual permits may be purchased at each of these sites according to the following schedule:

**Automobile/Truck:**

- Annual (August to August) Permit.....\$50.00
- Fall or Spring Semester .....\$30.00
- Summer Session .....\$10.00
- One-day Permit.....\$1.00

**Motorcycles:\***

- Annual (August to August) Permit.....\$25.00
- Fall or Spring Semester .....\$15.00
- Summer Session .....\$5.00
- One-day Permit.....\$1.00

*Available at vending machines located throughout the parking areas*

**\*PLEASE NOTE: ALL FEES ARE SUBJECT TO CHANGE - THE ENROLLMENT FEE IS CURRENTLY \$26/UNIT**

\*If an Automobile/Truck permit is purchased, and a motorcycle is the individual's second vehicle, a second permit will be issued at no additional charge.

Parking permit refunds will be issued prior to the established deadline of the term in which the permit was issued, provided the permit is presented to the Business Office at the time the request is made. Requests for refunds after the deadline must be based upon extenuating circumstances only.

*PLEASE NOTE: Refunds are made only to the person who originally paid the fee.*

**OFFICIAL TRANSCRIPT FEE**

"Official" transcripts may be requested via WebAdvisor. After receiving the first two copies free, "Official" transcripts cost \$5.00 each, and if requested **via WebAdvisor**, are processed within 2 working days after receiving payment. "Official" transcript requests **made in person** or **by mail** are produced the first and third Tuesdays of each month. "Unofficial" transcripts can be printed via WebAdvisor and are free.



REFUNDS

FOR DROPPED CLASSES

Enrollment fees will only be refunded if the student drops the full-semester-length class in question by the end of the 2nd week of the spring or fall semester. Refund deadlines for Summer classes vary by class length; request information from the Admissions and Records Office or the campus Administrative Office nearest you. Refund checks will automatically be mailed to eligible students. If a class is cancelled by the college, all enrollment fees will be refunded to the students who had registered and paid for it. If applicable, a refund processing fee of \$10.00 per student per semester will be subtracted before the refund is issued.

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

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



TO STUDENTS PAYING NON-RESIDENT TUITION

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

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

CONSEQUENCES OF NON-PAYMENT OF FINES OR OTHER FUNDS DUE TO THE COLLEGE

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

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

Upon presentation of valid receipt for the unpaid monies due to the College or any of its agencies, the restrictions shall be removed.

FINANCIAL AID PROGRAMS AND SERVICES

Each year, over \$13,000,000 in financial assistance is made available to students attending College of the Redwoods. These funds are provided from federal, state, and local programs. For specific program information check our website at [www.redwoods.edu/financial-aid](http://www.redwoods.edu/financial-aid).

ELIGIBILITY

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

Students who do not have a high school diploma or the equivalent (e.g. a GED certificate or qualifying score on the ATB exam), may not be eligible for federal financial aid at College of the Redwoods, but may be eligible for some state and locally funded aid programs.

ESTIMATED COSTS OF ATTENDING CR DURING THE 2010-11 ACADEMIC YEAR

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

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

Expenses	Student living with parents	Student on campus Residence Halls	Student living off-campus
Fees (12 units per term)	\$ 648	\$ 648	\$ 648
Books & Supplies	1,638	1,638	1,638
Food & Housing	3,550	7,050	8,700
Transportation	1,138	800	1,380
Miscellaneous/personal	2,014	1,638	2,066
<b>Total for CA Residents</b>	<b>8,988</b>	<b>11,774</b>	<b>14,432</b>
<b>Non-CA Resident* add:</b>			
Non-resident tuition	5,184	5,184	5,184
<b>Total for Non-Residents</b>	<b>\$14,172</b>	<b>\$16,958</b>	<b>\$19,616</b>

Fees are based on full-time enrollment of 12 units per semester at \$26 per unit, plus \$12 health fee per term.

Non-resident tuition is based on 12 units per semester at \$216/unit.

\*Students determined eligible for the Oregon Exchange program pay \$58 per unit in addition to CA enrollment fees, rather than the non-resident fees.

HOW TO APPLY FOR FINANCIAL AID

Students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application must be filed annually and students are encouraged to file the application online as soon after January 1 of each year as possible. For example, students should apply as soon after January 1, 2010 as possible when applying for financial aid for the 2010-2011 school year.



## APPLICATION DEADLINES

Students may apply for financial aid at any time during the school year, but it is recommended that students complete the application process prior to March 2 each year to assure full consideration for all programs. Some funds are very limited and run out well before the school year begins.

## HOW TO MAINTAIN ELIGIBILITY FOR FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP)

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

To meet the Satisfactory Academic Progress standard, you must earn a minimum cumulative Grade Point Average (GPA) of 2.0, successfully complete 67% of all units attempted and meet your educational objective before attempting 150% of the number of units required for your program. More details on these requirements are available on our website at [www.redwoods.edu/financial-aid](http://www.redwoods.edu/financial-aid).

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

## PARTIAL WITHDRAWAL AND YOUR FINANCIAL AID ELIGIBILITY

Adding and/or dropping units after the first grant disbursement will require a review and possible adjustment of

any future disbursements. You may be required to repay a significant portion of your aid if you drop units after the first grant disbursement, especially if you drop below half-time enrollment (6 units).

## WITHDRAWING (OFFICIALLY OR UNOFFICIALLY) AND YOUR FINANCIAL AID ELIGIBILITY

Official withdrawal occurs when you completely withdraw from all classes. Unofficial withdrawal occurs when you simply stop attending all classes, but fail to officially withdraw ('F' grade). Both types of withdrawal are subject to repayment. This federal repayment calculation is called R2T4 (Return to Title IV).

If you withdraw (or otherwise do not complete any units) after receiving federal financial aid funds you may be required to repay all or a portion of the money you received, depending on the date of withdrawal. If you withdraw completely (or stop attending) before completing 60% of the semester, you will be subject to repayment of some of the federal aid you received. Federal aid includes Pell Grants, ACG, and SEOG. Federal work study funds earned are not required to be repaid. Federal student loans would be repaid according to your normal repayment schedule.

If you are required to repay a portion of your federal aid, you will be notified of the debt and will have 45 days to repay it in full. If it is not repaid within that time, your debt will be referred to the U.S. Department of Education for collection. After that, we cannot accept payments toward the debt and payments will need to be made to the U.S. Department of Education. If you are required to repay federal aid funds and you do not do so within the required time frame, you are not eligible to receive federal financial aid at any school until you have repaid the debt, or have made satisfactory payment arrangements with U.S. Department of Education. There is no appeal of this type of debt.

## PLUS LOANS & VETERANS EDUCATIONAL SERVICES

### • PLUS LOAN FOR PARENTS

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

**To apply**, students must have a FAFSA on file. Check with the Financial Aid Office for further application information.

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

### • VETERANS' EDUCATIONAL SERVICES OFFICE

The Veterans' staff assists eligible veterans and their dependents in applying for educational benefits through the Veterans' Administration. Eligibility and benefits vary according to date of enlistment, disability (if applicable), or whether the student applicant is a survivor or dependent of a veteran who was disabled or deceased while serving in the military.

For information and assistance in applying for benefits, contact the CR Veterans' Office.

VETERANS' INFORMATION IS AVAILABLE AT THE EUREKA CAMPUS IN THE VETERANS' OFFICE, RM. AD104; OR ON OUR WEB SITE: [www.redwoods.edu/financial-aid/VeteransEducationalBenefits.asp](http://www.redwoods.edu/financial-aid/VeteransEducationalBenefits.asp)  
PHONE: 707.476.4110

# SCHOLARSHIPS

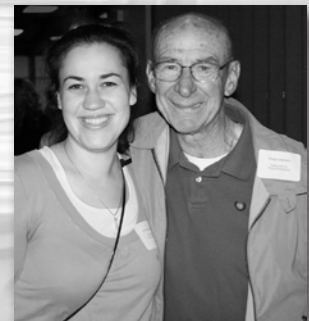
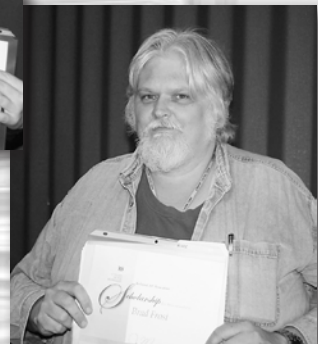
In 2009, more than 275 College of the Redwoods scholarships, ranging from \$100 to \$2,000, were awarded to students. In addition to CR scholarships, hundreds of scholarships from local, regional and national sources were distributed to CR students through the Scholarship Office. Scholarship lists and application forms are available in the Scholarship Office and on the web at [redwoods.edu/district/scholarships](http://redwoods.edu/district/scholarships).

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

In conjunction with spring awards, certificates for all scholarships received throughout the year are presented to students at a Spring Scholarship Reception. Donors, family and friends are invited to the Reception which honors both students and donors.

Other sources of scholarship information are the local library, high schools, Humboldt State University, and the Humboldt Area Foundation. Numerous types of scholarship programs exist, however, all require investigation and follow-up. For further information about scholarships as well as additional local, regional and national scholarship opportunities, please contact the Scholarship Office at 707-476-4191.

**SCHOLARSHIP INFORMATION**  
 PHONE 707.476.4191  
[www.redwoods.edu/district/scholarships/](http://www.redwoods.edu/district/scholarships/)

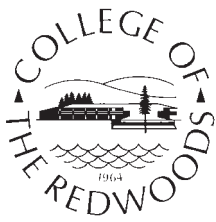


*(Above) Winners, donors, family and friends attended the Spring Scholarship Reception which honored both students and donors.*



*Veterans awaiting the presentation of scholarship awards.*





# STUDENT DEVELOPMENT

At College of the Redwoods we believe that learning occurs not only in our classrooms, but that it also takes place in a wide variety of locations and environments. Using the college's many services and taking advantage of a wide variety of learning opportunities from the very beginning of one's college career can greatly enhance student success.

## STUDENT SUPPORT SERVICES AND CAMPUS ACTIVITIES

Below is a listing of the many student learning support services and activities that are available throughout the Redwoods Community College District. But because the District offers classes and services in four different geographic locations, it is difficult to describe to the reader where each is located or how students and the public might contact them by telephone. We have therefore consciously decided NOT to give location and telephone information about these services in the section that follows. Office hours will vary from site to site. Please call ahead to avoid disappointment or inconvenience.

### ACADEMIC COUNSELING AND ADVISING

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

- **Academic Advising.** Advisors help students plan their term-by-term course schedules, establish their educational goals and choose their academic programs, meet general education requirements, transfer to 4-year colleges or universities and understand graduation requirements and the graduation petition process, transcript evaluation and interpret assessment scores.
- **Educational Planning.** The counseling and advisors staff guides students through the development of Student Education Plans (SEP's), which serve as roadmaps for students seeking CR degrees or certificates. Each student's educational plan is individualized, so that it takes into account his/her individual needs, strengths, preparation, and outside commitments while making sure that both required and elective courses are completed in a timely manner.
- **Academic Problem Solving.** Advisors and counselors are trained to help students develop the strategies they may need to overcome obstacles that threaten to block the attainment of their academic/educational goals.
- **Referrals.** Advisors and counselors are skilled at making referrals to other departments, services and agencies if they are not in a position to meet all of the needs of the student.

### ADMISSIONS & RECORDS

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

### ACADEMIC SUPPORT CENTER (ASC)

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

### ASSOCIATED STUDENTS, COLLEGE OF THE REDWOODS (ASCR)

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

On three campuses in the district, the Associated Students of College of the Redwoods (ASCR) conducts activities which are an integral part of college life. The ASCR sponsors clubs, special events, social activities, music and drama events, student publications, and student government. The business of the ASCR is carried on by officers elected each spring semester as determined by the ASCR constitution and Board policy. On the main Eureka campus this business is carried out by the ASCR Senate Board which consists of elected and appointed positions. Membership in ASCR carries with it certain rights including participation in student clubs and organizations, and free or reduced admission to all ASCR-sponsored activities, elections and home athletic events. By popular vote of the first student body, cardinal and gold were chosen as the college colors and the teams are known as the Corsairs. The ASCR office locations within the district are listed in the Directories at the back of this catalog.

To participate as an officer, volunteer, representative, or chair in student government, a student must be carrying six or more units. You must also have a 2.0 grade point average for all previous college work attempted, and possess a valid ASB Card. The representatives for Academy of the Redwoods are the only positions that allows for a student to carry only

three or more units, but are still required to meet every other requirement. At the main Eureka campus you must have a 2.5 cumulative grade point average if serving in an elected position, and a 2.0 cumulative grade point average to serve in any non-elected position. By participating as an ASCR Senate board member you are eligible to receive priority registration, a fifty dollar monthly stipend, and may be required to participate and travel to leadership development trainings and conferences. For more information about the ASCR Senate Board and campus Life at the main Eureka campus please visit our website: [www.redwoods.edu/eureka/CampusLife/](http://www.redwoods.edu/eureka/CampusLife/)

## CALWORKS - SPECIAL PROGRAM TO SUPPORT AND ENCOURAGE ACADEMIC SUCCESS

**CalWORKs** This state-funded program is designed to provide support services to students receiving cash aid (AFDC) from the Department of Social Services. Services include child care assistance and advocacy.

## CAREER DEVELOPMENT AND STUDENT EMPLOYMENT CENTER [EUREKA CAMPUS]

The Career Development and Student Employment Center on the Eureka campus, in cooperation with the Job Market, provides assistance to students and community members by making available a variety of career search, planning and development materials, services, and workshops. It also serves as the campus hub for student employment. Career services include career interest inventories, resume writing assistance, career planning course (GUID-8), and job search skills. Student employment services include listings/referrals for local and on-campus job openings, federal work-study assistance, internships, job searches and on-line job listings.

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

## CHILD DEVELOPMENT CENTER [EUREKA CAMPUS]

On-campus child care is available at College of the Redwoods (Eureka Campus) Child Development Center for toddler and preschool aged children. The CDC provides a play-based, developmentally appropriate curriculum for children.

Free child care is available for children from income eligible families. To receive these services the family must demonstrate a need for child care.

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

The CDC is open for services all instructional days. Breakfast, lunch and an afternoon snack are served to all children at no cost. Drop-in child care is not available.

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

## CDC INFORMATION

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

## PLAY IS "EDUCATION THAT WORKS" PROGRAM PHILOSOPHY

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

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

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

## STAFFING

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

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

Additional information about the center is available on the College of the Redwoods website. Select Child Development Center from Quick Links.

## CLUBS AND ORGANIZATIONS

Social, educational, honorary, service, and special interest clubs are organized by students at each campus to contribute to the overall life of the college. These organizations also provide a variety of opportunities for social interaction and the exchange of ideas among CR students. Students should call the ASCR offices for more information and a list of clubs that are active at each location. For the main Eureka campus, you may visit our website at [www.redwoods.edu/eureka/CampusLife/](http://www.redwoods.edu/eureka/CampusLife/) to review our list of clubs and organizations.

## COOPERATIVE EDUCATION

Cooperative Education courses are designed to complement the student's academic training with realistic on-the-job experiences. The courses emphasize increasing occupational skills, acquiring desirable work habits, developing healthy work attitudes, and broadening the understanding of working conditions.

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## CREATIVE ARTS GALLERY [EUREKA CAMPUS]

Students, faculty, and the general public are encouraged to visit the College Gallery located in the Creative Arts complex. Our gallery program offers a wide variety of exhibitions by locally and nationally recognized artists. The exhibits are professionally curated and prepared by our art faculty, with occasional guest curators contributing as well. Most shows in the main gallery are organized with a teaching function in mind, and feature artworks that exemplify concepts and techniques also presented in our courses. Additionally, featured artists often give a gallery talk or slide show to students in conjunction with their exhibition.

We also feature an annual juried student show each spring, where selected students can exhibit their most accomplished work, and even receive awards. Our gallery committee selects a locally recognized artist as student show juror each year.

Call 476-4558 for information about gallery hours and/or for complimentary docent tours of exhibits.

## DENTAL HEALTH CENTER [EUREKA CAMPUS]

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

- Dental examinations
- Complete radiographs (full-mouth and bite-wing x-rays)
- Preventive dentistry consisting of cleanings, fluoride applications and sealants.
- Tooth restorations including fillings, crowns, and bridges
- Prosthodontic repairs for removable partial dentures and removable complete dentures.

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

For further information regarding dental services provided or to schedule an appointment, please call the Dental Assisting Program office at 476-4250, or drop by the office in Room 101 of the Applied Technologies building, Monday through Thursday.

## DINING SERVICE

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

The Del Norte Education Center has a small student lounge that has beverage, snack and refrigerated food vending machines as well as a microwave.

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

## PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES (DSPS)

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

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

- **Instructional Support and Learning Disabilities Assessment:**  
The LIGHT Center located on the Eureka campus provides learning disabilities assessment and individualized instructional support for students with disabilities. Assessments are completed by Learning Disability Specialists who, based on a student's learning profile, make educational recommendations for accommodations. Individualized instructional support services may include: study groups, skill building in the areas of study, note-taking and test-taking. Guidance classes are offered on the Eureka campus and at the Del Norte Education Center. Learning Disabilities Assessment is available for students at other instructional sites upon request.
- **The High Tech Center**  
The High Tech Center (HTC), located in the Learning Resource Center on the Eureka campus provides training to students in the use of assistive technologies such as: speech-activated software, scanners, screen readers and magnifiers. The HTC provides Braille and electronic text production for students. Classes are offered on the Eureka campus. Most computer labs throughout the district provide access to assistive technologies for students with disabilities.
- **Adaptive Physical Education:**  
Adaptive PE provides students with disabilities direct participation in classes designed for lifestyle fitness including a physical fitness assessment, with subsequent development of individualized exercise program, according to each student's unique needs. Classes are offered on the Eureka campus and at the Mendocino Coast Education Center.

## DISTANCE EDUCATION CLASSES

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

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

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

- (1) the ability to work independently with self-discipline, motivation, and good organizational skills,
- (2) college-level reading and writing skills,
- (3) access to a computer connected to the internet (preferably broadband),
- (4) the basic skills to access and navigate websites, send and receive email, and send email attachments, and
- (5) the ability to read carefully and follow written instruction.

For more information on distance education, go to <http://www.redwoods.edu/departments/distance>

## EOPS/CARE

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) & COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

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

#### EOPS services include the following:

- Orientation. Special EOPS orientations are provided each semester to acquaint students with EOPS services and eligibility, as well as an opportunity to meet faculty and staff.
- Priority Registration. This service allows EOPS students to register early for classes.
- EOPS Financial Assistance. Students who qualify may receive assistance with the purchase of books. EOPS students may also qualify for fee waivers, GED testing, and some university application fees.

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

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

Eligibility is determined based on the information submitted on the application, the BOG fee waiver and federal financial aid form. For more information, please stop by the EOPS/CARE/CalWORKs Office, located in the Administration Building at the Eureka Campus or at the Financial Aid Office at the Del Norte or Mendocino Coast Education Centers.

## GENERAL EDUCATION DEVELOPMENT (GED)

GED testing is available through the Academic Support Center. GED test preparation classes are offered through local Adult Education Centers and the Private Industry Council (PIC).

## HIGH SCHOOL AND COMMUNITY OUTREACH

### ACADEMY OF THE REDWOODS [EUREKA CAMPUS]

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

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

Academy of the Redwoods provides all tuition and textbooks at no charge, a significant savings to families and individuals, while students pursue a college degree. Academy of the Redwoods offers opportunities for academic achievement that are unique from any other school in our area.

For more information visit our website at [www.redwoods.edu/eureka/academy/](http://www.redwoods.edu/eureka/academy/)

### CALIFORNIA STUDENT OPPORTUNITY AND ACCESS PROGRAM (CALSOAP)

Established in 1995, the purpose of the Northcoast CalSOAP Consortium is to increase the number of local students who attend college after high school. The inter-segmental Consortium is made up of College of the Redwoods, Humboldt State University, local schools and community organizations. By combining resources, the Consortium coordinates local college outreach efforts throughout the CR service area.

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In addition to regional collaboration, CalSOAP also provides college outreach services directly to 7th—12th grade students. Services to students and families include college preparation information, tutoring and scholarship eligibility. CalSOAP services are known as the *College Knowledge* program. Qualified college students are hired to be *College Knowledge* advisors and tutors to local students throughout the district. CalSOAP is jointly funded by Consortium members and the California Student Aid Commission.

### KLAMATH RIVER EARLY COLLEGE OF THE REDWOODS (DEL NORTE CAMPUS)

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

### UPWARD BOUND

Upward Bound at College of the Redwoods is a Federally funded TRIO program that provides year-round support to high school students in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and/or high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. 8th—11th grade students who are or will be attending one of the following high schools are encouraged to apply: Del Norte High School, Eureka Senior High School, Fort Bragg High School, Fortuna Union High School and McKinleyville High School. There are no charges of any kind to participating students or their families. For more information, contact a high school counselor, call Upward Bound at 707.476.4277 or go to our website at [www.redwoods.edu/upwardbound/](http://www.redwoods.edu/upwardbound/)

## HONORS [EUREKA CAMPUS]

### HONORS PROGRAM CORE CURRICULUM

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

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

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

The Honors Program at College of the Redwoods is truly a low-cost, high-quality alternative for your first two years of college work. For information: Honors Program Coordinator, College of the Redwoods, 7351 Tompkins Hill Road, Eureka, CA 95501-9300. Visit our website: [www.redwoods.edu/departments/Honors](http://www.redwoods.edu/departments/Honors)

### HOUSING (ON-CAMPUS EUREKA CAMPUS)

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

Rooms are designed to accommodate two students per room and two rooms (four students) share a bathroom. Each room is furnished with the necessary furniture for two people, but students must provide their own bedding and linens. Cost includes the room, electricity, water, garbage, cable TV and Internet. While the basic outlets

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are provided, phone access charges are extra and are paid directly to the providers by the students signing up for the service(s). A mandatory meal plan provides students with nutritious meals served in the Corsair Dining Hall.

The residence halls have on-site laundry facilities, a computer lab, and a game room. The hall staff arrange for giving residents scheduled after-hours access to the gym, and field house, and residents can attend many on-campus CR events for free.

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

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

### INTERCOLLEGIATE ATHLETICS [EUREKA CAMPUS]

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

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

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

### LIBRARY SERVICES

College of the Redwoods district libraries are located at the Eureka campus, Del Norte Education Center, and at the Mendocino Coast Education Center. CR students, staff, faculty, and district residents may borrow materials from any of these libraries directly or via interlibrary loan. Library users may also request items held at other libraries with in the North State Cooperative Library System

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

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

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

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

College of the Redwoods has three libraries, with book collections of 70,935 items at the Eureka campus, 8,391 at the Del Norte Education Center, and 6,705 at the Mendocino Coast Education Center. An additional 17,500 NetLibrary e-books are accessible via the Internet. The libraries subscribe to approximately 100 magazines and newspapers in print form, and Media collections include about 2,600 videos in VHS or DVD format. In addition, the libraries subscribe to 16 online databases providing access via the Internet to millions of periodical articles and other types of research materials. Links to databases and other searchable library collections at all campuses can be found on the Library home page at [www.redwoods.edu/eureka/library](http://www.redwoods.edu/eureka/library).

### LEARNING RESOURCE CENTER [EUREKA CAMPUS]

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

### STUDENT HEALTH CENTER [EUREKA CAMPUS]

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

### TRANSFER CENTER

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

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

## ACADEMIC REGULATIONS

### CATALOG RIGHTS

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

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

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

### OPEN COURSES

Unless specifically exempted by statute, every course, course section, or class at the College shall be fully open to enrollment and participation by any person who has qualified for enrollment at the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

## PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

### PREREQUISITE

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

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

### COREQUISITE

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

### RECOMMENDED PREPARATION

When there is a course or preparation that a student is advised (but not required) to have before or in conjunction with enrollment in a course, it is considered to be a class with "recommended preparation." Strongly recommended preparation represents a set of skills or a body of

### CLASSIFICATION OF STUDENTS

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

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

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

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

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

### THE MEANING OF THE COURSE NUMBERING SYSTEM

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

knowledge which will help a student achieve a greater understanding of course material but without which the student still may succeed in the course or program.

### PREREQUISITE CHALLENGES

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

### EVALUATION OF CREDIT

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

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

All credits will be evaluated in keeping with the guidelines established by "Catalog Rights" (see above left).

CR does not grant credit for military service.

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

## ADVANCED PLACEMENT CREDIT

College of the Redwoods encourages prospective students to prepare themselves for college by taking high school courses that are rigorous and challenging. Opportunities to take such courses are available through the Advanced Placement (AP) program of the College Entrance Examination Board. Students who have successfully completed courses in the Advanced Placement program with examination scores 3, 4, or 5 may earn up to 6 semester units of credit for each AP course. Advanced Placement credits may be used to satisfy specific AA/AS degree General Education requirements or may be applied as elective units toward the degree. However, when a student transfers to any other college or university, that institution routinely reevaluates advanced placement units in accordance with its own internal policies. Therefore, advanced placement units remain intact and do not transfer as College of the Redwoods courses. Further, advanced placement units may not be used to satisfy residency requirements.

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

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

## CLEP - COLLEGE LEVEL EXAMINATION

### PROGRAM:

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

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

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

## CREDIT BY EXAMINATION

Board policy permits students to receive credit by examination in certain situations. Students should check with the Counseling and Advising Center or the Student Assistance Center for qualifying regulations and information (Board Policy 526 and Administrative Regulation 526.01).

## UNIT DEFINED

One class hour and two hours of outside work through-

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

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

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

## STUDENT LOAD

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

## COURSE EXAMINATIONS

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

## GRADES; GRADE POINTS

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

**Final grades are permanent and not subject to change.**

## GRADE POINT AVERAGE (GPA)

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

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

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

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

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

## PASS/NO PASS (P/NP)

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

### Regulations for Pass/No Pass are:

1. "Pass" is granted if a student satisfactorily completes the minimum course requirements (i.e., earns a C grade or better).
2. "No Pass" is granted when a student does not satisfactorily complete the basic course requirements. There is no grade point average penalty attached to a "no pass" grade, however; NPs are considered as non-progress (see Probation and Dismissal Policies which follow). No units are received/awarded for NP grades.

3. Unit credit is awarded for a Pass grade.
4. Units on a Pass/No Pass basis shall be disregarded in determining a grade point average for all purposes for which a grade point average is required.
5. The Pass/No Pass option applies only to courses so identified in this catalog's course descriptions or in the Schedule of Classes.
6. Students must file their request for Pass/No Pass grading in the Admissions and Records Office at the Eureka campus or Administrative offices at branch campuses or instructional sites. The deadlines to file these requests are listed in each term's class schedule.

## INCOMPLETE GRADES

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

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

In addition, students should understand that:

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

## GRADE CHALLENGES

The grade recorded for a student in any course is determined by the faculty member; and in the absence of error, fraud, bad faith, or incompetence, is considered final. A student who believes that a grade has been assigned on the basis of error, fraud, bad faith, or incompetence may appeal that grade to the faculty member who assigned it and then, if necessary, to the appropriate Division or Campus Dean. The decision of the Dean may be appealed by the student or the faculty member to the Board of Trustees. *In accordance with Cal. Admin. Code title 5, s55760*

## ADDING COURSES AFTER THE SEMESTER BEGINS

Students may be allowed to add classes after the semester begins with instructor approval.

## PRESIDENT'S HONOR LIST

The President's Honor List recognizes students who:

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

## PROBATION, DISMISSAL, AND READMISSION

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

### ACADEMIC PROBATION

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

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

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

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

- **Possible Outcome 1:** At the end of the term, the student's cumulative GPA meets or exceeds 2.0; and the term GPA also meets or exceeds 2.0.  
**Result:** The student is returned to "good standing" status with the college.
- **Possible Outcome 2:** At the end of the term, the student's cumulative GPA remains below 2.0; but the term GPA meets or exceeds 2.0.  
**Result:** The student remains on Level II Probation.
- **Possible Outcome 3:** At the end of the term, the student's cumulative GPA remains below 2.0; and the term GPA is also less than 2.0.  
**Result:** The student will be "Subject to Dismissal" from the college; and a block will be placed on his/her subsequent registration by the Vice President, Student Development. Unless the student files and has approved by the Vice President a "Petition for Reinstatement," the student will not be able to re-enroll at the college until at least one regular semester has passed.

## VICE PRESIDENT'S HONORS LIST

The Vice President's Honors List recognizes students who:

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

### PROGRESS PROBATION

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

If the student remains on Progress Probation for three consecutive semesters, the student will be "Subject to Dismissal" from the College, and a block will be placed on his/her subsequent registration by the Dean of Student Development. Unless the student files an Academic Recovery Plan with an Advisor, the student will not be able to re-enroll at the College until at least one regular semester has passed. All questions about progress probation or dismissal should be addressed by a college counselor or advisor.

### QUALIFICATIONS FOR READMISSION

After dismissal, a student may apply for readmission:

1. after an absence of one or more semesters; or
2. after completing five or more units with a 2.0 or better grade point average (excluding P/NP) at another regionally accredited college.

Students dismissed a second time must meet with a counselor to complete an Academic Recovery Plan prior to readmission.

### ACADEMIC RENEWAL

Under certain conditions, a student may request that previous terms where substandard academic performance has been recorded on his/her permanent academic record be eliminated in the computation of the cumulative grade point average. Interested students should refer to College of the Redwoods Administrative Regulation 503.02 and consult with an academic advisor/counselor.

### COURSE REPETITION

**In accordance with Title 5, sections 55040-55046 the Redwoods district course repetition policy is as follows (subject to change per Chancellor's Office direction):**

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

(continued)

**Extenuating Circumstances:** Under extenuating circumstances, an additional repetition may be allowed. See below for more information.

**Note:** A Petition to repeat **IS NOT** required if student has up to **TWO** substandard grades (D,F, N/C, N/P). You can register on WebAdvisor unless you are on academic dismissal.

If a student has enrolled three times and received three substandard grades, then a Petition to Repeat is required and will be approved only in the circumstances outlined below.

**REPEATABILITY SCENARIOS:**

	<b>Reason to repeat</b>	<b>Will this petition be approved?</b>
#1	Student received an A, B, C, CR or P in a credit class and wants to improve grade	No.
#2	Student received a D, F, NC or NP after enrolling in a credit class a total of three times	No, unless #4 applies.
#3	Course is mandated for training requirements as a condition of continued paid or volunteer employment	Yes – student can repeat unlimited number of times. Must provide statement from employer mandating the course for training. All grades will be counted in GPA.
#4	Extenuating Circumstances – accident, illness, evidence of altered caretaking responsibilities; job change, death in immediate family or other circumstances beyond the control of the student.	Yes, for students with substandard grades. Documentation is required to support circumstances that specifically relate to the dates of the course.
#5	Four (4) withdrawals have been processed for the same course.	No, unless #4, extenuating circumstances, existed. Documentation is required to support the circumstance.

**CHECKLIST FOR SUBMITTING COURSE REPETITION**  
**All appropriate items must be completed before your petition will be accepted by the Admissions and Records Office.**

1. Complete all information requested on the petition form.
2. Attach appropriate documentation such as:
  - Doctor’s verification of illness
  - Accident Records
  - Family Death
3. Submit your signed and completed petition to the Admissions and Records Office.

*The Admissions and Records Office will inform you of the result of your petition.*

**REMEDIAL COURSE WORK LIMITATION**

A student’s need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures administered pursuant to subchapter 6 (commencing with section 55500) of chapter 6. However, except as provided in subdivision (C) of this section, no student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by a college, adult school, community-based organization, or other appropriate local provider with which the district has an established referral agreement. (C) The following students are exempted from the limitation on remedial coursework described in subdivision (b) of this section: (1) Students enrolled in one or more courses of English as a Second Language (ESL); (2) Students identified by the district as having a learning disability as defined in section 56036. *In accordance with Cal. Admin. Code Title 5, s 55035*

**CHANGES IN REQUIREMENTS**

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

**GENERAL EDUCATION STUDENT LEARNING OUTCOMES**

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

In conferring the Associate’s degree on any student, College of the Redwoods certifies that the student has demonstrated achievement of the following specific general education student learning outcomes:

- The ability to think, read, and communicate critically.
- An awareness of the relationship of humanity to its natural, scientific, aesthetic, ethical, cultural, historical, political, and technical environment.
- An understanding of the connections and relationships between and among academic disciplines.
- Competency in locating, evaluating, and using information resources.
- The ability to solve problems through research, analysis, and communication.



PROGRAMS OF STUDY

DEGREES & CERTIFICATES

COURSE DESCRIPTIONS



At College of the Redwoods we believe that learning occurs not only in our classrooms, but that it also takes place in a wide variety of locations and environments. Using the college's many services and taking advantage of a wide variety of learning opportunities from the very beginning of one's college career can greatly enhance student success.





## College of the Redwoods

### GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE 2010-2011

#### OPTION I: ASSOCIATE OF SCIENCE IN A SPECIFIC PROGRAM

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

1. Completion of CR General Education requirements (18 units)
2. Completion of requirements specified for the program area
3. Completion of a minimum of 60 semester units.

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

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

##### 1. GENERAL EDUCATION REQUIREMENT

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

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

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

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

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

##### 2. "AREA OF EMPHASIS"

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

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

##### 3. ELECTIVES

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

##### ADDITIONAL DEGREES

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



# GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE 2010-2011

Not Bold Type = CSU Only

**Bold Type = CSU & UC**

		Minimum Units Required	Units Completed	Units Needed
<b>A. NATURAL SCIENCE</b>				
Agriculture <b>17, 23</b> Astronomy <b>10, 11, 15A</b> (lab) Biology <b>1, 2, 3, 4, 5, 8, 9, 15, 20</b> Chemistry <b>1A, 2, 10</b> Computer Electronics 10 Environmental Science <b>10, 12, 15</b> Forestry & Natural Resources 80	Geography <b>1</b> Geology <b>1, 10, 15</b> Meteorology <b>1</b> Oceanography <b>10, 11(lab), 12</b> Physics <b>2A, 4A, 10</b> Physical Science <b>10</b>	3		
<b>B. SOCIAL SCIENCE</b>				
Administration of Justice <b>1</b> Anthropology <b>1, 2, 3, 5, 6</b> Business <b>10</b> Economics <b>1, 10, 20</b> Geography <b>2</b> History <b>4, 5, 7, 8, 9, 11, 12</b>	Journalism <b>5</b> Native American Studies <b>1, 21</b> Political Science <b>1, 3, 10, 12</b> Psychology <b>1, 11, 30, 33</b> Sociology <b>1, 2, 3, 5, 9, 10, 33</b>	3		
<b>C. HUMANITIES</b>				
Art <b>1A, 1B, 2, 4, 10, 11, 17</b> Cinema <b>1, 2, 6</b> Drama <b>2, 24</b> English <b>9, 10, 17, 18, 20, 22, 47, 60, 61</b> Environmental Science <b>11</b> French <b>1A, 1B, 2A, 2B</b>	German <b>1A, 1B, 2A, 2B</b> Japanese <b>1A, 1B</b> Music <b>1, 2A, 10, 12, 14</b> Philosophy <b>1, 10, 12, 15, 20</b> Sign Language <b>1A, 1B, 2A</b> Spanish <b>1A, 1B, 2A, 2B</b>	3		
<b>D. LANGUAGE AND RATIONALITY</b>				
1. <b>Writing</b>	English <b>1A</b> or alternative writing course at same level and rigor	3		
2. <b>Oral Communications</b>	Speech <b>1, 6, 7</b>	3		
3. <b>Analytical Thinking</b>	Mathematics 120 or an alternative math course at the same level and rigor or higher: MATH <b>4, 5, 15, 25, 30, 45, 50A, 50B, 50C, 55</b>	3		
<b>Total General Education Units</b>	<b>Minimum</b>	<b>18</b>		

**ADDITIONAL REQUIREMENTS FOR GRADUATION**

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

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

COURSE TITLES					
<b>AREA A: NATURAL SCIENCES</b>		BIOL 8	Human Biology	GEOL 1	Physical Geology
AG 17	Intro to Soils	BIOL 9	Plants and People	GEOL 10	Environmental Geology
AG 23	Intro to Plant Science	BIOL 15	Marine Biology	GEOL 15	Earthquakes & Plate Tectonics
ASTRO 10	Intro to Astronomy	BIOL 20	Natural History	METEO 1	Intro to Meteorology
ASTRO 11	Solar Systems & Space Exploration	CET 10	Survey of Electronics	OCEAN 10	Intro to Oceanography
ASTRO 15A	Observational Astronomy	CHEM 1A	General Chemistry	OCEAN 11	Lab in Oceanography
BIOL 1	General Biology	CHEM 2	Intro to Chemistry	OCEAN 12	Environmental Oceanography
BIOL 2	Microbiology	CHEM 10	Chemistry for the 21st Century	PHYS 2A	General Physics
BIOL 3	Fundamental Cell Biology	ENVSC 10	Intro to Environmental Science	PHYS 4A	Calculus-Based Physics: Mechanics
BIOL 4	General Zoology	ENVSC 12	Earth's Changing Climate	PHYS 10	Intro to Physics
BIOL 5	General Botany	ENVSC 15	Intro to Energy	PHYSIC 10	Intro to Physical Sciences
		FNR 80	Intro to Watershed Management		
		GEOG 1	Intro to Physical Geography		
<b>AREA B: SOCIAL SCIENCES</b>		HIST 7	History of Modern Asia	PSYCH 1	General Psychology
AJ 1	Intro to Administration of Justice	HIST 8	U.S. History through Reconstruction	PSYCH 11	Life Span Development
ANTH 1	Physical Anthropology	HIST 9	U.S. History: Reconstruction to Present	PSYCH 30	Social Psychology
ANTH 2	Intro to Archaeology	HIST 11	History of Women in America: Pre-contact - 1877	PSYCH 33	Personal Growth & Adjustment
ANTH 3	Cultural Anthropology	HIST 12	History of Women in America: 1877 - Present	SOC 1	Intro to Sociology
ANTH 5	Great Archaeological Discoveries	JOURN 5	Intro to Mass Communication	SOC 2	Social Problems
ANTH 6	Forensic Anthropology	NAS 1	Intro to Native American Studies	SOC 3	Human Sexuality
BUS 10	Intro to Business	NAS 21	Native American History, Political Controversies	SOC 5	Intro to Race and Ethnic Relations
ECON 1	Macroeconomics	POLSC 1	Modern World Problems	SOC 9	Intro to Women's Studies
ECON 10	Microeconomics	POLSC 3	American Institutions	SOC 10	Family and Intimate Relationships
ECON 20	Economic History of the U.S.	POLSC 10	State and Local Politics	SOC 33	Death & Dying: Transition & Growth
GEOG 2	Cultural Geography	POLSC 12			
HIST 4	Western Civilization to 1600 AD				
HIST 5	Western Civilization: 1600 AD to Present				
<b>AREA C: HUMANITIES</b>		ENGL 10	World Literature: Antiquity to the Early Modern Era	JPN 1A, 1B	Elementary Japanese I, II
ART 1A	Art History: Pre-history to Gothic	ENGL 17	American Literature: Beginnings to the Civil War	MUS 1	Intro to Music
ART 1B	Art History: Renaissance to Contemporary	ENGL 18	American Literature: Civil War-WW II	MUS 2A	Beginning Harmony and Musicianship
ART 2	Intro to Art	ENGL 20	Intro to Non-Western Literature	MUS 10	Music in History
ART 4	Art Appreciation	ENGL 22	Greek Mythology	MUS 12	American Popular Music
ART 10	Color and Design	ENGL 47	Intro to Shakespeare	MUS 14	World Music
ART 11	Three-Dimensional Design	ENGL 60	Intro to British Literature: Beg. Through 18th Century	PHIL 1	Critical Thinking
ART 17	Basic Drawing	ENGL 61	Intro to British Literature: Romanticism to the Present	PHIL 10	Intro to Philosophy
CINE 1	Cinema History: Origins through the Coming of Sound	ENVSC 11	Environmental Ethics	PHIL 12	Logic
CINE 2	Cinema History: Coming of Sound to the Present	FRNC 1A, 1B	Elementary French I, II	PHIL 15	Religions of the World
CINE 6	Selected Film Authors or Genres	FRNC 2A, 2B	Intermediate French I, II	PHIL 20	Ethics
DRAMA 2	Intro to Oral Interpretation	GERM 1A, 1B	Elementary German I, II	SNLAN 1A, 1B	Elementary American Sign Language I, II
DRAMA 24	Intro to Theatre	GERM 2A, 2B	Intermediate German I, II	SNLAN 2A,	Intermediate American Sign Language I
ENGL 9	World Literature: Early Modern to 20th Century			SPAN 1A, 1B	Elementary Spanish I, II
				SPAN 2A, 2B	Intermediate Spanish I, II
<b>AREA D: LANGUAGE &amp; RATIONALITY</b>					
<b>1. Writing</b>					
ENGL 1A	Analytical Reading and Writing or an alternative writing course at the same level and rigor				
<b>2. Oral Communications</b>					
SPCH 1	Public Speaking				
SPCH 6	Small Group Communication				
SPCH 7	Interpersonal Communication				
<b>3. Analytical Thinking</b>					
MATH 120	Intermediate Algebra or an alternative math course at the same level and rigor or higher:				
	MATH-4, 5, 15, 25, 30, 45, 50A, 50B, 50C, 55				

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE IN LIBERAL ARTS 2010-2011

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

ASSOCIATES DEGREE MAJOR "AREA OF EMPHASIS" (AOE) (SELECT ONE AOE)		Minimum AOE Units Required	Units Completed	Units Needed
<b>Bold Type = CSU &amp; UC</b>				
<b>Not Bold Type = CSU Only</b>				
1. <b>LIBERAL ARTS: AGRICULTURE*</b> <u>Core Courses: minimum of 9 units</u> Agriculture 3, 23, 30	<b>Minimum of 18 Units</b> <u>Additional Courses: minimum of 9 units</u> Agriculture 7, 17, 51, 52 Chemistry 1A, 1B, 2, 3, 8* *Pending approval of Chancellor's office	18		
2. <b>LIBERAL ARTS: BEHAVIORAL AND SOCIAL SCIENCE</b> <u>Core Courses: minimum of 9 units</u> Administration of Justice 1 Anthropology 3 History 8 or 9 Political Science 10 Psychology 1 Sociology 1	<b>Minimum of 18 Units</b> <u>Additional Courses: minimum of 9 units</u> Administration of Justice 1, 4, 5 Anthropology 1, 2, 3, 4, 5, or 6 Economics 20 Geography 2 History 4, 5, 8, 9, 20, 21 Journalism 5 Native American Studies 1 or 21 Political Science 1, 3, 10, 12, 20, 30 Psychology 1, 2, 10, 11, 20, 29, 30, 33, 38 Sociology 1, 2, 3, 5, 6, 9, 10, 33, 34, 38	18		
3. <b>LIBERAL ARTS: BUSINESS</b> Business 1A, 1B, 10, 18 Economics 1, 10, 20 Math 15, 22	<b>Minimum of 18 Units</b>	18		
4. <b>LIBERAL ARTS: FINE ARTS</b> Art 1A, 1B, 2, 3A, 4, 10, 11, 17, 19, 23, 31A, 35, 43A, 60 Cinema 1, 2, 3, 6	<b>Minimum of 18 Units</b> Drama 2, 24, 26, 30A, 30B Music 1, 2A, 2B, 10, 12, 14, 25, 25L	18		
5. <b>LIBERAL ARTS: HUMANITIES AND COMMUNICATIONS</b> Art 1A, 1B English 1B, 9, 10, 17, 18, 32, 33, 60, 61 French 1A, 1B, 2A, 2B German 1A, 1B, 2A, 2B	<b>Minimum of 18 Units</b> History 4, 5, 8, 9, 20, 21 Japanese 1A, 1B Journalism 5 Philosophy 1, 10, 12, 15, 20	18		
6. <b>LIBERAL ARTS: MATHEMATICS</b> <u>Core Courses 8 units</u> Math 50A, 50B	<b>Minimum of 18 Units</b> <u>Additional Courses minimum 10 units</u> Math 4, 45, 50C, 55	18		
7. <b>LIBERAL ARTS: SCIENCE</b> <u>Core Courses select 1 from each discipline: minimum 13 units</u> Chemistry 1A or 2 Math 25, or 30, or 50A Physics 2A or 4A	<b>Minimum of 18 Units</b> <u>Elective Courses minimum 5 units</u> Biology 1, 3, 4, 5 Chemistry 1B, 2, 3, 8 Forestry & Natural Resources 1, 51 Geology 1 Math 15, 25, 30, 50B Oceanography 10, 11, 12 Physics 2B, 4B, 4C	18		
8. <b>LIBERAL ARTS: SCIENCE EXPLORATION</b> (Core Courses: 1 Life Science and 1 Physical Science - 7 units) <u>Life Sciences</u> Agriculture 17, 23 Biology 1, 2, 3, 4, 5, 8, 9, 10, 15, 20 Environmental Science 10 Forestry & Natural Resources 5, 51, 60 <u>Physical Sciences</u> Astronomy 10, 11, 15A (lab) Chemistry 1A, 1B, 2, 3, 8 Computer & Electronics Technology 10	<b>Minimum of 18 Units</b> <u>Physical Sciences (continued)</u> Environmental Science 12, 15 Forestry & Natural Resources 1 Geography 1 Geology 1, 10, 15 Meteorology 1 Oceanography 10, 11(lab), 12 Physical Science 10 Physics 2A, 2B, 4A, 10 <u>Other (not counted for Core)</u> Agriculture 18 Computer Information Systems 12, 16, 18 Math 15, 25, 30, 45, 50A, 50B, 50C, 55 Forestry & Natural Resources 52, 54, 58, 65	18		
<b>TOTAL AOE UNITS</b>				
		Required Units	Completed Units	
1. Required a minimum of 18 General Education semester units		18		
2. Required a minimum of 18 semester units from one (1) "Area of Emphasis"		18		
3. Additional Elective college level courses are required to meet the total 60 units (0-199)				
4. Complete a total of elective college-level courses for a minimum of 60 semester units (1+2+3=60)				
<b>TOTAL</b>		60		

## ASSOCIATE IN LIBERAL ARTS

### AREAS OF EMPHASIS

#### 1. LIBERAL ARTS: AGRICULTURE\*

**Minimum 18 units**

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

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

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

	Units required
<b>Core courses in Area of Emphasis:</b> 9 units Agriculture 3, 23, 30 <b>Additional courses in Area of Emphasis:</b> 9 units Agriculture 7, 17, 51, 52 Chemistry 1A, 1B, 2, 3, 8	<b>18</b>

#### 2. LIBERAL ARTS: BEHAVIORAL AND SOCIAL SCIENCE

**Minimum 18 units**

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

	Units required
<b>Core courses in Area of Emphasis:</b> Administration of Justice 1 Anthropology 3 History 8 or 9 Political Science 10 Psychology 1 Sociology 1	<b>9</b>
<b>Additional courses in the Area of Emphasis:</b> (A course selected to meet the core cannot also be used here.) Administration of Justice 1, 4, 5 Anthropology 1, 2, 3, 4, 5, or 6 Economics 20 Geography 2 History 4, 5, 8, 9, 20, 21 Journalism 5 Native American Studies 1 or 21 Political Science 1, 3, 10, 12, 20, 30 Psychology 1, 2, 10, 11, 20, 29, 30, 33, 38 Sociology 1, 2, 3, 5, 6, 9, 10, 33, 34, 38	<b>9</b>

ASSOCIATE IN LIBERAL ARTS

3. LIBERAL ARTS: BUSINESS

Minimum 18 units

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

	Units required
<b>Core courses in Area of Emphasis:</b> Business 1A, 1B, 10, 18 Economics 1, 10, 20 Math 15, 22	18

4. LIBERAL ARTS: FINE ARTS

Minimum 18 units

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

	Units required
<b>Area of Emphasis:</b> Art 1A, 1B, 2, 3A, 4, 10, 11, 17, 19, 23, 31A, 35, 43A, 60 Cinema 1, 2, 3, 6 Drama 2, 24, 26, 30A, 30B Music 1, 2A, 2B, 10, 12, 14, 25, 25L	18

5. LIBERAL ARTS: HUMANITIES AND COMMUNICATIONS

Minimum 18 units

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

	Units required
<b>Core courses in Area of Emphasis:</b> Art 1A, 1B English 1B, 9, 10, 17, 18, 32, 33, 60, 61 French 1A, 1B, 2A, 2B German 1A, 1B, 2A, 2B History 4, 5, 8, 9, 20, 21 Japanese 1A, 1B Journalism 5 Philosophy 1, 10, 12, 15, 20 Sign Language 1A, 1B Spanish 1A, 1B, 2A, 2B Speech 1, 7, 6	18

## ASSOCIATE IN LIBERAL ARTS

### 6. LIBERAL ARTS: MATHEMATICS

**Minimum 18 units**

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

	Units required
<b>Core courses in Area of Emphasis:</b> Math 50A, 50B	8
<b>Additional courses in the Area of Emphasis:</b> Math 4, 45, 50C, 55	10

### 7. LIBERAL ARTS: SCIENCE

**Minimum 18 units**

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

	Units required
<b>Core courses in Area of Emphasis:</b> Select one course from each discipline listed below Chemistry 1A or 2 Math 25, or 30 or 50A Physics 2A or 4A	13
<b>Additional courses in the Area of Emphasis:</b> Biology 1, 3, 4, 5 Chemistry 1B, 2, 3, 8 Forestry & Natural Resources 1, 51 Geology 1	5
Math 15, 25, 30, 50B Oceanography 10, 11, 12 Physics 2B, 4B, 4C,	

### 8. LIBERAL ARTS: SCIENCE EXPLORATION

**Minimum 18 units**

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

	Units required
<b>Core courses in Area of Emphasis:</b> Complete 1 Life Science and 1 Physical Science	<b>min. 6</b>
<b>Additional courses in the Area of Emphasis:</b>	11
<u><b>Life Sciences</b></u> Agriculture 17, 23 Biology 1, 2, 3, 4, 5, 8, 9, 10, 15, 20 Environmental Science 10 Forestry & Natural Resources 5, 51, 60  <u><b>Other (not counted for Core)</b></u> Agriculture 18 Computer Information Systems 12, 16, 18 Math 15, 25, 30, 45, 50A, 50B, 50C, 55 Forestry & Natural Resources 52, 54, 58, 65	<u><b>Physical Sciences</b></u> Astronomy 10, 11, 15A Chemistry 1A, 1B, 2, 3, 8 Computer and Electronics Technology 10 Environmental Science 12, 15 Forestry 1 Geography 1 Geology 1, 10, 15 Meteorology 1 Oceanography 10, 11, 12 Physics 2A, 2B, 4A, 10 Physical Science 10

## TRANSFER REQUIREMENTS

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

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

## TRANSFER AGREEMENTS WITH COLLEGES AND UNIVERSITIES

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



## LOWER DIVISION TRANSFER PATTERNS (LDTP)

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


will be asked to complete a distinct set of general education and major courses which are common to all CSU campuses and identify a major program with a CSU campus once they have completed 45 transferable units.

Highest priority for admission is defined as a written guarantee that is granted at the time the student accepts the offer of the LDTP agreement from a specific CSU campus subject to satisfactory completion of the requirements of the agreement between the student and the CSU. Students

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

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



 <b>College of the Redwoods</b> 2010-2011 CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS FOR TRANSFER	Units Required	Units Completed	Units in Progress	Units Remaining
<p><b>Area A – Communication in the English Language and Critical Thinking: 9 units</b>  <i>One course from each of the three areas for a total of 9.0 units. Courses from other college or AP exam:</i>                      All courses must be completed with a grade of “C” or better.</p> <p>A-1 Oral Communication - Speech 1, Speech 7</p> <p>A-2 Written Communication - English 1A</p> <p>A-3 Critical Thinking - English 1B, Philosophy 1, 12</p>	3			
<p><b>Area B – Scientific Inquiry and Quantitative Reasoning: 9 units required</b>  <i>Courses from other college or AP exam:</i>                      One course from each of the three areas below.                      The Physical or Life Science course must include a lab. Lab courses are noted with an *</p> <p>B-1 Physical Science - Agriculture 17*; Astronomy 10, 11; Chemistry 1A*, 2*; Computer Electronics Technology 10; Environmental Science 12, 15; Geography 1; Geology 1*, 10, 15; Meteorology 1; Oceanography 10, 11*, 12; Physical Science 10; Physics 10</p> <p>B-2 Life Science - Agriculture 23*, Biology 1*, 3*, 8*, 15*, 20*; Environmental Science 10*</p> <p>B-3 Laboratory Activity - Lab courses are marked (*) and are included in B-1 and B-2</p> <p>B-4 Mathematics/Quantitative Reasoning (Grade “C” or better) - Math 5, 15, 25, 30, 50A</p>	3			
<p><b>Area C – Arts and Humanities: 9 units required</b>  <i>Courses from other college or AP exam:</i>                      With at least one course from the Arts and one from the Humanities.</p> <p>C-1 Arts - Art 1A, 1B, 2, 4, 17; Cinema 1, 2, 3; Drama 24; Music 1, 10, 12, 14</p> <p>C-2 Humanities - English 9, 10, 17, 18, 20, 22, 47, 60, 61; Environmental Science 11; French/German/Spanish 1A, 1B, 2A, 2B; Japanese 1A, 1B                      Philosophy 10, 15, 20; Sign Language 4A, 4B (2007F) 2008S = Sign Language 1A, 1B</p>	3			
<p><b>Area D – Social Sciences: 9 units required</b>  <i>Courses from other college or AP exam:</i></p> <p>Complete one course: Political Science 10</p> <p>Complete one course: History 8, 9</p> <p>Complete one course:</p> <p>D-1 Anthropology and Archaeology - Anthropology 1, 2, 3, 5, 6                      D-2 Economics - Economics 1, 10, 20; Business 10                      D-3 Ethnic Studies - Native American Studies 1                      D-4 Gender Studies - Sociology 9                      D-5 Geography - Geography 2                      D-6 History - History 4, 5, 7, 8, 9, 11, 12, 18, 20, 21, Economics 20, Native American Studies 21                      D-7 Interdisciplinary Social and Behavioral Science - Journalism 5                      D-8 Political Science, Government, and Legal Institutions - Political Science 1, 10, 12                      D-9 Psychology - Psychology 1, 30                      D-0 Sociology and Criminology - Administration of Justice 1; Sociology 1, 2, 5, 10</p>	3			
<p><b>Area E – Lifelong Learning and Self-Development: 3 units required</b>  <i>Courses from other college or AP exam:</i>                      Health Education 1;                      Health Occupations 15; Physical Education 66; Psychology 11, 33; Sociology 3, 33</p>	3			
<b>Minimum CSU General Education Units Required</b>	39			
<b>Major Requirements and Any Possible Electives</b>	21			
<b>Minimum Units for Transfer</b>	60			
<b>Maximum Units for Transfer</b>	70			
<p>Students transferring to the California State University system will qualify for admission as upper division transfers if they have completed a minimum of 60 transferable units with a GPA of 2.0 (“C”) or better (non-residents 2.4 or better). Within the 60 unit requirement, the 12 units in Area A, Area B-4 (mathematics), and 18 additional semester units of general education coursework must be completed with a grade of 2.0 or better in each course. Students who complete the pattern above will have satisfied the lower division general education requirements for the California State University BA/BS degree. A minimum of 9 semester units of general education coursework must be completed at the upper division level after transfer, although some CSU campuses require more than 9 units. See a counselor for further information. <b>Note: Courses listed under more than one discipline or area may be used only once to satisfy an area requirement.</b></p> <p style="text-align: right;">July 2009</p>				



CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION (GE) REQUIREMENTS FOR TRANSFER

AREA A: COMMUNICATIONS AND CRITICAL THINKING

A1 SPCH 1	Public Speaking
A1 SPCH 7	Interpersonal Communication
A2 ENGL 1A	Analytical Reading & Writing

A3 ENGL 1B	Critical Inquiry & Literature
A3 PHIL 1	Critical Thinking
A3 PHIL 12	Logic

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

B1 AG 17	Intro to Soils
B1 ASTRO 10	Intro to Astronomy
B1 ASTRO 11	Solar System & Space Exploration
B1 CET 10	Survey of Electronics
B1 CHEM 1A	General Chemistry
B1 CHEM 2	Intro to Chemistry
B1 ENVSC 12	Earth's Changing Climate
B1 ENVSC 15	Intro to Energy
B1 GEOG 1	Intro to Physical Geography
B1 GEOL 1	Physical Geology
B1 GEOL 10	Environmental Geology
B1 GEOL 15	Earthquakes & Plate Tectonics
B1 METEO 1	Intro to Meteorology
B1 OCEAN 10	Intro to Oceanography
B1 OCEAN 11	Lab in Oceanography
B1 OCEAN 12	Environmental Oceanography

<i>(continued)</i>	
B1 PHYS 10	Intro to Physical Science
B1 PHYS 10	Intro to Physics

B2 AG 23	Intro to Plant Science
B2 BIOL 1	General Biology
B2 BIOL 3	Fundamental Cell Biology
B2 BIOL 8	Human Biology
B2 BIOL 15	Marine Biology
B2 BIOL 20	Natural History
B2 ENVSC 10	Intro to Environmental Science

B4 MATH 5	Contemporary Mathematics
B4 MATH 15	Elementary Statistics
B4 MATH 25	College Trigonometry
B4 MATH 30	College Algebra
B4 MATH 50A	Differential Calculus

AREA C: ARTS AND HUMANITIES

C1 ART 1A	Art History: Pre-history to Gothic
C1 ART 1B	Art History: Renaissance to Contemporary
C1 ART 2	Intro to Art
C1 ART 4	Art Appreciation
C1 ART 17	Basic Drawing
C1 CINE 1	Cinema History: Origins through the Coming of Sound
C1 CINE 2	Cinema History: Coming of Sound to the Present
C1 CINE 3	Cinemas of Latin America, Asia, Africa
C1 DRAMA 24	Intro to Theatre
C1 MUS 1	Intro to Music
C1 MUS 10	Music in History
C1 MUS 12	American Popular Music
C1 MUS 14	World Music

C2 ENGL 17	American Literature: Beginning to Civil War
C2 ENGL 18	American Literature: Civil War-WWII
C2 ENGL 20	Intro to Non-Western Literature
C2 ENGL 22	Greek Mythology
C2 ENGL 47	Intro to Shakespeare
C2 ENGL 60	Intro to British Literature: Beginning to 18th Century
C2 ENGL 61	Intro to British Literature: Romanticism to the Present
C2 ENVSC 11	Environmental Ethics
C2 FRNC 1-2A/1-2B	Elementary French/Intermediate French
C2 GERM 1-2A/1-2B	Elementary German/Intermediate German
C2 JPN 1A, 1B	Elementary Japanese
C2 PHIL 10	Intro to Philosophy
C2 PHIL 15	Religions of the World
C2 PHIL 20	Ethics
C2 *SNLAN 1A & 1B	Elementary American Sign Language
C2 *Note: 2008S = SNLN 1A, 1B	
C2 SPAN 1-2A/1-2B	Elementary Spanish/Intermediate Spanish

C2 ENGL 9	World Literature: Early Modern to 20th Century
C2 ENGL 10	World Literature: Antiquity to Early Modern Era
<i>(continued)</i> →	

AREA D: SOCIAL SCIENCES

D POLSC 10	American Institutions
D HIST 8	U.S. History Through Reconstruction
D HIST 9	U.S. History Reconstruction to Present


D6 HIST 8	U.S. History Through Reconstruction
D6 HIST 9	U.S. History Reconstruction to Present
D6 HIST 11	History of Women in America Pre-Contact to 1877
D6 HIST 12	History of Women in America: 1877 to Present
D6 HIST 18	History of California
D6 HIST 20	World History: Pre-History to 1500 AD
D6 HIST 21	World History: 1500 AD to Present
D6 NAS 21	Native American History
D6 ECON 20	Economic History of U.S.
D7 JOURN 5	Intro to Mass Communication
D8 POLSC 1	Political Controversies
D8 POLSC 10	American Institutions
D9 PSYCH 1	General Psychology
D9 PSYCH 30	Social Psychology
D0 SOC 1	Intro to Sociology
D0 SOC 2	Social Problems
D0 SOC 5	Intro to Race & Ethnic Relations
D0 SOC 10	Family & Intimate Relationships
D0 AJ 1	Intro to Administration of Justice

D1 ANTH 1	Physical Anthropology
D1 ANTH 2	Intro to Archaeology
D1 ANTH 3	Cultural Anthropology
D1 ANTH 6	Forensic Anthropology
D2 BUS 10	Intro to Business
D2 ECON 1	Macroeconomics
D2 ECON 10	Microeconomics
D2 ECON 20	Economic History of U.S.
D3 NAS 1	Intro to Native American Studies
D4 SOC 9	Intro to Women's Studies
D5 GEOG 2	Cultural Geography
D6 HIST 4	Western Civilization to 1600
D6 HIST 5	Western Civilization: 1600 - Present
D6 HIST 7	History of Modern Asia

AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT

HE 1	Health Education
HO 15	Nutrition
PE 66	Concepts of Physical Fitness & Exercise

PSYCH 11	Life Span Development
PSYCH 33	Personal Growth and Adjustment
SOC 3	Human Sexuality
SOC 33	Death & Dying; Transition & Growth

 <i>College of the Redwoods</i>		2010-2011		Units Required	Units Completed	Units in Progress	Units Remaining
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM REQUIREMENTS							
<b>Area 1 – English Communication</b> CSU: 3 courses required, 1 from each group below UC: 2 courses required, 1 each from group A and B							
<b>Group A: English Composition</b> English 1A <i>Course from other college or AP exam:</i>				3			
<b>Group B: Critical Thinking – English Composition</b> English 1B <i>Course from other college:</i>				3			
<b>Group C: Oral Communication (CSU requirement only)</b> Speech 1 <i>Course from other college or AP exam</i>				3			
<b>Area 2 – Mathematical Concepts and Quantitative Reasoning</b> – 1 course required <b>Group A:</b> Math 15, 30 or 50A <i>Course from other college or AP exam:</i>				3			
<b>Area 3 – Arts and Humanities</b> – 3 courses required, with at least 1 from the Arts and 1 from the Humanities: <b>Group A: Arts:</b> Art 1A, 1B, 4, Cinema 1, 2, 3; Drama 24; Music 1, 10, 12, 14 <i>Courses from other college or AP exam:</i>				3			
<b>Group B: Humanities:</b> English 9, 10, 17, 18, 20, 22, 47, 60, 61; Environmental Science 11; History 4, 5; Philosophy 10, 15; French/German/Spanish 2A, 2B				3			
<b>Area 4 – Social and Behavioral Sciences:</b> at least 3 courses from at least 2 disciplines or an interdisciplinary sequence <i>Courses from other college or AP exam:</i>							
<b>Group A:</b> Administration of Justice 1; Anthropology 1, 2, 3, 5; Economics 1, 10, 20; Geography 2; History 7, 8, 9, 11, 12; Journalism 5; Native American Studies 1, 21; Political Science 1, 10*; Psychology 1, 11, 30; Sociology 1, 2, 3, 5				3			
				3			
				3			
<b>Area 5 – Physical and Biological Sciences:</b> at least 2 courses, for a total of 7 units, 1 physical science course and 1 biological science course, at least 1 must include a laboratory† class <i>Courses from other college or AP</i>							
<b>Group A: Physical Sciences:</b> Astronomy 10, 11, 15A† ; Chemistry 1A†, 2†; Environmental Science 12; Geography 1; Geology 1†, 10, 15; Meteorology 1; Oceanography 10, 11†, 12; Physics 10				3-4			
<b>Group B: Biological Sciences:</b> Biology 1†, 3†, 8†, 15†; Environmental Science 10†				3-4			
<b>Language other than English (UC requirement only):</b> complete 2 years of the same foreign language of high school level work with a grade of C or better, or earn a score of 3 or higher on the Foreign Language Advanced Placement test, or 550 on the College Board Achievement Test in Foreign Language or complete 4-8 units from the courses below: <input type="checkbox"/> College course(s) that meet the 1B Proficiency level, such as; French 1B, 2A, 2B; German 1B, 2A, 2B; Japanese 1B; Spanish 1B, 2A, 2B; or Sign Language 4B (Sign Language, 1B effective 2008S) <input type="checkbox"/> Completed in high school <input type="checkbox"/> Competency: Test name _____ Score _____ Date _____				4-8			
<b>U.S. History, Constitution and American Ideals (CSU graduation requirement only) – 6 units:</b> 1 course from Group A and Group B <i>Courses from other college or AP</i>							
<b>Group A:</b> Political Science 10* <b>Group B*:</b> History 8, 9 *Courses used to meet this CSU requirement may not also be used to satisfy Area 4 IGETC requirements.				3			
				3			

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If an AP exam was taken scores 3, 4 or 5 can be used to satisfy any category of the IGETC except Area 1-Group B category.

- For certain majors (Chemistry, Biology, Physics, Math, Computer Science and Engineering) and a number of UC campuses, the IGETC is not to be used to meet the GE transfer requirements.
- The IGETC must be completed in its entirety before transferring.
- All courses must be completed with 'C' grades or better. Pass (P) grades will be accepted in some cases.
- Transcripts are required to verify courses completed at other colleges and must be submitted prior to certification and can only be certified in the IGETC category as determined by the original college.
- Courses taken at foreign institutions can't be used towards IGETC certification.
- If the foreign language requirement is satisfied in high school, a copy of the student's high school transcripts must be on file in the Admissions Office at the time of formal evaluation.
- Coursework will be honored for IGETC certification provided that the courses were on the college's approved IGETC list at the time the course was completed.

UC Campuses and majors that have substantial lower division prerequisites may make the IGETC option inappropriate for transfers to follow:

**Berkeley:** School of Business Administration; Natural Resources; Colleges of Chemistry, Engineering, Natural Science and Environmental Design

**Davis:** College of Engineering; College of Agricultural and Environmental Sciences; Environmental Toxicology; Fermentation Science; Food Science; Nutrition Science; Physics; Viticulture and Enology; Biological Sciences; Environmental Policy and Analyses and Psychology

**Irvine:** Majors in Biological Sciences, Engineering, and Physical Sciences

**Los Angeles:** College of Fine Arts; School of Nursing; School of Engineering and Applied Sciences

**Riverside:** College of Engineering; not recommended for all science majors

**San Diego:** Colleges of Revelle and Fifth; Jacobs School of Engineering

**Santa Barbara:** Colleges of Creative Studies and Engineering

**Santa Cruz:** School of Engineering, the Sciences, and Environmental Studies

Private colleges and universities that accept CR's IGETC for transfer:

**California Baptist College**

**Chapman University**

**Concordia University**

**Dominican College of San Rafael**

**Humphreys College**

**United States International University**

**University of the Pacific**



## ACADEMIC AWARDS BY LOCATION

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

Program Title	Academic Award	Site/Location		
[ADCT] Addiction Studies	Certificate of Achievement	EKA	DN	
[AJ] Administration of Justice	Associate of Science	EKA		
[AJ] Administration of Justice	Certificate of Achievement	EKA		
[AJ] Basic Law Enforcement Academy	Certificate of Achievement	EKA		
[AJ] Corrections	Associate of Science		DN	
[AJ] Corrections	Certificate of Achievement		DN	
[AG] Agriculture, General	Associate of Science	EKA		
[AG] Plant Science	Associate of Science	EKA		
[AG] Plant Science	Certificate of Achievement	EKA		
[AG] Landscape Maintenance	Certificate of Recognition	EKA		
[AG] Nursery Practices	Certificate of Recognition	EKA		
[AT] Automotive Technology	Associate of Science	EKA		
[AT] Basic Automotive Technology	Certificate of Recognition	EKA		
[AT] Advanced Automotive Technology	Certificate of Achievement	EKA		
[BUS] Business, General	Associate of Science	EKA		
[BUS] Business, General	Certificate of Achievement	EKA		
[BUS] Medical Office Business Skills	Certificate of Achievement			MC
[BUS] Bookkeeping	Certificate of Recognition	EKA		
[BUS] Payroll Clerk	Certificate of Recognition	EKA		MC
[BT] Computer Support Specialist	Associate of Science	EKA		
[BT] Office Professional	Associate of Science	EKA	DN	
[BT] Word Processing	Certificate of Recognition	EKA	DN	MC
[CIS] CIS Networking	Associate of Science	EKA		
[CIS] CIS Networking	Certificate of Achievement	EKA		
[CIS] CIS Network Technician	Certificate of Recognition	EKA		
[CT] Construction Technology	Associate of Science	EKA		
[CT] Residential Construction I	Certificate of Achievement	EKA		
[CT] Residential Construction II	Certificate of Achievement	EKA		
[CT] Residential Wiring	Certificate of Recognition	EKA		
[CT] Cabinetmaking & Millwork	Certificate of Achievement	EKA		
[CT] Historic Preservation & Restoration	Associate of Science	EKA		
[CT] Historic Preservation & Restoration	Certificate of Recognition	EKA		
[CT] Fine Woodworking I	Certificate of Achievement			MC
[CT] Fine Woodworking II	Certificate of Achievement			MC
[CT] Solar Thermal Technician	Certificate of Recognition	EKA		
[CT] Solar Photovoltaic Technician	Certificate of Recognition	EKA		
[DA] Dental Assisting	Associate of Science	EKA		
[DA] Dental Assisting	Certificate of Achievement	EKA		
[DHET] Diesel Heavy Equipment Technology	Associate of Science	EKA		
[DHET] Diesel Heavy Equipment Technology	Certificate of Achievement	EKA		
[DHET] Diesel Engine Overhaul	Certificate of Recognition	EKA		
[DHET] Diesel Truck Maintenance	Certificate of Recognition	EKA		
[DHET] Diesel Fuel Injection	Certificate of Recognition	EKA		

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



# ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

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

DEGREES AND CERTIFICATES

## ■ ADDICTION STUDIES (ADCT)

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

- Certificate of Achievement, Addiction Studies

### (ADCT) CERTIFICATE OF ACHIEVEMENT, ADDICTION STUDIES

<b>Total Units</b>		<b>34.0</b>
<b>Program Requirements</b>		<b>34.0</b>
ADCT 10	Intro to Addiction Studies	3.0
ADCT 11	Pharmacology and Physiology of Addiction	3.0
ADCT 12	Substance Abuse: Law, Prevention, Treatment & Ethics	3.0
ADCT 13	Addictions & Co-Occuring Disorders in Special Populations	3.0
ADCT 15	Intro to Counseling Skills	3.0
ADCT 16	Addiction and the Family Systems	3.0
ADCT 17	Field Experience II	2.0
ADCT 38 (SOC 38)	Field Placement Seminar I	2.0
ADCT 42	Supervised Occupational Work Experience II	1.5
SOC 34	Intro to Social Work	3.0
SOC 42	Supervised Occupational Work Experience I	1.5

*(continued)*

### Additional Courses (6 elective units from the following SOC and PSYCH courses):

PSYCH 1	General Psychology	3.0
PSYCH 30	Social Psychology	3.0
PSYCH 38	Abnormal Psychology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
SOC 5	Intro to Race and Ethnic Relations	3.0
SOC 10	Family & Intimate Relationships	3.0

*Note: Students considering transfer to another college or university should see a counselor or academic advisor before selecting from this list of Sociology or Psychology electives.*

CERTIFICATE OF ACHIEVEMENT - ADDICTION STUDIES	
Suggested Sequence of Program Requirements Fall Start	
Semester 1 ADCT 10, ADCT 16, SOC 34	Semester 3 ADCT 15, SOC 38/ADCT 38, SOC 42
Semester 2 ADCT 11, ADCT 12, ADCT 13	Semester 4 ADCT 17, ADCT 42
Plus 6 units from Additional Courses	

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

# ADMINISTRATION OF JUSTICE (AJ)

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

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

## (AJ) ASSOCIATE OF SCIENCE DEGREE, ADMINISTRATION OF JUSTICE

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

(continued)

ASSOCIATE OF SCIENCE DEGREE - ADMINISTRATION OF JUSTICE	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AJ 1, AJ 2, AJ 3	Semester 1 AJ 1
Semester 2 AJ 4, AJ 8	Semester 2 AJ 2, AJ 3
Semester 3 AJ 6, AJ 10, AJ 11	Semester 3 AJ 4, AJ 5, AJ 7, AJ 8
Semester 4 AJ 5, AJ 7	Semester 4 AJ 6, AJ 10, AJ 11
Plus 13 units from Additional Courses	

## (AJ) CERTIFICATE OF ACHIEVEMENT, ADMINISTRATION OF JUSTICE

<b>Total Units</b>	<b>32.0</b>
<b>Program Requirements</b>	<b>32.0</b>
AJ 1 Intro to Administration of Justice	3.0
AJ 2 or AJ 80 Intro to Law Enforcement or Basic Law Enforcement Academy	3.0 or 30.0
AJ 3 Intro to Corrections	3.0
AJ 4 Criminal Law	4.0
AJ 5 Crime & Delinquency	3.0
AJ 6 Intro to Evidence	4.0
AJ 7 Current Issues in Administration of Justice	3.0
AJ 8 or AJ 80 Intro to Investigation or Basic Law Enforcement Academy	3.0 or 30.0
AJ 10 Juvenile Justice	3.0
AJ 11 Great American Criminal Trials	3.0

CERTIFICATE OF ACHIEVEMENT - ADMINISTRATION OF JUSTICE	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AJ 1, AJ 2, AJ 3	Semester 1 AJ 1
Semester 2 AJ 4, AJ 8	Semester 2 AJ 2, AJ 3
Semester 3 AJ 6, AJ 10, AJ 11	Semester 3 AJ 4, AJ 5, AJ 7, AJ 8
Semester 4 AJ 5, AJ 7	Semester 4 AJ 6, AJ 10, AJ 11

(continued)

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

(A)] CERTIFICATE OF ACHIEVEMENT,  
BASIC LAW ENFORCEMENT ACADEMY

<b>Total Units</b>	<b>30.0</b>
<b>Program Requirements</b>	<b>30.0</b>
AJ 80 Basic Law Enforcement Academy	30.0
or	
AJ 81, 82 and 83 Basic Law Enforcement Academy - Module 3,	7.5
Basic Law Enforcement Academy - Module 2, &	8.0
Basic Law Enforcement Academy - Module 1	15.5

CERTIFICATE OF ACHIEVEMENT - BASIC LAW ENFORCEMENT ACADEMY	
Suggested Sequence of Program Requirements Fall or Spring Start	
Semester 1 AJ 81, AJ 82, AJ 83	Semester 2 AJ 81, AJ 82, AJ 83

(A)] ASSOCIATE OF SCIENCE DEGREE,  
CORRECTIONS

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements (minimum)</b>	<b>18.0</b>
<b>Core Courses (Areas A, C, D1, D2, D3)</b>	<b>15.0</b>
<b>Specific Courses</b>	<b>3.0</b>
AJ 1 Intro to Administration of Justice (Area B)	3.0
<b>Program Requirements</b>	<b>40.0</b>
<b>Specific Courses</b>	<b>25.0</b>
AJ 3 Intro to Corrections	3.0
AJ 5 Crime & Delinquency	3.0
AJ 6 Intro to Evidence	4.0
AJ 7 Current Issues in Administration of Justice	3.0
AJ 50 Control and Supervision of Inmates	3.0
AJ 51 Correctional Law	3.0
AJ 52 Correctional Interviewing and Counseling	3.0
AJ 53 Prison Gangs and the Inmate Subculture	3.0
<b>Additional Courses (15.0 units from the following):</b>	<b>15.0</b>
ADCT 10 Intro to Addiction Studies	3.0
ADCT 13 Substance Abuse in Special Populations	3.0
AJ 4 Criminal Law	4.0
AJ 11 Great American Criminal Trials	3.0
ANTH 3 Cultural Anthropology	3.0
CIS 1 College Computer Literacy	4.0
CE 42 or AJ 42 Occupational Cooperative Education	3.0-5.0
PSYCH 1 General Psychology	3.0
PSYCH 33 Personal Growth & Adjustment	3.0
PSYCH 38 Abnormal Psychology	3.0
SOC 1 Intro to Sociology	3.0
SOC 2 Social Problems	3.0
SOC 5 Intro to Race and Ethnic Relations	3.0
SOC 10 Family & Intimate Relationships	3.0
SPAN 1A Elementary Spanish I	4.0
SPAN 1B Elementary Spanish II	4.0
AJ 190F PC 832 Firearms	0.5
AJ 190S PC 832 Arrest and Control	1.5

*(continued)*

ASSOCIATE OF SCIENCE DEGREE - CORRECTIONS	
Suggested Sequence of Program Requirements Fall or Spring Start	
Semester 1 AJ 1, AJ 6*, AJ 50	Semester 3 AJ 3, AJ 6*, AJ 52
Semester 2 AJ 5, AJ 51	Semester 4 AJ 7, AJ 53
Plus 15 elective units from Additional Courses Students can begin the sequence any semester <b>Note: A student can enroll in AJ6 during their first or third semester.</b>	

(A)] CERTIFICATE OF ACHIEVEMENT,  
CORRECTIONS

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

CERTIFICATE OF ACHIEVEMENT - CORRECTIONS	
Suggested Sequence of Program Requirements Fall or Spring Start	
Semester 1 AJ 1, AJ 6*, AJ 50	Semester 3 AJ 3, AJ 6*, AJ 52
Semester 2 AJ 5, AJ 51	Semester 4 AJ 7, AJ 53
A student can enroll in AJ 6 during their first or third semester. Students can begin the sequence any semester.	

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



## AGRICULTURE (AG)

Programs in this field provide general and specific educational opportunities for students seeking careers related to agriculture, agriculture business, and plant and animal science. Specific programs include:

- Associate of Science Degree, Agriculture
- Associate of Science Degree, Plant Science
- Certificate of Achievement, Plant Science
- Certificate of Recognition, Landscape Maintenance
- Certificate of Recognition, Nursery Practices

### (AG) ASSOCIATE OF SCIENCE DEGREE,

#### AGRICULTURE

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>18.0</b>
<b>Core Courses (Areas C, D1, D2, D3)</b>	<b>12.0</b>
<b>Specific Courses</b>	<b>6.0</b>
AG 17 Intro to Soils (Area A)	3.0
BUS 10 Intro to Business (Area B)	3.0
<b>Program Requirements</b>	<b>42.0</b>
<b>Specific Courses</b>	<b>17.0</b>
AG 18 Soil Fertility and Fertilizers	3.0
AG 23 Intro to Plant Science	3.0
AG 46 Computers in Agriculture Management	3.0
BUS 1A Principles of Accounting	4.0
BUS 35 Strategic Marketing	4.0
<b>Additional Courses (25.0 units from the following):</b>	<b>25.0</b>
AG 16 Ornamental Plant Identification	3.0
AG 19 Weed Identification and Control	3.0
AG 21 Plant Propagation	3.0
AG 22 Sustainable Vegetable Production	3.0
AG 26 Landscape Plant Identification	3.0
AG 27 Nursery Practices	3.0
AG 29 Pest Management	1.0
AG 39 Field Experience in Agriculture	1.0
AG 40 Independent Study in Agriculture	0.5-2.0
AG 63 Intro to Organic/Sustainable Agriculture	2.0
AG 63L Intro to Organic/Sustainable Agriculture -Lab	1.0
AG 65 Agriculture Enterprise Project	1.0
AG 65L Agriculture Enterprise Project/Lab	1.0-3.0

ASSOCIATE OF SCIENCE DEGREE - AGRICULTURE	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AG 17	Semester 1 AG 23, AG 46, BUS 10
Semester 2 AG 23, AG 46, BUS 10	Semester 2 AG 17
Semester 3 BUS 1A	Semester 3 AG 18, BUS 35
Semester 4 AG 18, BUS 35	Semester 4 BUS 1A
Plus 25 units from Additional Courses	

## (AG) ASSOCIATE OF SCIENCE DEGREE,

### PLANT SCIENCE

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>21.0</b>
<b>Core Courses (Areas C, D1, D2, D3)</b>	<b>15.0</b>
<b>Specific Courses</b>	<b>6.0</b>
AG 17 Intro to Soils (Area A)	3.0
BUS 10 Intro to Business (Area B)	3.0
<b>Program Requirements</b>	<b>39.0</b>
<b>Specific Courses</b>	<b>23.0</b>
AG 18 Soil Fertility and Fertilizers	3.0
AG 21 Plant Propagation	3.0
AG 23 Intro to Plant Science	3.0
AG 27 Nursery Practices	3.0
AG 46 Computers in Agriculture Management	3.0
BUS 1A Principles of Accounting	4.0
BUS 35 Strategic Marketing	4.0
<b>Additional Courses (16.0 units from the following):</b>	<b>16.0</b>
AG 14 Principles of Landscape Design	3.0
AG 15 Landscape Maintenance	3.0
AG 16 Ornamental Plant Identification	3.0
AG 19 Weed Identification and Control	3.0
AG 22 Sustainable Vegetable Production	3.0
AG 25 Landscape Construction	3.0
AG 26 Landscape Plant Identification	3.0
AG 29 Pest Management	1.0
AG 39 Field Experience in Agriculture	1.0
AG 40 Independent Study in Agriculture	0.5-2.0
AG 63 Intro to Organic/Sustainable Agriculture	2.0
AG 63L Intro to Organic/Sustainable Agriculture -Lab	1.0
AG 65 Agriculture Enterprise Project	1.0
AG 65L Agriculture Enterprise Project/Lab	1.0-3.0
BIOL 5 General Botany	4.0
FNR 5 Forest Ecology and Management	3.0
FNR 51 Dendrology: the Identification & Study of Woody Plants	3.0

ASSOCIATE OF SCIENCE DEGREE - PLANT SCIENCE	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AG 17, AG 27	Semester 1 AG 46, AG 23, BUS 10
Semester 2 AG 46, AG 23, BUS 10	Semester 2 AG 17, AG 27
Semester 3 BUS 1A	Semester 3 BUS 35, AG 18, AG 21
Semester 4 BUS 35, AG 18, AG 21	Semester 4 BUS 1A
Plus 16 units from Additional Courses	

(continued)

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

(AG) CERTIFICATE OF ACHIEVEMENT,  
PLANT SCIENCE

(AG) CERTIFICATE OF RECOGNITION,  
LANDSCAPE MAINTENANCE

<b>Total Units</b>	<b>45.0</b>
<b>Program Requirements</b>	<b>45.0</b>
<b>Specific Courses</b>	<b>29.0</b>
AG 17 Intro to Soils	3.0
AG 18 Soil Fertility and Fertilizers	3.0
AG 21 Plant Propagation	3.0
AG 23 Intro to Plant Science	3.0
AG 46 Computers in Agriculture Management	3.0
BUS 1A Principles of Accounting	4.0
BUS 10 Intro to Business	3.0
BUS 35 Strategic Marketing	4.0
MATH 380 Elementary Algebra	3.0
<b>Additional Courses (16.0 units from the following):</b>	<b>16.0</b>
AG 14 Principles of Landscape Design	3.0
AG 15 Landscape Maintenance	3.0
AG 16 Ornamental Plant Identification	3.0
AG 19 Weed Identification and Control	3.0
AG 22 Sustainable Vegetable Production	3.0
AG 25 Landscape Construction	3.0
AG 26 Landscape Plant Identification	3.0
AG 27 Nursery Practices	3.0
AG 29 Pest Management	1.0
AG 39 Field Experience in Agriculture	1.0
AG 40 Independent Study in Agriculture	0.5-2.0
AG 63 Intro to Organic/Sustainable Agriculture	2.0
AG 63L Intro to Organic/Sustainable Agriculture Lab	1.0
AG 65 Agriculture Enterprise Project	1.0
AG 65L Agriculture Enterprise Project/Lab	1.0-3.0
BIOL 5 General Botany	4.0
FNR 5 Forest Ecology and Management	3.0
FNR 51 Dendrology: the Identification & Study of Woody Plants	3.0

<b>Total Units</b>	<b>15.0</b>
<b>Program Requirements</b>	<b>15.0</b>
AG 14 Principles of Landscape Design	3.0
AG 15 Landscape Maintenance	3.0
AG 16 Ornamental Plant Identification	3.0
AG 25 Landscape Construction	3.0
AG 26 Landscape Plant Identification	3.0

CERTIFICATE OF RECOGNITION - NURSERY PRACTICES	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AG 26, AG 14	Semester 1 AG 15, AG 16
Semester 2 AG 15, AG 16	Semester 2 AG 25, AG 26
Semester 3 AG 25	Semester 3 AG 14

(AG) CERTIFICATE OF RECOGNITION,  
NURSERY PRACTICES

<b>Total Units</b>	<b>15.0</b>
<b>Program Requirements</b>	<b>15.0</b>
AG 16 Ornamental Plant Identification	3.0
AG 21 Plant Propagation	3.0
AG 26 Landscape Plant Identification	3.0
AG 27 Nursery Practices	3.0
AG 35* Agricultural Sales & Merchandising	3.0

\*This course has been inactivated please see department for appropriate course substitution.

CERTIFICATE OF ACHIEVEMENT - PLANT SCIENCE	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AG 17, AG 27	Semester 1 AG 46, AG 23, BUS 10
Semester 2 AG 46, AG 23, BUS 10	Semester 2 AG 17, AG 27
Semester 3 BUS 1A	Semester 3 BUS 35, AG 18, AG 21
Semester 4 BUS 35, AG 18, AG 21	Semester 4 BUS 1A
Plus 16 units from Additional Courses	

CERTIFICATE OF RECOGNITION - NURSERY PRACTICES	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AG 26, AG 27	Semester 1 AG 21, AG 16
Semester 2 AG 21, AG 16	Semester 2 AG 26, AG 27

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

# AUTOMOTIVE TECHNOLOGY (AT)

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

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

## (AT) ASSOCIATE OF SCIENCE DEGREE, AUTOMOTIVE TECHNOLOGY

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

ASSOCIATE OF SCIENCE DEGREE - AUTOMOTIVE TECHNOLOGY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AT 12, AT 14, AT 16	See Advisor for Sequence
Semester 2 AT 30, AT 22, IT 25	
Semester 3 AT 18, AT 24	
Semester 4 AT 20, AT 26, AT 28	

## (AT) CERTIFICATE OF RECOGNITION, BASIC AUTOMOTIVE TECHNOLOGY

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

(continued)

CERTIFICATE OF RECOGNITION - BASIC AUTOMOTIVE TECHNOLOGY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AT 12, AT 16	See Advisor for Sequence
Semester 2 AT 20	
Semester 3 AT 24	

## (AT) CERTIFICATE OF ACHIEVEMENT, ADVANCED AUTOMOTIVE TECHNOLOGY

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

CERTIFICATE OF ACHIEVEMENT - AUTOMOTIVE TECHNOLOGY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 AT 12, AT 14, AT 16	See Advisor for Sequence
Semester 2 AT 30, AT 22, IT 25	
Semester 3 AT 18, AT 24	
Semester 4 AT 20, AT 26, AT 28	
Plus 3 units from listed Math Courses	

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

DEGREES AND CERTIFICATES

## **BUSINESS (BUS)**

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

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

### (BUS) ASSOCIATE OF SCIENCE DEGREE, GENERAL BUSINESS

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>18.0</b>
<b>Core Courses ( Areas A, C, D1, D2, D3)</b>	<b>15.0</b>
<b>Specific Courses</b>	<b>3.0</b>
BUS 10 Intro to Business (Area B)	3.0
<b>Program Requirements</b>	<b>42.0</b>
<b>Specific Courses</b>	<b>33.0</b>
BUS 1A/1B Principles of Accounting	8.0
BUS 18 Business Law	4.0
BUS 35 Strategic Marketing	4.0
BUS 52 Business Communications	3.0
BUS 69 Small Business Entrepreneurship	4.0
CIS 1 College Computer Literacy	4.0
ECON 1 Macroeconomics	3.0
ECON 10 Microeconomics	3.0
<b>Additional Courses (9.0 units from the following):</b>	<b>9.0</b>
BT 3 Integrated Applications	4.0
BT 16 Word Processing I	4.0
BT 17 Word Processing II	4.0
BT 50 Database Applications	4.0
BT 51 Spreadsheet Applications	4.0
BT 63 Desktop Publishing Applications	4.0
BUS 34 Intro to Personal Finance	3.0
BUS 68 Intro to Principles of Management	3.0
RE 10 Principles of Real Estate	3.0

ASSOCIATE OF SCIENCE DEGREE - GENERAL BUSINESS	
<b>Suggested Sequence of Program Requirements Fall or Spring Start</b>	
Semester 1 BUS 10, CIS 1, BUS 52	
Semester 2 BUS 18, BUS 35, ECON 1	
Semester 3 BUS 1A, ECON 10, BUS 34*	
Semester 4 BUS 1B, BUS 68*, BUS 69	
Plus 3 units from Additional Courses *Course is listed under Additional Courses.	

### (BUS) CERTIFICATE OF ACHIEVEMENT, GENERAL BUSINESS

<b>Total Units</b>	<b>47.0</b>
<b>Program Requirements</b>	<b>47.0</b>
<b>Specific Courses</b>	<b>39.0</b>
BUS 1A/1B Principles of Accounting	8.0
BUS 10 Intro to Business	3.0
BUS 18 Business Law	4.0
BUS 35 Strategic Marketing	4.0
BUS 52 Business Communications	3.0
BUS 69 Small Business Entrepreneurship	4.0
BUS 94 Business Math	3.0
CIS 1 College Computer Literacy	4.0
ECON 1 Macroeconomics	3.0
ECON 10 Microeconomics	3.0
<b>Additional Courses (8.0 units from the following):</b>	<b>8.0</b>
BT 3 Integrated Applications	4.0
BT 16 Word Processing I	4.0
BT 17 Word Processing II	4.0
BT 50 Database Applications	4.0
BT 51 Spreadsheet Applications	4.0
BT 63 Desktop Publishing Applications	4.0
BUS 34 Intro to Personal Finance	3.0
BUS 68 Intro to Principles of Management	3.0
RE 10 Principles of Real Estate	3.0

CERTIFICATE OF ACHIEVEMENT - GENERAL BUSINESS	
<b>Suggested Sequence of Program Requirements Fall Start</b>	<b>Suggested Sequence of Program Requirements Spring Start</b>
Semester 1 BUS 10, CIS 1, BUS 52, BUS 94	Semester 1 BUS 10, CIS 1, BUS 52, BUS 94
Semester 2 BUS 1A, BUS 18, BUS 35	Semester 2 BUS 1A, BUS 18, BUS 35
Semester 3 BUS 1B, BUS 69, ECON 1, ECON 10	Semester 3 BUS 1B, BUS 69, ECON 1, ECON 10
Plus 8 units from Additional Courses	

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

*(continued)*

(BUS) CERTIFICATE OF ACHIEVEMENT,  
MEDICAL OFFICE BUSINESS SKILLS  
(MENDOCINO ONLY)

<b>Total Units</b>	<b>31.0</b>
<b>Program Requirements</b>	<b>31.0</b>
BT 16 Word Processing I	4.0
BT 17 Word Processing II	4.0
BT 53 Technical and Professional Office Procedures	4.0
BT 112 Keyboarding Skill Development	1.0
BT 114 Medical Office Practice	1.0
BT 150 Medical Vocabulary	1.0
BT 158 Intensive Filing Practice	1.0
BT 162 Machine Transcription	1.0
BUS 1A Principles of Accounting	4.0
BUS 94 Business Math	3.0
BUS 152 Business English	3.0
CIS 1 College Computer Literacy	4.0

CERTIFICATE OF ACHIEVEMENT - MEDICAL OFFICE BUSINESS SKILLS	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 BT 112, BT 16, CIS 1	Semester 1 BT 112, BT 16, CIS 1
Semester 2 BT 17, BT 150, BUS 94	Semester 2 BT 17, BT 150, BUS 94
Semester 3 BUS 1A, BUS 152, BT 162	Semester 3 BT 53, BT 162, BUS 152
Semester 4 BT 53, BT 114, BT 158	Semester 4 BT 114, BT 158, BUS 1A

(BUS) CERTIFICATE OF RECOGNITION,  
BOOKKEEPING

<b>Total Units</b>	<b>28.0</b>
<b>Program Requirements</b>	<b>28.0</b>
BUS 4 Advanced Computerized Bookkeeping	3.0
BUS 10 Intro to Business	3.0
BUS 52 Business Communications	3.0
BUS 69 Small Business Entrepreneurship	4.0
BUS 94 Business Math	3.0
BUS 180 Intro to Bookkeeping	3.0
BT 51 Spreadsheet Applications	4.0
BT 111 or BT 112 Keyboarding I or Keyboarding Skill Development	3.0 or 1.0
CIS 1 College Computer Literacy	4.0

CERTIFICATE OF RECOGNITION - BOOKKEEPING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 BUS 10, BUS 94, BUS 180, BT 111 or BT 112, CIS 1	Semester 1 BUS 10, BT 111 or BT 112, CIS 1
Semester 2 BUS 4, BUS 52, BUS 69, BT 51	Semester 2 BT 94, BUS 180
	Semester 3 BT 51, BUS 4
	Semester 4 BUS 52, BUS 69

(BUS) CERTIFICATE OF RECOGNITION,  
PAYROLL CLERK

<b>Total Units</b>	<b>14.0</b>
<b>Program Requirements (minimum)</b>	<b>14.0</b>
BUS 10 Intro to Business	3.0
BUS 94 Business Math	3.0
BUS 180 Intro to Bookkeeping	3.0
BT 111 or BT 112 Keyboarding I or Keyboarding Skill Development	3.0 or 1.0
CIS 1 College Computer Literacy	4.0

CERTIFICATE OF RECOGNITION - PAYROLL CLERK	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 BUS 10, BUS 94, BUS 180, BT 111 or BT 112, CIS 1	Semester 1 BUS 10, BT 111 or BT 112, CIS 1
	Semester 2 BT 94, BUS 180

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

DEGREES AND CERTIFICATES

**BUSINESS TECHNOLOGY (BT)**

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

Specific programs include:

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

(BT) ASSOCIATE OF SCIENCE DEGREE,  
COMPUTER SUPPORT SPECIALIST

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

ASSOCIATE OF SCIENCE DEGREE - COMPUTER SUPPORT SPECIALIST	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 BT 16, CIS 1	Semester 1 BT 16, BT 51, CIS 1, CIS 98
Semester 2 BT 51, BT 112, BUS 52, CIS 98	Semester 2 BT 112, BUS 52, CIS 30
Semester 3 BT 50, BUS 10, CIS 30	Semester 3 BT 3, BT 53, BUS 10
Semester 4 BT 3, BT 53, CIS 31	Semester 4 BT 50, CIS 31
Plus 2 units of electives	

(BT) ASSOCIATE OF SCIENCE DEGREE,  
OFFICE PROFESSIONAL

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>18.0</b>
<b>Core Courses ( Areas A, C, D1, D2, D3)</b>	<b>15.0</b>
<b>Specific Courses</b>	<b>3.0</b>
BUS 10 Intro to Business (Area B)	3.0
<b>Program Requirements</b>	<b>42.0</b>
<b>Specific Courses</b>	<b>33.0</b>
BT 3 Integrated Applications	4.0
BT 16 Word Processing I	4.0
BT 17 Word Processing II	4.0
BT 51 Spreadsheet Applications	4.0
BT 53 Technical & Professional Office Procedures	4.0
BT 63 Desktop Publishing Applications	4.0
BT 112 Keyboarding Skill Development	1.0
BT 158 Intensive Filing Practice	1.0
BUS 52 Business Communications	3.0
CIS 1 College Computer Literacy	4.0
<b>Additional Courses (9.0 units from the following):</b>	<b>9.0</b>
BT 50 Database Applications	4.0
BT 178 Intro to QuickBooks	1.0
BUS 1A Principles of Accounting	4.0
BUS 1B Principles of Accounting	4.0
BUS 4 Advanced Computerized Bookkeeping	3.0
BUS 180 Computerized Bookkeeping	3.0
CIS 16 Intro to Object-Oriented Programming	4.0
CIS 18 Intro to Applications Programming	4.0
CIS 30 Networking Essentials	4.0
CIS 86 Web Site Design	2.0
CIS 98 PC Computer Repair & Maintenance	4.0
DM 10 Digital Storytelling	4.0
DM 11 Digital Media Design	4.0
DM 70A Photoshop I	0.5
DM 71 Digital Illustration	0.5
DM 76 Intro to Website Development	0.5
DM 77 Streaming Media	0.5

ASSOCIATE OF SCIENCE DEGREE - OFFICE PROFESSIONAL	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 BT 16, CIS 1	Semester 1 BT 16, BT 51, BT 158, CIS 1
Semester 2 BT 17, BT 51, BT 112, BT 158	Semester 2 BT 112
Semester 3 BUS 10, BUS 52	Semester 3 BT 3, BT 17, BT 53, BT 63
Semester 4 BT 3, BT 53, BT 63	Semester 4 BUS 10, BUS 52
Plus 9 units from Additional Courses	

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

(BT) CERTIFICATE OF RECOGNITION,  
WORD PROCESSING

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

CERTIFICATE OF RECOGNITION - WORD PROCESSING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 BT 16, BT 112, ENGL 150 (or above)	Semester 1 BT 16, BT 112, ENGL 150 (or above)
Semester 2 BT 17, BUS 52	Semester 2 BT 17, BUS 52

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

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

**COMPUTER INFORMATION SYSTEMS (CIS)**

This degree program provides educational opportunities for students seeking careers related to computer systems, languages, and analysis. Specific programs include:

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

(CIS) ASSOCIATE OF SCIENCE DEGREE,  
CIS NETWORKING

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

ASSOCIATE OF SCIENCE DEGREE - CIS NETWORKING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 BUS 10, CIS 1, DM 10, MATH 120	Semester 1 BUS 10, CIS 1, DM 10, MATH 120
Semester 2 CIS 98	Semester 2 BT 50, CIS 12, CIS 98
Semester 3 BT 50, CIS 12, CIS 30	Semester 3 CIS 18, CIS 31
Semester 4 CIS 18, CIS 31	Semester 4 CIS 30
Plus 10 units from Additional Courses	

[continued]

(CIS) CERTIFICATE OF ACHIEVEMENT,  
CIS NETWORKING

**Total Units**

**Program Requirements**

BT 50	Database Applications	4.0
BUS 10	Intro to Business	3.0
CIS 1	College Computer Literacy	4.0
CIS 12	Programming Fundamentals	4.0
CIS 18	Intro to Applications Programming	4.0
CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	Personal Computer Repair & Maintenance	4.0

**Units**

**31.0**

**31.0**

CERTIFICATE OF ACHIEVEMENT - CIS NETWORKING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CIS 1, CIS 30, CIS 12, BT 50	Semester 1 CIS 1, CIS 98, BUS 10
Semester 2 CIS 31, CIS 98, CIS 18, BUS 10	Semester 2 BT 50, CIS 12, CIS 30
	Semester 3 CIS 18, CIS 31

(CIS) CERTIFICATE OF RECOGNITION,  
NETWORK TECHNICIAN

**Total Units**

**Program Requirements**

CIS 30	Networking Essentials	4.0
CIS 31	Network Operating Systems	4.0
CIS 98	Personal Computer Repair & Maintenance	4.0

**Units**

**12.0**

**12.0**

CERTIFICATE OF RECOGNITION - NETWORK TECHNICIAN	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CIS 30, CIS 98	Semester 1 CIS 31
Semester 2 CIS 31	Semester 2 CIS 30, CIS 98

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

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

**CONSTRUCTION TECHNOLOGY (CT)**

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

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

(CT) ASSOCIATE OF SCIENCE DEGREE,  
CONSTRUCTION TECHNOLOGY

**Total Units**

**General Education Requirements**

**Core Courses (Areas A, B, C, D1, D2, D3)**

**Program Requirements**

CT 21A	Survey of Wood Technology	3.0
CT 50	Construction Estimating	4.0
CT 56	Construction Layout	2.5
CT 57A	Cabinetmaking & Millwork I	3.0
CT 57B	Cabinetmaking & Millwork II	3.0
CT 70	Building Codes & Standards	2.0
CT 80	Carpentry Theory I	3.0
CT 81	Carpentry Theory II	3.0
CT 90	Beginning Carpentry I	3.0
CT 91	Beginning Carpentry II	3.0
CT 95	Intermediate Carpentry I	3.0
CT 96	Intermediate Carpentry II	3.0
DT 71	Architectural Design Drafting Techniques	3.0
DT 73	Architectural Drafting - Residential Design	3.0
ENGR 23 or DT 23	Engineering Design Graphics	3.0
IT 46	Computers in Industrial Management	3.0

**Units**

**65.5**

**18.0**

**18.0**

**47.5**

ASSOCIATE OF SCIENCE DEGREE - CONSTRUCTION TECHNOLOGY

Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CT 21A, CT 57A, CT 80, CT 90, ENGR 23 or DT 23	See Advisor for sequence
Semester 2 CT 57B, CT 81, CT 91, DT 71, IT 46, CT 56	
Semester 3 CT 70, CT 95, DT 73	
Semester 4 CT 50, CT 96	



(CT) CERTIFICATE OF ACHIEVEMENT,  
RESIDENTIAL CONSTRUCTION I

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

CERTIFICATE OF ACHIEVEMENT - RESIDENTIAL CONSTRUCTION I	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CT 21A, CT 57A, CT 80, CT 90	See Advisor for sequence
Semester 2 CT 56, CT 57B, CT 81, CT 91, IT 46	

(CT) CERTIFICATE OF ACHIEVEMENT,  
RESIDENTIAL CONSTRUCTION II

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

CERTIFICATE OF ACHIEVEMENT - RESIDENTIAL CONSTRUCTION II	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CT 21A, CT 57A, CT 80, CT 90, DT 23 or ENGR 23	See Advisor for sequence
Semester 2 CT 57B, CT 81, CT 91, DT 71	
Semester 3 CT 70, CT 95, CT 96	
Semester 4 CT 50, CT 56, CT 96	

(CT) CERTIFICATE OF RECOGNITION,  
RESIDENTIAL WIRING

<b>Total Units</b>	<b>10.0</b>
<b>Program Requirements</b>	<b>10.0</b>
CT 72 Electrical Codes & Standards	2.0
CT 78A Residential Wiring I	2.0
CT 78B Residential Wiring II	2.0
CT 78C Residential Wiring III	2.0
CT 78D Residential Wiring IV	2.0

CERTIFICATE OF RECOGNITION - RESIDENTIAL WIRING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CT 78A	See Advisor for sequence
Semester 2 CT 72, CT 78B	
Semester 3 CT 78C	
Semester 4 CT 78D	

(CT) CERTIFICATE OF ACHIEVEMENT,  
CABINETMAKING AND MILLWORK

<b>Total Units</b>	<b>18.0</b>
<b>Program Requirements</b>	<b>18.0</b>
<b>Specific Courses</b>	<b>15.0</b>
CT 21A Survey of Wood Technology	3.0
CT 21B Intermediate Woodworking Technology	3.0
CT 57A Cabinetmaking and Millwork I	3.0
CT 57B Cabinetmaking and Millwork II	3.0
CT 57C Cabinetmaking and Millwork III	3.0
<b>Additional Courses (3.0 units from the following):</b>	<b>3.0</b>
CT 16 Architectural Millwork	3.0
CT 57D Cabinetmaking and Millwork IV	3.0

CERTIFICATE OF ACHIEVEMENT - CABINETMAKING & MILLWORK	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CT 21A, CT 57A	See Advisor for sequence
Semester 2 CT 21B, CT 57B, CT 16	
Semester 3 CT 57C	
Semester 4 CT 57D	

[continued]

(CT) ASSOCIATE OF SCIENCE DEGREE,  
HISTORIC PRESERVATION AND RESTORATION

	<b>Units</b>
<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>18.0</b>
Core Requirements (Areas A, B, C, D1, D2, D3)	18.0
<b>Program Requirements</b>	<b>41.0</b>
<b>Specific Courses</b>	<b>33.0</b>
CT 10 Intro to Historic Preservation & Restoration	3.0
CT 11 Architectural History	3.0
CT 12 Historic Research and Documentation	3.0
CT 13 Building Conditions & Analysis	3.0
CT 15 Field Techniques for Historic Preservation	3.0
CT 16 Architectural Millwork	3.0
CT 21A Survey of Wood Technology	3.0
CT 80 Carpentry Theory I	3.0
CT 90 Beginning Carpentry I	3.0
DT 23 Engineering Design Graphics	3.0
IT 25 Occupational Safety & Health Management	3.0
<b>Additional Courses (8.0 units from the following):</b>	<b>8.0</b>
CT 2 Material Science: Wood	2.0
CT 3 Material Science: Masonry/Plaster	2.0
CT 4 Material Science: Interior Surface Materials	2.0
CT 7 Material Science: Glass	4.0
CT 8 Material Science: Casting and Mold Making	4.0
<b>Electives</b>	<b>1.0</b>

ASSOCIATE OF SCIENCE DEGREE - HISTORIC PRESERVATION & RESTORATION	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CT 10, CT 21A, CT 80, CT 90,	See Advisor for sequence
Semester 2 CT 12, CT 15, IT 25	
Semester 3 DT 23	
Semester 4 CT 13, CT 11, CT 16	
Plus 8 units from Additional Courses	

(CT) CERTIFICATE OF RECOGNITION,  
HISTORIC PRESERVATION & RESTORATION

	<b>Units</b>
<b>Total Units</b>	<b>16.0</b>
<b>Program Requirements</b>	<b>16.0</b>
<b>Specific Courses</b>	<b>12.0</b>
CT 10 Intro to Historic Preservation & Restoration	3.0
CT 12 or CT 13 Historic Research & Documentation or Building Conditions & Analysis	3.0
CT 15 Field Techniques for Historic Preservation	3.0
CT 16 Architectural Millwork	3.0
<b>Additional Courses (4.0 units from the following):</b>	<b>4.0</b>
CT 2 Material Science: Wood	2.0

(continued)

CT 3	Material Science: Masonry/Plaster	2.0
CT 4	Material Science: Interior Surface Materials	2.0
CT 7	Material Science: Glass	4.0
CT 8	Material Science: Casting and Mold Making	4.0

CERTIFICATE OF RECOGNITION - HISTORIC PRESERVATION & RESTORATION	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 CT 10, CT 15	See Advisor for sequence
Semester 2 CT 12 or CT 13, CT 16	
Plus 4 units from Additional Courses	

(CT) CERTIFICATE OF ACHIEVEMENT,  
FINE WOODWORKING I  
(MENDOCINO COAST ONLY)

	<b>Units</b>
<b>Total Units</b>	<b>36.0</b>
<b>Program Requirements</b>	<b>36.0</b>
CT 130A Fine Woodworking Theory & Practice	18.0
CT 130B Fine Woodworking Theory & Practice	18.0

CERTIFICATE OF ACHIEVEMENT - FINE WOODWORKING I	
Suggested Sequence of Program Requirements Fall Start	
Semester 1 CT 130A	
Semester 2 CT 130B	

(CT) CERTIFICATE OF ACHIEVEMENT,  
FINE WOODWORKING II  
(MENDOCINO COAST ONLY)

	<b>Units</b>
<b>Total Units</b>	<b>68.0</b>
<b>Program Requirements</b>	<b>68.0</b>
CT 130A Fine Woodworking Theory & Practice	18.0
CT 130B Fine Woodworking Theory & Practice	18.0
CT 133 Fine Woodworking Special Studies	16.0
CT 133 Fine Woodworking Special Studies	16.0
(CT 133 must be taken two times)	

CERTIFICATE OF ACHIEVEMENT - CABINETMAKING & MILLWORK	
Suggested Sequence of Program Requirements Fall Start	
Semester 1 CT 130A	Semester 3 CT 133
Semester 2 CT 130B	Semester 4 CT 133

**(CT) CERTIFICATE OF RECOGNITION,  
SOLAR THERMAL TECHNICIAN**

<b>Total Units</b>	<b>8.5</b>
<b>Program Requirements</b>	<b>8.5</b>
CT 25	OSHA 30 Hour Construction Safety 1.5
CT 30	Solar Thermal Design and Installation 1.0
CT 31	Intro to Solar Thermal Systems 3.0
CT 78A	Residential Wiring I 3.0

CERTIFICATE OF RECOGNITION - SOLAR THERMAL TECHNICIAN
<b>Suggested Sequence of Program Requirements</b> Fall or Spring Start
Semester 1 CT 25, CT 30, CT 31, CT 78A

**(CT) CERTIFICATE OF RECOGNITION,  
SOLAR PHOTOVOLTAIC TECHNICIAN**

<b>Total Units</b>	<b>8.5</b>
<b>Program Requirements</b>	<b>8.5</b>
CT 25	OSHA 30 Hour Construction Safety 1.5
CT 32	Photo-Voltaic Design and Installation 1.0
CT 33	Intro to Solar Photovoltaic Systems 3.0
CT 78A	Residential Wiring I 3.0

CERTIFICATE OF RECOGNITION - SOLAR PHOTOVOLTAIC TECHNICIAN
<b>Suggested Sequence of Program Requirements</b> Fall or Spring Start
Semester 1 CT 25, CT 32, CT 33, CT 78A

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

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

**DENTAL ASSISTING (DA)**

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

- Associate of Science Degree, Dental Assisting
  - Certificate of Achievement, Dental Assisting\*
- \* Pending Curriculum Committee approval

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

**(DA) ASSOCIATE OF SCIENCE DEGREE,  
DENTAL ASSISTING**

<b>Total Units</b>	<b>60.0</b>
<b>Prerequisite:</b>	Eligibility for enrollment in ENGL-150 and MATH 376

<b>General Education Requirements</b>	<b>18.0</b>
<b>Core Courses (Areas A, B, C, D1, D2, D3)</b>	<b>18.0</b>

<b>Program Requirements</b>	<b>29.0</b>
DA 153	Dental Science 2.0
DA 154	Dental Materials & Procedures 3.0
DA 155	Dental Radiography 2.0
DA 156	Dental Assisting Fundamentals (Chairside) 5.0
DA 163	Dental Disease and Oral Health 2.0
DA 164	Dental Specialties and Expanded Duties 3.0
DA 165	Advanced Dental Radiography 2.0
DA 166	Dental Front Office Skills 1.0
DA 167	Dental Clinical Experience 6.0
HO 15	Nutrition 3.0

<b>Electives</b>	<b>13.0</b>
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ASSOCIATE OF SCIENCE DEGREE - DENTAL ASSISTING	
Suggested Sequence of Program Requirements Full-Time Fall Start	Suggested Sequence of Program Requirements Part-Time Fall Start
Nutrition (HO 15) and speech (SPCH 1 or SPCH 6 or SPCH 7) are not prerequisites, however it is strongly advised that students complete these courses in the Spring or Summer semester prior to enrolling in the DA program.	Part-time students must complete required courses in the sequence specified by the DA program.
Semester 1 DA 153, DA 154, DA 155, DA 156, (HO 15 and SPCH 1 or SPCH 6 or SPCH-7)	Semester 1 DA 153, HO 15, GE Requirement
Semester 2 DA 163, DA 164, DA 165, DA 166, DA 167, (HO 15 and SPCH 1 or SPCH 6 or SPCH 7)	Semester 2 DA 163, SPCH 1 or SPCH 6 or SPCH 7 GE Requirement
	Semester 3 DA 154, DA 155, DA 156 GE Requirement
	Semester 4 DA 164, DA 165, DA 166, DA 167
	Semester 5 GE Requirement (evening)
Plus 13 Elective units	

(continued)

*Dental Assisting (continued)*

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

**General Education Requirements**

- Natural Science:** Life Science and Chemistry are encouraged and relevant to the profession, necessary for dental hygiene prerequisites
- Social Science:** Psychology and Sociology are encouraged and relevant to the profession, necessary for dental hygiene prerequisites
- Humanities:** Foreign Language or Sign Language are encouraged and relevant to the profession, necessary for dental hygiene prerequisites

(DA) CERTIFICATE OF ACHIEVEMENT,  
DENTAL ASSISTING\*

**Total Units** **32.0**  
*Prerequisite: Eligibility for enrollment in ENGL-150*

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

CERTIFICATE OF ACHIEVEMENT - DENTAL ASSISTING	
<p><b>Suggested Sequence of Program Requirements Full-Time Fall Start</b></p> <p>Nutrition (HO-15) and speech (SPCH1 or SPCH 6 or SPCH 7) are not prerequisites, however it is strongly advised that students complete these courses in the Spring or Summer semester prior to enrolling in the DA program.</p>	<p><b>Suggested Sequence of Program Requirements Part-Time Fall Start</b></p> <p>Part-time students must complete required courses in the sequence specified by the DA program.</p>
<p>Semester 1 DA 153, DA 154, DA 155, DA 156, (HO 15 and SPCH 1 or SPCH 6 or SPCH 7)</p>	<p>Semester 1 DA 153, HO 15,</p>
<p>Semester 2 DA 163, DA 164, DA 165, DA 166, DA 167, (HO 15 and SPCH 1 or SPCH 6 or SPCH 7)</p>	<p>Semester 2 DA 163, SPCH 1 or SPCH 6 or SPCH 7</p>
	<p>Semester 3 DA 154, DA 155, DA 156</p>
	<p>Semester 4 DA 164, DA 165, DA 166, DA 167</p>

**Note:** Both full-time and part-time students have to apply and meet eligibility requirements.

**■ DIESEL HEAVY EQUIPMENT TECHNOLOGY (DHET)**

Programs in this field provide general and specific educational opportunities for students seeking careers related to the maintenance and operation of diesel equipment. **Specific programs include:**

- Associate of Science, Diesel Heavy Equipment Technology
- Certificate of Achievement, Diesel Heavy Equipment Technology
- Certificate of Recognition, Diesel Engine Overhaul
- Certificate of Recognition, Diesel Fuel Injection & Electronics
- Certificate of Recognition, Diesel Truck Maintenance & Power Train

(DHET) ASSOCIATE OF SCIENCE DEGREE,  
DIESEL HEAVY EQUIPMENT TECHNOLOGY

**Total Units** **60.0**

**General Education Requirements** **18.0**  
**Core Courses (Areas B, C, D1, D2, D3)** **15.0**

**Specific Courses** **3.0**  
 CET 10 Survey of Electronics (Area A) 3.0

**Program Requirements** **42.0**

AT 16	Automotive Electrical Systems	4.0
CET 10L	Survey of Electronics Lab	1.0
DHET 54	Diesel Engine Theory	4.0
DHET 59	Diesel Fuel Systems	3.0
DHET 63	Gear Theory & Transmissions	3.0
DHET 64	Gear Theory & Rear Differentials	3.0
DHET 66	Diesel Engine Performance & Analysis	4.0
DHET 149	Truck Maintenance & Compliance	3.0
DHET 150	Power-Assisted Brakes	3.0
DHET 167	Hydraulics & Pneumatics	3.0
IT 25	Occupational Safety & Health Management	3.0
IT 46	Computers in Industrial Management	3.0
MT 10	Fundamentals of Manufacturing Technology	3.0
WT 53	Welding Procedures	2.0

(DHET) CERTIFICATE OF ACHIEVEMENT,  
DIESEL HEAVY EQUIPMENT TECHNOLOGY

**Total Units** **39.0**

**Program Requirements** **39.0**

AT 16	Automotive Electrical Systems	4.0
CET 10	Survey of Electronics	3.0
CET 10L	Survey of Electronics Lab	1.0
DHET 54	Diesel Engine Theory	4.0
DHET 59	Diesel Fuel Systems	3.0
DHET 63	Gear Theory & Transmissions	3.0
DHET 64	Gear Theory & Rear Differentials	3.0
DHET 66	Diesel Engine Performance & Analysis	4.0
DHET 149	Truck Maintenance & Compliance	3.0
DHET 150	Power-Assisted Brakes	3.0
DHET 167	Hydraulics & Pneumatics	3.0
IT 25	Occupational Safety & Health Management	3.0
WT 53	Welding Procedures	2.0

(DHET) CERTIFICATE OF RECOGNITION,  
DIESEL ENGINE OVERHAUL

<b>Total Units</b>	<b>17.5</b>
<b>Program Requirements</b>	<b>17.5</b>
CET 10	Survey of Electronics 3.0
CET 10L	Survey of Electronics Lab 1.0
DHET 54	Diesel Engine Theory 4.0
DHET 59	Diesel Fuel Systems 3.0
DHET 66	Diesel Engine Performance & Analysis 4.0
DHET 69	Heavy Equipment Machinery Practices 2.5

(DHET) CERTIFICATE OF RECOGNITION,  
DIESEL TRUCK MAINTENANCE & POWER TRAIN

<b>Total Units</b>	<b>16.0</b>
<b>Program Requirements</b>	<b>16.0</b>
DHET 63	Gear Theory & Transmissions 3.0
DHET 64	Gear Theory & Rear Differentials 3.0
DHET 149	Truck Maintenance & Compliance 3.0
DHET 150	Power-Assisted Brakes 3.0
DHET 153	Truck Equipment Maintenance 4.0

(DHET) CERTIFICATE OF RECOGNITION,  
DIESEL FUEL INJECTION & ELECTRONICS

<b>Total Units</b>	<b>15.0</b>
<b>Program Requirements</b>	<b>15.0</b>
AT 16	Automotive Electrical Systems 4.0
CET 10	Survey of Electronics 3.0
CET 10L	Survey of Electronics Lab 1.0
DHET 59	Diesel Fuel Systems 3.0
DHET 66	Diesel Engine Performance & Analysis 4.0

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

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

**DIGITAL MEDIA (DM)**

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

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

(DM) ASSOCIATE OF SCIENCE DEGREE,  
DIGITAL MEDIA

<b>Total Units (minimum)</b>	<b>63.0-65.0</b>
<b>General Education Requirements (minimum)</b>	<b>18.0</b>
<b>Core Courses (Areas A, D1, D2, D3)</b>	<b>14.0</b>
<b>Specific Courses</b>	<b>6.0</b>
BUS 10	Intro to Business (Area B) 3.0
ART 10	Color & Design (Area C) 3.0
<b>Program Requirements</b>	<b>34.0</b>
<b>Specific Courses</b>	<b>34.0</b>
CIS 1	College Computer Literacy 4.0
DM 10	Digital Storytelling 4.0
DM 11	Digital Media Design 4.0
DM 15	Pre-Production 3.0
DM 20	Media Development for the Web 4.0
DM 22	Electronic Publishing 4.0
DM 30	Interactive Media 4.0
DM 63	Desktop Publishing Applications 4.0
JOURN 5	Intro to Mass Communication 3.0

**Plus 9 units from one Specialization Track**

**Choose One Specialization Track**

<b>2D and 3 D Animation</b>	<b>11.0</b>
DM 24A	Animation Principles 3.0
DM 24B	Cartoon Animation 4.0
DT 80	Modeling & Animation 4.0

ASSOCIATE OF SCIENCE DEGREE SUGGESTED SEQUENCE FOR 2D & 3D ANIMATION SPECIALIZATION ONLY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DM 10, DM 11, DM 15, CIS 1	Semester 1 DM 10, CIS 1, BUS 10, ART 10
Semester 2 DM 20, BUS 10, ART 10	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, JOURN 5, DM 24A, DT 80	Semester 3 DM 24B
Semester 4 DM 24B, DM 30, DM 63	Semester 4 DM 22, JOURN 5, DT 80

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

[continued]

(DM) CERTIFICATE OF ACHIEVEMENT,  
DIGITAL MEDIA

ASSOCIATE OF SCIENCE DEGREE SUGGESTED SEQUENCE FOR VIDEO/MOTION GRAPHICS SPECIALIZATION ONLY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DM 10, DM 11, DM 15, CIS 1, DM 73, DM 74	Semester 1 DM 10, CIS 1, BUS 10, ART 10
Semester 2 DM 20, DM 56, BUS 10, ART 10	Semester 2 DM 11, DM 15, DM 73, DM 74
Semester 3 DM 22, DM 23, JOURN 5	Semester 3 DM 20, DM 30, DM 56, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DM 23, JOURN 5

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

ASSOCIATE OF SCIENCE DEGREE - SUGGESTED SEQUENCE FOR GAME DEVELOPMENT SPECIALIZATION ONLY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DM 10, DM 11, DM 15, DM 24A, CIS 1	Semester 1 DM 10, CIS 1, BUS 10, ART 10
Semester 2 DM 7, DM 20, BUS 10, ART 10	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, DT 80, JOURN 5	Semester 3 DM 7, DM 20, DM 30, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DT 80, JOURN 5

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

ASSOCIATE OF SCIENCE DEGREE -SUGGESTED SEQUENCE FOR GRAPHIC DESIGN SPECIALIZATION ONLY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DM 10, DM 11, DM 15, DM 70A or DM 70B, CIS 1,	Semester 1 DM 10, DM 70A or DM 70B, CIS 1, BUS 10, ART 10
Semester 2 DM 20, DM 71, ART 17, BUS 10, ART 10	Semester 2 DM 11, DM 15, ART 17
Semester 3 DM 22, JOURN 5, ART 19 or ART 35	Semester 3 DM 20, DM 30, DM 63, DM 71
Semester 4 DM 30, DM 63, ART 43A or ART 43B	Semester 4 DM 22, JOURN 5, ART 19 or ART 35, ART 43A or ART 43B
Plus 9 units from Additional Art Courses for Graphic Design specialization	

**Total Units (minimum) 43.0-45.0**

**Program Requirements 34.0**

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

**Plus 9 units from one Specialization Track**

Choose One Specialization Track	
<b>2D and 3D Animation 11.0</b>	
DM 24A	Animation Principles 3.0
DM 24B	Cartoon Animation 4.0
DT 80	Modeling & Animation 4.0

CERTIFICATE OF ACHIEVEMENT -SUGGESTED SEQUENCE FOR 2D & 3D ANIMATION SPECIALIZATION ONLY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DM 10, DM 11, DM 15, CIS 1	Semester 1 DM 10, CIS 1, BUS 10, ART 10
Semester 2 DM 20	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, JOURN 5, DM 24A, DT 80	Semester 3 DM 24B
Semester 4 DM 24B, DM 30, DM 63	Semester 4 DM 22, JOURN 5, DT 80

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

CERTIFICATE OF ACHIEVEMENT - SUGGESTED SEQUENCE FOR VIDEO/MOTION GRAPHICS SPECIALIZATION ONLY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DM 10, DM 11, DM 15, CIS 1, DM 73, DM 74	Semester 1 DM 10, CIS 1, BUS 10, ART 10
Semester 2 DM 20, DM 56, BUS 10, ART 10	Semester 2 DM 11, DM 15, DM 73, DM 74
Semester 3 DM 22, DM 23, JOURN 5	Semester 3 DM 20, DM 30, DM 56, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DM 23, JOURN 5

[continued]

<b>or Game Development</b>		<b>11.0</b>
DM 7	Intro to Game Development	4.0
DM 24A	Animation Principles	3.0
DT 80	Modeling & Animation	4.0

CERTIFICATE OF ACHIEVEMENT - SUGGESTED SEQUENCE FOR GAME DEVELOPMENT SPECIALIZATION ONLY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DM 10, DM 11, DM 15, DM 24A, CIS 1	Semester 1 DM 10, CIS 1, BUS 10, ART 10
Semester 2 DM 7, DM 20, BUS 10, ART 10	Semester 2 DM 11, DM 15, DM 24A
Semester 3 DM 22, DT 80, JOURN 5	Semester 3 DM 7, DM 20, DM 30, DM 63
Semester 4 DM 30, DM 63	Semester 4 DM 22, DT 80, JOURN 5

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

CERTIFICATE OF ACHIEVEMENT - DIGITAL MEDIA GRAPHIC DESIGN SPECIALIZATION	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DM 10, DM 11, DM 15, CIS 1, DM 70A or DM 70B	Semester 1 DM 10, CIS 1, BUS 10, ART 10, DM 70A or DM 70B
Semester 2 DM 20, DM 71, ART 17	Semester 2 DM 11, DM 15, ART 17
Semester 3 DT 22, JOURN 5, ART 19 or ART 35	Semester 3 DM 20, DM 30, DM 63, DM 71
Semester 4 DM 30, DM 63, ART 43A or ART 43B	Semester 4 DM 22, JOURN 5, ART 19 or ART 35, ART 43A or ART 43B

## DRAFTING TECHNOLOGY (DT)

Programs in this field provide educational opportunities

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

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

for students seeking careers related to architectural and mechanical drafting, civil design, or computer-aided design and drafting. The three Associate in Science Degrees in Drafting Technology are accredited by the Association for Technology, Management and Applied Engineering (ATMAE). **Specific programs include:**

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

### (DT) ASSOCIATE OF SCIENCE DEGREE, ARCHITECTURAL DRAFTING

<b>Total Units</b>	<b>60.0</b>	
<b>General Education Requirements</b>	<b>18.0</b>	
<b>Core Courses (Areas B, D1, D2, D3)</b>	<b>12.0</b>	
<b>Specific Courses</b>	<b>6.0</b>	
ART 17	Basic Drawing (Area C)	3.0
PHYS 10	Intro to Physics (Area A)	3.0
<b>Program Requirements</b>	<b>39.0</b>	
CT 70	Building Codes & Standards	2.0
CT 80	Carpentry Theory I	3.0
CT 81	Carpentry Theory II	3.0
DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design & Drafting	4.0
DT 31	Civil Design Drafting Fundamentals	3.0
DT 50	3-D CAD Applications	4.0
DT 62	Mechanical Design Drafting Fundamentals	3.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 73	Architectural Drafting - Residential Design	3.0
DT 80	Modeling & Animation	4.0
IT 46	Computers in Industrial Management	3.0
IT 152	Technical Computer Applications Lab	1.0
<b>Electives</b>	<b>3.0</b>	

ASSOCIATE OF SCIENCE DEGREE - ARCHITECTURAL DRAFTING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DT 23 or ENGR 23, CT 80, CT 70	Semester 1 DT 23 or ENGR 23, DT 80
Semester 2 DT 71, CT 81, DT 25, DT 31, IT 46	Semester 2 DT 50, CT 70, CT 80, IT 46, ART 17
Semester 3 DT 73, DT 50, PHYS 10, ART 17	Semester 3 DT 25, DT 31, DT 62, DT 71, CT 81
Semester 4 DT 62, DT 80, IT 152	Semester 4 DT 73, IT 152, PHYS 10
Plus 3 elective units	

### (DT) CERTIFICATE OF ACHIEVEMENT, ARCHITECTURAL DRAFTING

[continued]

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

CERTIFICATE OF ACHIEVEMENT - ARCHITECTURAL DRAFTING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DT 23 <u>or</u> ENGR 23, CT 80, CT 70	Semester 1 DT 23 <u>or</u> ENGR 23, DT 80
Semester 2 DT 71, CT 81, DT 25, DT 80	Semester 2 DT 50, CT 70, CT 80
Semester 3 DT 73, DT 50	Semester 3 DT 25, DT 71, CT 81
	Semester 4 DT 73

(DT) ASSOCIATE OF SCIENCE DEGREE,  
CIVIL DESIGN

<b>Total Units</b>		<b>60.0</b>
<b>General Education Requirements</b>		<b>18.0</b>
Core Courses (Areas B, C, D1, D2, D3)		15.0
Specific Courses		3.0
PHYS 10	Intro to Physics (Area A)	3.0
<b>Program Requirements</b>		<b>38.0</b>
DT 23 <u>or</u> ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design & Drafting	4.0
DT 31	Civil Design Drafting Fundamentals	3.0
DT 32	Civil Design Drafting	3.0
DT 50	3-D CAD Applications	4.0
DT 62	Mechanical Design Drafting Fundamentals	3.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 80	Modeling & Animation	4.0
FNR 52	Intro to Surveying	4.0
FNR 65	Intro to GIS	3.0
IT 46	Computers in Industrial Management	3.0
IT 152	Technical Computer Applications Lab	1.0
<b>Electives</b>		<b>4.0</b>

(continued)

ASSOCIATE OF SCIENCE DEGREE - CIVIL DESIGN	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DT 23 <u>or</u> ENGR 23, FNR 52	Semester 1 DT 23 <u>or</u> ENGR 23, IT 46
Semester 2 DT 25, DT 31, DT 71, IT 46	Semester 2 DT 50, DT 80, FNR 52, FNR 65
Semester 3 DT 32, DT 50, PHYS 10, FNR 65	Semester 3 DT 25, DT 31, DT 62, DT 71
Semester 4 DT 62, DT 80, IT 152	Semester 4 DT 32, IT 152, PHYS 10
Plus 4 Elective units	

(DT) CERTIFICATE OF ACHIEVEMENT,  
CIVIL DESIGN

<b>Total Units</b>		<b>28.0</b>
<b>Program Requirements</b>		<b>28.0</b>
DT 23 <u>or</u> ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer-Aided Design & Drafting	4.0
DT 31	Civil Design Drafting Fundamentals	3.0
DT 32	Civil Design Drafting	3.0
DT 50	3-D CAD Applications	4.0
DT 80	Modeling & Animation	4.0
FNR 52	Intro to Surveying	4.0
FNR 65	Intro to GIS	3.0

CERTIFICATE OF ACHIEVEMENT - CIVIL DESIGN	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DT 23 <u>or</u> ENGR 23, FNR 52	Semester 1 DT 23 <u>or</u> ENGR 23
Semester 2 DT 25, DT 31, DT 80	Semester 2 DT 50, DT 80, FNR 52, FNR 65
Semester 3 DT 32, DT 50, FNR 65	Semester 3 DT 25, DT 31
	Semester 4 DT 32

(DT) ASSOCIATE OF SCIENCE DEGREE,  
MECHANICAL DRAFTING

<b>Total Units</b>		<b>60.0</b>
<b>General Education Requirements</b>		<b>18.0</b>
Core Courses (Areas B, C, D1, D2, D3)		15.0
Specific Courses		3.0
PHYS 10	Intro to Physics (Area A)	3.0

(continued)

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



**Program Requirements 40.0**

DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design & Drafting	4.0
DT 31	Civil Design Drafting Fundamentals	3.0
DT 50	3-D CAD Applications	4.0
DT 62	Mechanical Design Drafting Fundamentals	3.0
DT 63	Mechanical Design Drafting	3.0
DT 71	Architectural Drafting Fundamentals	3.0
DT 80	Modeling & Animation	4.0
IT 46	Computers in Industrial Management	3.0
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0
IT 152	Technical Computer Applications Lab	1.0
MT 10	Fundamentals of Manufacturing Technology	3.0

**Electives 2.0**

ASSOCIATE OF SCIENCE DEGREE - MECHANICAL DRAFTING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DT 23 or ENGR 23, MT 10, IT 60A	Semester 1 DT 23 or ENGR 23, MT 10, DT 80
Semester 2 DT 25, DT 31, DT 62, DT 80, IT 60B	Semester 2 IT 46, IT 60A, PHYS 10, DT 50
Semester 3 DT 50, PHYS 10, It 46, DT 63	Semester 3 DT 25, DT 31, DT 62, DT 71, IT 60B
Semester 4 DT 71, IT 152	Semester 4 DT 63, IT 152
Plus 2 elective units	

(DT) CERTIFICATE OF ACHIEVEMENT,  
MECHANICAL DRAFTING

**Total Units 27.0**

**Program Requirements 27.0**

DT 23 or ENGR 23	Engineering Design Graphics	3.0
DT 25	Computer Aided Design & Drafting	4.0
DT 50	3-D CAD Applications	4.0
DT 62	Mechanical Design Drafting Fundamentals	3.0
DT 63	Mechanical Design Drafting	3.0
DT 80	Modeling & Animation	4.0
IT 60A	Basic Manufacturing Blueprint Reading	3.0
IT 60B	Machine Parts Blueprint Reading	3.0

CERTIFICATE OF ACHIEVEMENT - MECHANICAL DRAFTING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 DT 23 or ENGR 23, IT 60A	Semester 1 DT 23 or ENGR 23, DT 80
Semester 2 DT 25, DT 62, DT 80, IT 60B	Semester 2 IT 60A, DT 50
Semester 3 DT 50, DT 63	Semester 3 DT 25, DT 62, IT 60B
	Semester 4 DT 63

**EARLY CHILDHOOD EDUCATION (ECE)**

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

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

(ECE) ASSOCIATE OF SCIENCE DEGREE,  
EARLY CHILDHOOD EDUCATION

**Total Units 60.0**

**General Education Requirements 18.0**

**Core Courses (Areas A, B, C, D1, D2, D3) 18.0**

**Program Requirements 27.0**

**Specific Courses 24.0**

ECE 1	Principles and Practices of Teaching Young Children	3.0
ECE 2	Child Growth and Development	3.0
ECE 5	The Child in the Family & in the Community	3.0
ECE 6	Child Health, Safety, & Nutrition	3.0
ECE 7	Intro to Early Childhood Curriculum	3.0
ECE 9	Observation and Assessment in ECE	3.0
ECE 10	Field Experience in Early Childhood Education	3.0
ECE 18	Teaching in a Diverse Society	3.0

**Additional Courses (3.0 units from the following): 3.0**

ECE 12	Administration of Programs for Young Children I	3.0
ECE 13	Administration of Programs for Young Children II	3.0

**Electives 15.0**

ASSOCIATE OF SCIENCE DEGREE - EARLY CHILDHOOD EDUCATION	
Suggested Sequence of Program Requirements (CR GE pattern)	Suggested Sequence of Program Requirements (ECE Transfer Degree to CSU)
Semester 1 ECE 1, ECE 2	Semester 1 ECE 1, ECE 2
Semester 2 ECE 5, ECE 7	Semester 2 ECE 5, ECE 7
Semester 3 ECE 6, ECE 9	Semester 3 ECE 6, ECE 9
Semester 4 ECE 10, ECE 12 or ECE 13, ECE 18	Semester 4 ECE 10, ECE 18
Plus 15 elective units	

(continued)

(ECE) CERTIFICATE OF ACHIEVEMENT, EARLY

CHILDHOOD EDUCATION

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

CERTIFICATE OF ACHIEVEMENT - EARLY CHILDHOOD EDUCATION	
Suggested Sequence of Program Requirements	
Semester 1	
ECE 1, ECE 2, ECE 5, ECE 7	

**■ FIRE TECHNOLOGY (FT)**

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

- Associate of Science Degree, Fire Technology\*
- Certificate of Achievement, Fire Technology\*

\* Pending CCCCCO approval

(FT) ASSOCIATE OF SCIENCE DEGREE,  
FIRE TECHNOLOGY

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

(continued)

ASSOCIATE OF SCIENCE DEGREE - FIRE TECHNOLOGY

**Suggested Sequence of Program Requirements**  
**Fall Start**

Semester 1 FT 1, FT 2, HO 159	Semester 2 FT 3, FT 4
Semester 3 FT 5, FT 6, PE 10*, PE12*	Semester 4 FT 180*

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

(FT) CERTIFICATE OF ACHIEVEMENT,  
FIRE TECHNOLOGY

<b>Total Units</b>	<b>25.5</b>
<b>Program Requirements</b>	<b>25.5</b>
FT 180	Firefighter 1 Academy 25.5

**Note:** In order to receive certification by the State Fire Marshal's Office for Firefighter I you must also complete items 1 and 2:

1. Emergency Medical Technician I (or current EMT I card) or Department of Transportation "First Responder Medical" card (included in FFI Academy);
2. One-year experience with a Volunteer and/or Career Fire Department or six months paid experience.

CERTIFICATE OF ACHIEVEMENT - FIRE TECHNOLOGY

At this time, EMT I is not required for Firefighter 1 Certification, however, it has become an industry standard to be competitive when applying for Firefighter jobs. ENGL-150 is not required but is a recommended course because it is important to develop reading and writing skills when taking tests, reading assignments, writing papers, incident reports and interviews during the Fire Academy.

**Suggested Sequence of Program Requirements**  
**Fall Start**

Semester 1 HO 159*, FT 1*, ENGL 150*	Semester 2 FT 180
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\* Courses are recommended but not required to earn certificate.

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

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

# FORESTRY AND NATURAL RESOURCES TECHNOLOGY

## (FNR)

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

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

### (FNR) ASSOCIATE OF SCIENCE DEGREE,

### FORESTRY AND NATURAL RESOURCES TECHNOLOGY,

### FORESTRY TECHNOLOGY

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

#### ASSOCIATE OF SCIENCE DEGREE - FORESTRY & NATURAL RESOURCES TECHNOLOGY - FORESTRY TECHNOLOGY

Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 ENGL 1A, MATH 15, FNR 1, FNR 51, FNR 67	Please see Advisor for course sequencing
Semester 2 FNR 5, FNR 54, FNR 87, ENVSC 11, FNR 77	
Semester 3 SPCH 1, FNR 65, AG 17, FNR 52, FNR 58	
Semester 4 FNR 60, AG 46, FNR 80, BUS 10, FNR 10/FNR 10L	

## (FNR) CERTIFICATE OF ACHIEVEMENT,

### FORESTRY TECHNOLOGY

<b>Total Units</b>	<b>45.5</b>
<b>Program Requirements</b>	<b>45.5</b>
AG 17 Intro to Soils	3.0
ENGL 150 Precollegiate Reading & Writing	3.5
FNR 1 Intro to Forestry/Natural Resources	3.0
FNR 5 Forest Ecology and Management	3.0
FNR 10 Timber Harvesting in California/Lab	5.0
FNR 51 Dendrology: the Identification & Study of Woody Plants	3.0
FNR 52 Intro to Surveying	4.0
FNR 54 Intro to Natural Resource Inventory Techniques	3.0
FNR 58 Intro to Photogrammetry & Remote Sensing	2.0
FNR 60 Forest Health and Protection	3.0
FNR 65 Intro to GIS	3.0
FNR 67 Intro to GPS	1.0
FNR 77 Intro to Wildland Fire	3.0
FNR 80 Intro to Watershed Management	3.0
FNR 87 Wildlife Ecology and Management	3.0
MATH 120 Intermediate Algebra	3.0

#### CERTIFICATE OF ACHIEVEMENT - FORESTRY TECHNOLOGY

##### Suggested Sequence of Program Requirements

##### Fall Start

Semester 1 ENGL 150, FNR 1, FNR 52, FNR 67, MATH 120	Semester 3 AG 17, FNR 52, FNR 58, FNR 65
Semester 2 FNR 5, FNR 54, FNR 77, FNR 87	Semester 4 FNR 10, FNR 60, FNR 65
Summer - Job/Internship	

## (FNR) CERTIFICATE OF RECOGNITION,

### GEOMATICS

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

#### CERTIFICATE OF RECOGNITION - GEOMATICS

Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 FNR 52, FNR 58 (offered odd years), FNR 65*, FNR 67 (first half of Fall Semester)	See Advisor for sequencing
Semester 2 ENGR 23 or DT 23 FNR 66 or FNR 99A*	

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

## HOSPITALITY, RESTAURANT & CULINARY ARTS (HRC)

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

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

### (HRC) ASSOCIATE OF SCIENCE DEGREE, HOSPITALITY MANAGEMENT, HOTEL EMPHASIS

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

ASSOCIATE OF SCIENCE DEGREE - HOSPITALITY MANAGEMENT, HOTEL EMPHASIS	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 HRC 1, HRC 17, HRC 20, HRC 26	Semester 1 HRC 1, HRC 2, HRC 16, HRC 17, HRC 19
Semester 2 HRC 2, HRC 16, HRC 19, HRC 28	Semester 2 HRC 3, HRC 20, HRC 26
Semester 3 HRC 3, HRC 5, HRC 14, HRC 18, HRC 27	Semester 3 HRC 6, HRC 8, HRC 23, HRC 24, HRC 28
Semester 4 HRC 6, HRC 8, HRC 23, HRC 24	Semester 4 HRC 5, HRC 14, HRC 18, HRC 27

### (HRC) CERTIFICATE OF ACHIEVEMENT, HOSPITALITY MANAGEMENT, HOTEL EMPHASIS

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

CERTIFICATE OF ACHIEVEMENT - HOSPITALITY MANAGEMENT, HOTEL EMPHASIS	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 HRC 1, HRC 17, HRC 26	Semester 1 HRC 1, HRC 2, HRC 16, HRC 17, HRC 19
Semester 2 HRC 2, HRC 16, HRC 19, HRC 28	Semester 2 HRC 3, HRC 26
Semester 3 HRC 3, HRC 5, HRC 14, HRC 18, HRC 27	Semester 3 HRC 6, HRC 23, HRC 24, HRC 28
Semester 4 HRC 6, HRC 23, HRC 24	Semester 4 HRC 5, HRC 14, HRC 18, HRC 27

### (HRC) ASSOCIATE OF SCIENCE DEGREE, CULINARY ARTS

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>18.0</b>
<b>Core Courses ( Areas A, B, C, D1, D2, D3)</b>	<b>18.0</b>
<b>Program Requirements</b>	<b>37.0</b>
<b>Specific Courses</b>	
HRC 1	Intro to Hospitality Management 3.0
HRC 3	Food & Beverage Service 3.0
HRC 8	Food & Beverage Cost Control 3.0
HRC 9	Nutrition for Culinary Professionals 2.0
HRC 10	Culinary Fundamentals 4.0
HRC 11	Professional Baking I 4.0
HRC 12	Professional Cooking I 4.0
HRC 14	Restaurant Management 3.0
HRC 16	Hospitality Supervision 3.0
HRC 17	Sanitation-ServeSafe Certificate 3.0
HRC 18	Internship-Hospitality 3.0
HRC 20	Hospitality Career Guidance 2.0

(continued)

<b>Additional Courses (5.0 units from the following):</b>	<b>5.0</b>
HRC 5 Hospitality Law	2.0
HRC 6 Hospitality Marketing Management	3.0
HRC 13 Professional Cooking II	4.0
HRC 19 Hospitality Leadership & Management	2.0
HRC 21 Professional Baking II	4.0
HRC 22 International Cooking	2.0
HRC 23 Hospitality Training & Development	2.0
HRC 24 Hospitality Human Resource Management	2.0

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

ASSOCIATE OF SCIENCE DEGREE - CULINARY ARTS	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 HRC 1, HRC 10, HRC 17	Semester 1 HRC 1, HRC 8, HRC 10, HRC 17
Semester 2 HRC 8, HRC 9, HRC 11, HRC 12	Semester 2 HRC 3, HRC 9, HRC 11, HRC 12
Semester 3 HRC 3, HRC 14, HRC 21 or HRC 22	Semester 3 HRC 6, HRC 16, HRC 18, HRC 20
Semester 4 HRC 6, HRC 16, HRC 18, HRC 20	Semester 4 HRC 14, HRC 21 or HRC 22
Plus 5 units from Additional Courses	

(HRC) CERTIFICATE OF ACHIEVEMENT,  
CULINARY ARTS

<b>Total Units</b>	<b>35.0</b>
<b>Program Requirements</b>	<b>32.0</b>
<b>Specific Courses</b>	

HRC 1 Intro to Hospitality Management	3.0
HRC 6 Hospitality Marketing Management	3.0
HRC 8 Food & Beverage Cost Control	3.0
HRC 9 Nutrition for Culinary Professionals	2.0
HRC 10 Culinary Fundamentals	4.0
HRC 11 Professional Baking I	4.0
HRC 12 Professional Cooking I	4.0
HRC 14 Restaurant Management	3.0
HRC 16 Hospitality Supervision	3.0
HRC 17 Sanitation-ServeSafe Certificate	3.0

<b>Additional Courses (3.0 units from the following):</b>	<b>3.0</b>
HRC 13 Professional Cooking II	4.0
HRC 18 Internship-Hospitality	3.0
HRC 21 Professional Baking II	4.0
HRC 22 International Cooking	2.0

CERTIFICATE OF ACHIEVEMENT - CULINARY ARTS	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 HRC 1, HRC 10, HRC 17	Semester 1 HRC 1, HRC 8, HRC 10, HRC 17
Semester 2 HRC 8, HRC 9, HRC 11, HRC 12	Semester 2 HRC 9, HRC 11, HRC 12
Semester 3 HRC 14	Semester 3 HRC 6, HRC 16
Semester 4 HRC 6, HRC 16	Semester 4 HRC 14
Plus 3 units from Additional Courses	

(HRC) ASSOCIATE OF SCIENCE DEGREE,  
RESTAURANT MANAGEMENT

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>18.0</b>
<b>Core Courses ( Areas A, B, C, D1, D2, D3)</b>	<b>18.0</b>
<b>Program Requirements</b>	<b>38.0</b>

<b>Specific Courses</b>	
HRC 1 Intro to Hospitality Management	3.0
HRC 3 Food & Beverage Service	3.0
HRC 5 Hospitality Law	2.0
HRC 6 Hospitality Marketing Management	3.0
HRC 8 Food & Beverage Cost Control	3.0
HRC 10 Culinary Fundamentals	4.0
HRC 14 Restaurant Management	3.0
HRC 16 Hospitality Supervision	3.0
HRC 17 Sanitation-ServeSafe Certification	3.0
HRC 18 Internship-Hospitality	3.0
HRC 19 Hospitality Leadership & Management	2.0
HRC 20 Hospitality Career Guidance	2.0
HRC 23 Hospitality Training & Development	2.0
HRC 24 Hospitality Human Resource Management	2.0
<b>Additional Courses (4.0 units from the following):</b>	<b>4.0</b>
HRC 9 Nutrition for Culinary Professionals	2.0
HRC 11 Professional Cooking I	4.0
HRC 27 Hospitality Basic Accounting	2.0
HRC 28 Hospitality Facilities Management	2.0

ASSOCIATE OF SCIENCE DEGREE - RESTAURANT MANAGEMENT	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 HRC 1, HRC 10, HRC 17, HRC 20	Semester 1 HRC 1, HRC 8, HRC 10, HRC 17
Semester 2 HRC 8, HRC 19, HRC 23	Semester 2 HRC 3, HRC 5, HRC 20
Semester 3 HRC 3, HRC 5, HRC 14	Semester 3 HRC 6, HRC 16, HRC 19, HRC 23, HRC 24
Semester 4 HRC 6, HRC 16, HRC 18, HRC 24	Semester 4 HRC 14, HRC 18
Plus 4 units from Additional Courses	

(continued)

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

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

DEGREES AND CERTIFICATES

(HRC) CERTIFICATE OF ACHIEVEMENT,  
RESTAURANT MANAGEMENT

**Total Units**

**Units**

**Program Requirements**

**32.0**

**Specific Courses**

**32.0**

HRC 1	Intro to Hospitality Management	3.0
HRC 3	Food & Beverage Service	3.0
HRC 5	Hospitality Law	2.0
HRC 6	Hospitality Marketing Management	3.0
HRC 8	Food & Beverage Cost Control	3.0
HRC 10	Culinary Fundamentals	4.0
HRC 14	Restaurant Management	3.0
HRC 16	Hospitality Supervision	3.0
HRC 17	Sanitation-ServeSafe Certification	3.0
HRC 18	Internship-Hospitality	3.0
HRC 19	Hospitality Leadership & Mangement	2.0

CERTIFICATE OF ACHIEVEMENT - RESTAURANT MANAGEMENT

Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 HRC 1, HRC 10, HRC 17	Semester 1 HRC 1, HRC 8, HRC 10, HRC 17
Semester 2 HRC 8, HRC 19	Semester 2 HRC 3, HRC 5
Semester 3 HRC 3, HRC 5, HRC 14	Semester 3 HRC 6, HRC 16, HRC 19,
Semester 4 HRC 6, HRC 16, HRC 18	Semester 4 HRC 14, HRC 18

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

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

**LIBERAL ARTS**

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

- Associate in Arts Degree, Liberal Arts: Agriculture\*
- Associate in Arts Degree, Liberal Arts: Behavioral & Social Science
- Associate in Arts Degree, Liberal Arts: Business
- Associate in Arts Degree, Liberal Arts: Fine Arts
- Associate in Arts Degree, Liberal Arts: Humanities, Language and Communications
- Associate in Arts Degree, Liberal Arts: Math
- Associate in Arts Degree, Liberal Arts: Science
- Associate in Arts Degree, Liberal Arts: Science Exploration

\*Pending CCCCCO approval

ASSOCIATE IN ARTS DEGREE,  
(LA) LIBERAL ARTS: AGRICULTURE

**Total Units**

**Units**

**General Education Requirements (Take one of the four options)**

**60.0**

- |          |                                    |
|----------|------------------------------------|
| Option A | CR General Ed. Requirements        |
| Option B | CSU General Ed. Requirements       |
| Option C | IGETC CSU General Ed. Requirements |
| Option D | IGETC UC General Ed. Requirements  |

**Program Requirements**

**18.0**

**Core Courses (9.0 units from the following):**

**9.0**

AG 3	Intro to Animal Science	3.0
AG 23	Intro to Plant Science	3.0
AG 30	Intro to Agricultural Business and Economics	3.0

**Additional Courses (9.0 units from the following):**

**9.0**

AG 7	Animal Feeding and Nutrition	3.0
AG 17	Intro to Soils	3.0
AG 51	Agriculture Machine Systems	3.0
AG 52	Agricultural Mechanics	3.0
CHEM 1A	General Chemistry	5.0
CHEM 1B	General Chemistry	5.0
CHEM 2	Intro to Chemistry	5.0
CHEM 3	Intro to Organic Chemistry	4.0
CHEM 8	Organic Chemistry	5.0

ASSOCIATE IN ARTS DEGREE,  
(LA) LIBERAL ARTS: BEHAVIORAL & SOCIAL  
SCIENCE

<b>Total Units</b>	<b>Units</b>
<b>General Education Requirements (Take one of the four options)</b>	<b>60.0</b>
Option A CR General Ed. Requirements	
Option B CSU General Ed. Requirements	
Option C IGETC CSU General Ed. Requirements	
Option D IGETC UC General Ed. Requirements	

<b>Program Requirements</b>	<b>18.0</b>
<b>Specific Courses (9.0 units from the following):</b>	<b>9.0</b>
AJ 1 Intro to Administration of Justice	3.0
ANTH 3 Cultural Anthropology	3.0
HIST 8 <u>or</u> HIST 9 United States History through Reconstruction <u>or</u> United States History Reconstruction - Present	3.0
POLSC 10 American Insitutions	3.0
PSYCH 1 General Psychology	3.0
SOC 1 Intro to Sociology	3.0

<b>Additional Courses (9.0 units from the following):</b>	<b>9.0</b>
AJ 1 Intro to Administration of Justice	3.0
AJ 4 Criminal Law	4.0
AJ 5 Crime and Delinquency	3.0
ANTH 1 Physical Anthropology	
<u>or</u> ANTH 2 <u>or</u> Intro to Archaeology	
<u>or</u> ANTH 3 <u>or</u> Cultural Anthropology	
<u>or</u> ANTH 4 <u>or</u> Folklore	
<u>or</u> ANTH 5 <u>or</u> Great Archaeological Discoveries	
<u>or</u> ANTH 6 <u>or</u> Forensic Anthropology	3.0
ECON 20 Economic History of the United States	3.0
GEOG 2 Cultural Geography	3.0
HIST 4 Western Civilization to 1600 A.D.	3.0
HIST 5 Western Civilization: 1600 - Present	3.0
HIST 8 United States History through Reconstruction	3.0
HIST 9 United States History Reconstruction - Present	3.0
HIST 20 World History: Prehistory to 1500 A.D.	3.0
HIST 21 World History: 1500 A.D. to Present	3.0
JOURN 5 Intro to Mass Communications	3.0
NAS 1 <u>or</u> NAS 21 Intro to Native American Studies <u>or</u> Native American History	3.0
POLSC 1 Political Controversies	3.0
POLSC 3 Modern World Problems	3.0
POLSC 10 American Insitutions	3.0
POLSC 12 State and Local Politics	3.0
POLSC 20 Comparative Politics/Government	3.0
POLSC 30 The Campaign Trail	2.0
PSYCH 1 General Psychology	3.0
PSYCH 2 Research Methods in Psychology	3.0
PSYCH 10 Psychology of Gender	3.0
PSYCH 11 Live Span Development	3.0
PSYCH 20 Biological Psychology	3.0
PSYCH 30 Social Psychology	3.0
PSYCH 33 Personal Growth and Adjustment	3.0
PSYCH 38 Abnormal Psychology	3.0
SOC 1 Intro to Sociology	3.0
SOC 2 Social Problems	3.0
SOC 3 Human Sexuality	3.0
SOC 5 Intro to Race and Ethnic Relations	3.0
SOC 9 Intro to Women's Studies	3.0

*(continued)*

SOC 10	Family and Intimate Relationships	3.0
SOC 33	Death & Dying: Transition/Growth	3.0
SOC 34	Intro to Social Work	3.0
SOC 38	Field Experience	3.0

ASSOCIATE IN ARTS DEGREE,  
(LA) LIBERAL ARTS: BUSINESS

<b>Total Units</b>	<b>Units</b>
<b>General Education Requirements (Take one of the four options)</b>	<b>60.0</b>
Option A CR General Ed. Requirements	
Option B CSU General Ed. Requirements	
Option C IGETC CSU General Ed. Requirements	
Option D IGETC UC General Ed. Requirements	

<b>Program Requirements</b>	<b>18.0</b>
<b>Specific Courses (18.0 units from the following):</b>	<b>18.0</b>
BUS 1A Principles of Accounting	4.0
BUS 1B Principles of Accounting	4.0
BUS 10 Intro to Business	3.0
BUS 18 Business Law	4.0
ECON 1 Macroeconomics	3.0
ECON 10 Microeconomics	3.0
ECON 20 Economic History of the United States	3.0
MATH 15 Elementary Statistics	4.0

ASSOCIATE IN ARTS DEGREE,  
(LA) LIBERAL ARTS: FINE ARTS

<b>Total Units</b>	<b>Units</b>
<b>General Education Requirements (Take one of the four options)</b>	<b>60.0</b>
Option A CR General Ed. Requirements	
Option B CSU General Ed. Requirements	
Option C IGETC CSU General Ed. Requirements	
Option D IGETC UC General Ed. Requirements	

<b>Program Requirements</b>	<b>18.0</b>
<b>Specific Courses (18.0 units from the following):</b>	<b>18.0</b>
ART 1A Art History: Pre-History to Gothic	3.0
ART 1B Art History: Renaissance to Contemporary	3.0
ART 2 Intro to Art	3.0
ART 3A Intro to Sculpture	3.0
ART 4 Art Appreciation	3.0
ART 10 Color and Design	3.0
ART 11 Three-Dimensional Design	3.0
ART 17 Basic Drawing	3.0
ART 19 Figure Drawing	3.0
ART 23 Painting	3.0
ART 31A Intro to Ceramics	3.0
ART 35 Photography	3.0
ART 43A Intro to Photoshop	3.0
ART 60 Jewelry	3.0
CINE 1 Cinema History - Origins Through the Coming of Sound	3.0
CINE 2 Cinema History - Coming of Sound to the Present	3.0
CINE 3 Cinemas of Latin America, Asia and Africa	3.0
CINE 6 Selected Film Authors or Genres	3.0

*(continued)*

DRAMA 2	Intro to Oral Interpretation	3.0
DRAMA 24	Intro to Theatre	3.0
DRAMA 26	Theatre Production	2.0
DRAMA 30A	Acting I	3.0
DRAMA 30B	Acting II	3.0
MUS 1	Intro to Music	3.0
MUS 2A	Beginning Harmony and Musicianship	3.0
MUS 2B	Intermediate Harmony and Musicianship	3.0
MUS 10	Music in History	3.0
MUS 12	American Popular Music	3.0
MUS 14	World Music	3.0
MUS 25	Beginning Class Piano	1.0
MUS 25L	Intermediate Class Piano	0.5-1.0

PHIL 10	Intro to Philosophy	3.0
PHIL 12	Logic	3.0
PHIL 15	Religions of the Word	3.0
PHIL 20	Ethics	3.0
SNLAN 1A	Elementary American Sign Language I	4.0
SNLAN 1B	Elementary American Sign Language II	4.0
SPAN 1A	Elementary Spanish	4.0
SPAN 1B	Elementary Spanish	4.0
SPAN 2A	Intermediate Spanish	4.0
SPAN 2B	Intermediate Spanish	4.0
SPCH 1	Public Speaking	3.0
SPCH 6	Small Group Communication	3.0
SPCH 7	Interpersonal Communication	3.0

ASSOCIATE IN ARTS DEGREE,

(LA) LIBERAL ARTS: HUMANITIES, LANGUAGE

& COMMUNICATION

**Units**  
**60.0**

**Total Units**

**General Education Requirements (Take one of the four options)**

- Option A CR General Ed. Requirements
- Option B CSU General Ed. Requirements
- Option C IGETC CSU General Ed. Requirements
- Option D IGETC UC General Ed. Requirements

**Program Requirements 18.0**

**Specific Courses (18.0 units from the following): 18.0**

ART 1A	Art History: Pre-History to Gothic	3.0
ART 1B	Art History: Renaissance to Contemporary	3.0
ENGL 1B	Critical Inquiry and Literature	3.0
ENGL 9	World Literature: Early Modern to 20th Century	3.0
ENGL 10	World Literature: Antiquity to the Early Modern Era	3.0
ENGL 17	American Literature: Beginnings to the Civil War	3.0
ENGL 18	American Literature: Civil War - WWII	3.0
ENGL 32	Creative Writing: Poetry	3.0
ENGL 33	Creative Writing: Prose	3.0
ENGL 60	Intro to British Literature: Beginnings Through the 18th Century	3.0
ENGL 61	Intro to British Literature: Romanticism to the Present	3.0
FRNC 1A	Elementary French	4.0
FRNC 1B	Elementary French	4.0
FRNC 2A	Intermediate French	4.0
FRNC 2B	Intermediate French	4.0
GERM 1A	Elementary German	4.0
GERM 1B	Elementary German	4.0
GERM 2A	Intermediate German	4.0
GERM 2B	Intermediate German	4.0
HIST 4	Western Civilization to 1600 A.D.	3.0
HIST 5	Western Civilization: 1600 - Present	3.0
HIST 8	United States History through Reconstruction	3.0
HIST 9	United States History Reconstruction - Present	3.0
HIST 20	World History: Prehistory to 1500 A.D.	3.0
HIST 21	World History: 1500 A.D. to Present	3.0
JPN 1A	Elementary Japanese	4.0
JPN 1B	Elementary Japanese	4.0
JOURN 5	Intro to Mass Communications	3.0
PHIL 1	Critical Thinking	3.0

(continued)

ASSOCIATE IN ARTS DEGREE,

(LA) LIBERAL ARTS: MATHEMATICS

**Units**  
**60.0**

**Total Units**

**General Education Requirements (Take one of the four options)**

- Option A CR General Ed. Requirements
- Option B CSU General Ed. Requirements
- Option C IGETC CSU General Ed. Requirements
- Option D IGETC UC General Ed. Requirements

**Program Requirements 18.0**

**Specific Courses (8.0 units from the following): 8.0**

MATH 50A	Differential Calculus	4.0
MATH 50B	Integral Calculus	4.0

**Additional Courses (10.0 units from the following): 10.0**

MATH 4	MATLAB Programming	3.0
MATH 45	Linear Algebra	4.0
MATH 50C	Multivariable Calculus	4.0
MATH 55	Differential Equations	4.0

ASSOCIATE IN ARTS DEGREE,

(LA) LIBERAL ARTS: SCIENCE

**Units**  
**60.0**

**Total Units**

**General Education Requirements (Take one of the four options)**

- Option A CR General Ed. Requirements
- Option B CSU General Ed. Requirements
- Option C IGETC CSU General Ed. Requirements
- Option D IGETC UC General Ed. Requirements

**Program Requirements 18.0**

**Specific Courses (13.0 units from the following): 13.0**

CHEM 1A or CHEM 2	General Chemistry or Intro to Chemistry	5.0
MATH 25 or MATH 30	College Trigonometry or College Algebra	4.0
or MATH 50A	or Differential Calculus	4.0
PHYS 2A or PHYS 4A	General Physics or Engineering Physics	4.0

**Additional Courses (5.0 units from the following): 5.0**

BIOL 1	General Biology	4.0
BIOL 3	Fundamental Cell Biology	4.0
BIOL 4	General Zoology	4.0
BIOL 5	General Botany	4.0
CHEM 1B	General Chemistry	5.0

(continued)



CHEM 2	Intro to Chemistry	4.0
CHEM 3	Intro to Organic Chemistry	4.0
CHEM 8	Organic Chemistry	5.0
FNR 1	Intro to Forestry and Natural Resources	3.0
FNR 51	Dendrology: The Identification and Study of Woody Plants	3.0
GEOL 1	Physical Geology	4.0
MATH 15	Elementary Statistics	4.0
MATH 25	College Trigonometry	4.0
MATH 30	College Algebra	4.0
MATH 50B	Integral Calculus	4.0
OCEAN 10	Intro to Oceanography	3.0
OCEAN 11	Lab in Oceanography	1.0
OCEAN 12	Environmental Oceanography	3.0
PHYS 2B	General Physics	4.0
PHYS 4B	Calculus-Based Physics: Electricity and Magnetism	4.0
PHYS 4C	Engineering Physics	4.0

ENVSC 12	Earth's Changing Climate	3.0
ENVSC 15	Intro to Energy	3.0
FNR 1	Intro to Forestry and Natural Resources	3.0
FNR 5	Applied Forest Ecology	3.0
FNR 51	Dendrology: The Identification and Study of Wood Plants	3.0
FNR 52	Intro to Surveying	4.0
FNR 54	Intro to Natural Resources Inventory Techniques	3.0
FNR 58	Intro to Photogrammetry and Remote Sensing	2.0
FNR 60	Forest Health and Protection	3.0
FNR 65	Intro to GIS	3.0
GEOG 1	Intro to Physical Geography	3.0
GEOL 1	Physical Geology	4.0
GEOL 10	Environmental Geology	3.0
GEOL 15	Earthquakes and Plate Tectonics	3.0
MATH 15	Elementary Statistics	4.0
MATH 25	College Trigonometry	4.0
MATH 30	College Algebra	4.0
MATH 45	Linear Algebra	4.0
MATH 50A	Differential Calculus	4.0
MATH 50B	Integral Calculus	4.0
MATH 50C	Multivariable Calculus	4.0
MATH 55	Differential Equations	4.0
METEO 1	Intro to Meteorology	3.0
OCEAN 10	Intro to Oceanography	3.0
OCEAN 11	Lab in Oceanography	1.0
OCEAN 12	Environmental Oceanography	3.0
PHYS 2A	General Physics	4.0
PHYS 2B	General Physics	4.0
PHYS 4A	Calculus-Based Physics: Mechanics	4.0
PHYS 10	Intro to Physics	3.0
PHYS 10	Intro to Physical Science	3.0

ASSOCIATE IN ARTS DEGREE,

(LA) LIBERAL ARTS: SCIENCE EXPLORATION

**Units**

**Total Units 60.0**

**General Education Requirements (Take one of the four options)**

- Option A CR General Ed. Requirements
- Option B CSU General Ed. Requirements
- Option C IGETC CSU General Ed. Requirements
- Option D IGETC UC General Ed. Requirements

**Program Requirements 18.0**

**Specific Courses - Take one course from life science and physical science 7.0**

- Life Science
- Physical Science

**Additional Courses (11.0 units from the following): 11.0**

AG 17	Intro to Soils	3.0
AG 18	Soil Fertility and Fertilizers	3.0
AG 23	Intro to Plant Science	3.0
ASTRO 10	Intro to Astronomy	3.0
ASTRO 11	The Solor System and Space Exploration	3.0
ASTRO 15A	Observational Astronomy	1.0
BIOL 1	General Biology	4.0
BIOL 2	Microbiology	4.0
BIOL 3	Fundamental Cell Biology	4.0
BIOL 4	General Zoology	4.0
BIOL 5	General Botany	4.0
BIOL 8	Human Biology	3.0
BIOL 9	Plants and People	3.0
BIOL 15	Marine Biology	4.0
BIOL 20	Natural History	3.0
CHEM 1A	General Chemistry	5.0
CHEM 1B	General Chemistry	5.0
CHEM 2	Intro to Chemistry	5.0
CHEM 3	Intro to Organic Chemistry	4.0
CHEM 8	Organic Chemistry	5.0
CET 10	Survey of Electronics	3.0
CIS 12	Programming Fundamentals	4.0
CIS 16	Intro to Object-Oriented Programming	4.0
CIS 18	Intro to Applications Programming	4.0
ENVSC 10	Intro to Environmental Science	3.0

(continued)

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

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

## MANUFACTURING TECHNOLOGY (MT)

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

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

### (MT) ASSOCIATE OF SCIENCE DEGREE, CADD/CAM DESIGN & MANUFACTURING

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>18.0</b>
<b>Core Courses (Areas B, C, D1, D2, D3)</b>	<b>15.0</b>
<b>Specific Courses</b>	<b>3.0</b>
PHYS 10 Intro to Physics (Area A)	3.0
<b>Program Requirements</b>	<b>41.0</b>
DT 23 or ENGR 23 Engineering Design Graphics	3.0
DT 25 Computer-Aided Design & Drafting	4.0
DT 50 3-D CAD Applications	4.0
DT 62 Mechanical Design Drafting Fundamentals	3.0
DT 63 Mechanical Design Drafting	3.0
IT 60A Basic Manufacturing Blueprint Reading	3.0
IT 60B Machine Parts Blueprint Reading	3.0
MT 10 Fundamentals of Manufacturing Technology	3.0
MT 11 Intermediate Manufacturing Technology	4.0
MT 52 Ferrous Metallurgy	3.0
MT 54A Intro to Computer Numerical Control	4.0
MT 59A Master CAM 2-D Programming	4.0
<b>Electives</b>	<b>1.0</b>

ASSOCIATE OF SCIENCE DEGREE - CADD/CAM DESIGN & MANUFACTURING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 MT 10, IT 60A, MT 54A, DT 23 or ENGR 23	See advisor for sequence
Semester 2 MT 11, IT 60B, DT 25, DT 62	
Semester 3 MT 52, MT 59A, DT 50	
Semester 4 PHYS 10, DT 63	
Plus 1 Elective unit Course	

### (MT) CERTIFICATE OF ACHIEVEMENT, CADD/CAM DESIGN & MANUFACTURING

<b>Total Units</b>	<b>41.0</b>
<b>Program Requirements</b>	<b>41.0</b>
DT 23 or ENGR 23 Engineering Design Graphics	3.0
DT 25 Computer-Aided Design & Drafting	4.0
DT 50 3-D CAD Applications	4.0
DT 62 Mechanical Design Drafting Fundamentals	3.0
DT 63 Mechanical Design Drafting	3.0
IT 60A Basic Manufacturing Blueprint Reading	3.0
IT 60B Machine Parts Blueprint Reading	3.0
MT 10 Fundamentals of Manufacturing Technology	3.0
MT 11 Intermediate Manufacturing Technology	4.0
MT 52 Ferrous Metallurgy	3.0
MT 54A Intro to Computer Numerical Control	4.0
MT 59A Master CAM 2-D Programming	4.0

CERTIFICATE OF ACHIEVEMENT - CADD/CAM DESIGN & MANUFACTURING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 MT 10, IT 60A, MT 54A, DT 23 or ENGR 23	See advisor for sequence
Semester 2 MT 11, IT 60B, DT 25, DT 62	
Semester 3 MT 52, MT 59A, DT 50	
Semester 4 PHYS 10, DT 63	

### (MT) ASSOCIATE OF SCIENCE DEGREE, MANUFACTURING TECHNOLOGY

<b>Total Units</b>	<b>61.0</b>
<b>General Education Requirements</b>	<b>18.0</b>
<b>Core Courses (Areas B, C, D1, D2, D3)</b>	<b>15.0</b>
<b>Specific Courses</b>	<b>3.0</b>
CET 10 Survey of Electronics (Area A)	3.0
<b>Program Requirements</b>	<b>40.0</b>
<b>Specific Requirements</b>	<b>40.0</b>
IT 60A Basic Manufacturing Blueprint Reading	3.0
IT 60B Machine Parts Blueprint Reading	3.0
MT 10 Fundamentals of Manufacturing Technology	3.0
MT 11 Intermediate Manufacturing Technology	4.0
MT 12 Advanced Manufacturing Technology	4.0
MT 13 Manufacturing Technology Capstone	4.0
MT 52 Ferrous Metallurgy	3.0
MT 54A Intro to Computer Numerical Control	4.0
MT 54B Computer Number Control Machining	4.0
MT 59A Master CAM 2-D Programming	4.0
MT 59B Master CAM 3-D Programming	4.0
<b>Additional Courses (3.0 units from the following):</b>	<b>3.0</b>
DHET 167 Hydraulics and Pneumatics	3.0

(continued)

DT 23 or ENGR 23	Engineering Design Graphics	3.0
IT 25	Occupational Safety & Health Management	3.0
IT 46	Computers in Industrial Management	3.0
MT 54L	Numerical Control Lab	2.0
WT 53	Welding Procedures	2.0

ASSOCIATE OF SCIENCE DEGREE - MANUFACTURING TECHNOLOGY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 MT 10, IT 60A, MT 54A, CET 10	See advisor for sequence
Semester 2 MT 11, IT 60B, MT 54B	
Semester 3 MT 12, MT 52, MT 59A	
Semester 4 MT 13, MT 59B	
Note: Plus 3 units from Additional Courses	

(MT) CERTIFICATE OF ACHIEVEMENT,  
MANUFACTURING TECHNOLOGY

<b>Total Units</b>	<b>40.0</b>
<b>Program Requirements</b>	<b>40.0</b>
IT 60A	Basic Manufacturing Blueprint Reading 3.0
IT 60B	Machine Parts Blueprint Reading 3.0
MT 10	Fundamentals of Manufacturing Technology 3.0
MT 11	Intermediate Manufacturing Technology 4.0
MT 12	Advanced Manufacturing Technology 4.0
MT 13	Manufacturing Technology Capstone 4.0
MT 52	Ferrous Metallurgy 3.0
MT 54A	Intro to Computer Numerical Control 4.0
MT 54B	Computer Number Control Machining 4.0
MT 59A	Master CAM 2-D Programming 4.0
MT 59B	Master CAM 3-D Programming 4.0

CERTIFICATE OF ACHIEVEMENT - MANUFACTURING TECHNOLOGY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 MT 10, IT 60A, MT 54A	See advisor for sequence
Semester 2 MT 11, IT 60B, MT 54B	
Semester 3 MT 12, MT 52, MT 59A	
Semester 4 MT 13, MT 59B	

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

**MARINE SCIENCE TECHNOLOGY (MS)**

(MENDOCINO COAST ONLY)

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

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

(MS) ASSOCIATE OF SCIENCE DEGREE,  
MARINE SCIENCE TECHNOLOGY

(MENDOCINO COAST ONLY)

<b>Total Units</b>	<b>60.0</b>
<b>General Education Requirements</b>	<b>19.0-21.0</b>
<b>Core Courses (Areas B, C, D1, D2, D3)</b>	<b>15.0-17.0</b>
<b>Specific Courses</b>	<b>4.0</b>
BIOL 1	General Biology (Area A) 4.0
<b>Program Requirements</b>	<b>35.0</b>
<b>Specific Courses</b>	<b>23.0</b>
BIOL 15	Marine Biology 4.0
BIOL 24	Intro to Marine & Anadromous Fishes 3.0
BIOL 25	Marine & Coastal Field Biology 3.0
BIOL 40 or OCEAN 40	Independent Study 2.0
CIS 1	College Computer Literacy 4.0
OCEAN 10	Intro to Oceanography 3.0
OCEAN 11	Laboratory in Oceanography 1.0
OCEAN 12	Environmental Oceanography 3.0
<b>Additional Courses (12.0 units from the following):</b>	<b>12.0</b>
BIOL 4	General Zoology 4.0
BIOL 5	General Botany 4.0
BIOL 16	Birds of the North Coast 3.0
BIOL 18	Natural History of North Coast Animals 3.0
BIOL 20	Natural History 4.0
BIOL 26	Intro to Marine Plankton 2.0
BIOL 27	Biology of Marine Mammals 3.0
BIOL 35	Field Studies in Biology 2.0
BIOL 120E	Intertidal Ecology 0.5
BIOL 120K	Marine Mammals of the North Coast 0.5
BIOL 120M	Intro to ID of North Coast Birds 0.5
BIOL 120P	Marine Algae 0.5
BT 50	Database Applications 4.0
CHEM 1A	General Chemistry 5.0
CHEM 1B	General Chemistry 5.0
CHEM 2	Intro to Chemistry 5.0
ENVSC 10	Intro to Environmental Science 4.0
FNR 65	Intro to GIS 3.0

(continued)

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

DEGREES AND CERTIFICATES

GEOG 1	Intro to Physical Geography	3.0
GEOL 1	Physical Geology	4.0
MATH 15	Elementary Statistics	4.0
MATH 30	College Algebra	4.0
MATH 50A	Differential Calculus	4.0
METEO 1	Intro to Meteorology	3.0
PHYS 10	Intro to Physical Science	3.0
PHYS 2A	General Physics	4.0
PHYS 2B	General Physics	4.0
<b>Electives</b>		<b>4.0-6.0</b>

**(MS) CERTIFICATE OF ACHIEVEMENT,  
MARINE SCIENCE TECHNOLOGY**  
(MENDOCINO COAST ONLY)

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

**MEDICAL ASSISTING (MA)**

Programs in this field provide educational opportunities for students seeking careers as medical assistants providing office, administrative, and clinical support services to medical practitioners. **Specific programs include:**

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

**Note:** For Medical Assisting Program progression and completion, a grade of "C" or better is required in all MA courses. For information on program requirements, obtain the Health Occupations Program Information booklet through the Health Occupations Office or the department web page at: <http://www.redwoods.edu/departments/Medical-Assisting/index.asp>

**(MA) ASSOCIATE OF SCIENCE DEGREE,  
MEDICAL ASSISTING**

	<b>Units</b>	
<b>Total Units</b>	<b>60.0</b>	
<i>Program Prerequisites - ENGL 350 and MATH 376</i>		
<b>General Education Requirements</b>	<b>18.0</b>	
<b>Core Courses (Areas A, C, D1, D2, D3)</b>	<b>15.0</b>	
<b>Specific Courses</b>	<b>3.0</b>	
PSYCH 33 <u>or</u> PSYCH 1	Personal Growth & Adjustment <u>or</u> General Psychology (Area B)	3.0
<b>Program Requirements</b>	<b>29.0</b>	
<b>Specific Courses</b>	<b>23.0</b>	
CIS 1	College Computer Literacy	4.0
MA 152	Medical Terminology	3.0
MA 155	Medical Assisting I	7.5
MA 165	Medical Assisting II	8.5
<b>Additional Courses - Take 6.0 units from the following:</b>	<b>6.0</b>	
BIOL 8 <u>or</u> LVN 114	Human Biology <u>or</u> Anatomy, Physiology, & Microbiology	4.0 -3.0
BUS 1A	Principles of Accounting	4.0
BT 112	Keyboarding Skill Development	1.0
BT 114	Medical Office Practice	1.0
HO 15	Nutrition	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
<b>Electives</b>	<b>13.0</b>	

ASSOCIATE OF SCIENCE DEGREE - MEDICAL ASSISTING	
Suggested Sequence of Program Requirements	
Fall Start	
Semester 1 CIS 1, MA 152, MA 155	Semester 2 MA 165
Plus 6 units from Additional courses and 13 elective units	

(MA) CERTIFICATE OF ACHIEVEMENT,  
MEDICAL ASSISTING

<b>Total Units</b>	<b>Units</b>
<b>32.0</b>	
<i>Program Prerequisites - ENGL 350 and MATH 376</i>	
<b>Program Requirements</b>	<b>32.0</b>
BUS 152 or ENGL 150 Business English or Precollegiate Reading & Writing	3.0
CIS 1 College Computer Literacy	4.0
MA 152 Medical Terminology	3.0
MA 155 Medical Assisting I	7.5
MA 165 Medical Assisting II	8.5
PSYCH 1 or PSYCH 3 General Psychology or Personal Growth & Adjustment	3.0
SPCH 7 Interpersonal Communication	3.0

CERTIFICATE OF ACHIEVEMENT - MEDICAL ASSISTING	
Suggested Sequence of Program Requirements Fall Start	
Semester 1 BUS 152 or ENGL 150, CIS 1, MA 152, MA 155	Semester 2 MA 165, PSYCH 1 or PSYCH 33, SPCH 7

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

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

**NATURAL HISTORY (NH)**

(MENDOCINO COAST ONLY)

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

- Certificate of Recognition, Natural History

(NH) CERTIFICATE OF RECOGNITION,

NATURAL HISTORY

(MENDOCINO ONLY)

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

## NURSING (NURS)

### LICENSED VOCATIONAL NURSING (LVN)

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

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

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

### (NURS) ASSOCIATE OF SCIENCE DEGREE,

#### LICENSED VOCATIONAL NURSING

<b>Total Units</b>	<b>67.0</b>
<i>Program Prerequisite - ENGL 350 and MATH 376 California CNA Certification or HO 110 (Basic Patient Care)</i>	
<b>General Education Requirements (minimum)</b>	<b>18.0</b>
<b>Core Courses (Areas B, C, D1, D2, D3)</b>	<b>15.0</b>
<b>Specific Courses</b>	<b>4.0</b>
BIOL 8 Human Biology (Area A)	4.0
<b>Program Requirements</b>	<b>49.0</b>
HO 15 Nutrition	3.0
LVN 110A Pharmacology - Vocational Nursing I	2.0
LVN 110B Pharmacology - Vocational Nursing II	2.0
LVN 111 LVN Fundamental Pharmacology Skills	0.5
LVN 118 Psychology for Vocational Nursing	2.0
LVN 121 Nursing of Adults & Children I	6.5
LVN 122 Nursing of Adults & Children II	13.0
LVN 123 Nursing of Adults & Children III	16.0

ASSOCIATE OF SCIENCE DEGREE - LICENSED VOCATIONAL NURSING	
Suggested Sequence of Program Requirements Fall Start	
Semester 1 BIOL 8, HO 15, LVN 110A, LVN 111, LVN 121	Semester 3 LVN 123
Semester 2 LVN 110B, LVN 118, LVN 122	

### (NURS) CERTIFICATE OF ACHIEVEMENT,

#### LICENSED VOCATIONAL NURSING

<b>Total Units</b>	<b>49.0</b>
<i>Program Prerequisite - ENGL 350 and MATH 376 California CNA Certification or HO 110 (Basic Patient Care)</i>	

(continued)

### Program Requirements **49.0**

BIOL 8	Human Biology	4.0
HO 15	Nutrition	3.0
LVN 110A	Pharmacology - Vocational Nursing I	2.0
LVN 110B	Pharmacology - Vocational Nursing II	2.0
LVN 111	LVN Fundamental Pharmacology Skills	0.5
LVN 118	Psychology for Vocational Nursing	2.0
LVN 121	Nursing of Adults & Children I	6.5
LVN 122	Nursing of Adults & Children II	13.0
LVN 123	Nursing of Adults & Children III	16.0

CERTIFICATE OF ACHIEVEMENT - LICENSED VOCATIONAL NURSING	
HO 110 (program prerequisite)	
Suggested Sequence of Program Requirements Fall Start	
Semester 1 BIOL 8, HO 15, LVN 110A, LVN 111, LVN 121	
Semester 2 LVN 110B, LVN 118, LVN 122	
Semester 3 LVN 123	

### REGISTERED NURSING (RN) & LICENSED VOCATIONAL NURSING TO REGISTERED NURSING (LVN TO RN)

Programs in this field provide educational opportunities for students seeking careers as Registered Nurses (RN). Upon program completion, students are eligible to take the National Council Licensing Exam for Registered Nursing (NCLEX-RN). **Specific program options include:**

- Associate of Science Degree, Registered Nursing
- Associate of Science Degree, LVN to RN
- Certificate of Achievement, LVN to RN

**Note:** For Associate of Science, Nursing and Certificates of Achievement, Nursing program progression and completion, a grade of "C" or better is required in all courses. For information on Nursing programs admission procedures and prerequisites, obtain the Health Occupations Program information booklet through the Health Occupations Office or the department web page at: <http://www.redwoods.edu/departments/ho/index.asp>

### (NURS) ASSOCIATE OF SCIENCE DEGREE,

#### REGISTERED NURSING

	<b>Units</b>
<b>GE-18 units Major-59 units Total Units-77.0</b>	
<b>General Education Requirements *denotes Program Prerequisites</b>	
<b>Specific Core Courses</b>	
BIOL 1 General Biology (Area A)	3.0
PSYCH 1 or 11 General Psychology or Life Span Development (Area B)	3.0
*ENGL 1A Analytical Reading and Writing (Area D1)	4.0
SPCH 1, 6, or 7 Public Speaking, Small Group Communication, or Interpersonal Communication (Area D2)	3.0
MATH 120 or higher Intermediate Algebra (Area D3)	min. 3.0
Humanities Choose any course from Area C	3.0
<b>Total General Education Units (minimum)</b>	<b>18.0</b>
<b>Specific Courses *denotes Program Prerequisites</b>	
*BIOL 2 Microbiology (Area A)	4.0
*BIOL 6 Human Anatomy	4.0

(continued)

*BIOL 7	Human Physiology	4.0
HO 15	Nutrition	3.0
<b>Total Specific Course Units</b>		<b>15.0</b>
<b>Additional Courses (3.0 units from the following):</b>		<b>3.0</b>
ANTH 3	Cultural Anthropology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
<b>Total Additional Course Units</b>		<b>3.0</b>
<b>Program Requirements</b>		<b>41.0</b>
NURS 10A	Pharmacology in Professional Nursing I	2.0
NURS 10B	Pharmacology in Professional Nursing II	2.0
NURS 21	Nursing Science & Practice I	9.0
NURS 22	Nursing Science & Practice II	9.0
NURS 23	Nursing Science & Practice III	9.0
NURS 24	Nursing Science & Practice IV	10.0
<b>Total Program Requirement Units</b>		<b>41.0</b>
<b>Total Units required for Major</b>		<b>59.0</b>

Program Description: Upon program completion, students are eligible to take the National Council Licensing Exam for Registered Nursing (NCLEX-RN).

ASSOCIATE OF SCIENCE DEGREE - REGISTERED NURSING	
<b>Suggested Sequence of Program Requirements</b>	
Fall Start	
<b>Program Prerequisites</b> BIOL 2, BIOL 6, BIOL 7, and ENGL 1A It is recommended that students take MATH 120 (Area D3) before beginning nursing courses.	
Semester 1	
NURS 10A, NURS 21, PSYCH 1 or 11	
Semester 2	
NURS 10B, NURS 22, HO 15	
Semester 3	
NURS 23, SPCH 1 or 6, or 7	
Semester 4	
NURS 24, SOC 1, SOC 2 or ANTH 3, Area C - Humanities Requirement	

**(NURS) ASSOCIATE OF SCIENCE DEGREE,  
LVN TO RN - CAREER MOBILITY**

		<b>Units</b>
<b>GE-24 units</b>	<b>Major-36 units</b>	<b>Total Units-60.0</b>
<i>Prerequisite Credential - California Recognition of Licensure as a Vocational Nurse</i>		
<b>General Education Requirements *denotes Program Prerequisites</b>		
BIOL 8	Human Biology (Area A) (Note: Biol 8 now fulfills the previously required LVN 114. LVN 114 is no longer offered)	4.0
PSYCH 1 or 11	General Psychology or Life Span Development (Area B)	3.0
*ENGL 1A	Analytical Reading and Writing (Area D1)	4.0
SPCH 1, 6, or 7	Public Speaking, Small Group Communication, or Interpersonal Communication (Area D2)	3.0
MATH 120 (or higher)	Intermediate Algebra (Area D3)	min. 3.0
HUMANITIES	Choose any course from Area C	3.0
<b>Total General Education Units (minimum)</b>		<b>18.0</b>
<b>Additional Electives</b>		<b>6.0</b>

<b>Specific Courses *denotes Program Prerequisites</b>		
*BIOL 2	Microbiology (Area A)	4.0
*BIOL 7	Human Physiology	4.0
*BIOL 6	Human Anatomy (Note: Biol 8 may be substituted. The previous substitution was LVN 114. LVN 114 is no longer offered)	4.0
*NURS 60	LVN-RN Transition Concepts	2.0
<b>Additional Courses (3.0 units from the following):</b>		
ANTH 3	Cultural Anthropology	3.0
SOC 1	Intro to Sociology	3.0
SOC 2	Social Problems	3.0
<b>Total Specific Course Units</b>		<b>17.0</b>
<b>Program Requirements</b>		
NURS 23	Nursing Science & Practice III	9.0
NURS 24	Nursing Science & Practice IV	10.0
<b>Total Program Requirement Units</b>		<b>19.0</b>
<b>Total Units required for Major</b>		<b>36.0</b>

ASSOCIATE OF SCIENCE DEGREE - LVN TO RN CAREER MOBILITY	
<b>Program Prerequisites</b> BIOL 2, BIOL 6 or BIOL 8, BIOL 7, ENGL 1A and NURS 60. It is recommended that students take MATH 120 (Area D3) before beginning nursing courses.	
<b>Suggested Sequence of Program Requirements</b>	
Fall Start	
Semester 1	
NURS 23, PSYCH 1 or PSYCH 11, ANTH 3, SOC 1 or SOC 2	
Semester 2	
NURS 24, SPCH 1, 6, or 7, Area C - Humanities Requirement	

**(NURS) CERTIFICATE OF ACHIEVEMENT,  
LVN TO RN - 30-UNIT OPTION**

*Prerequisite Credential - California Recognition of Licensure as a Vocational Nurse*

\*denotes Program Prerequisites

		<b>Units</b>
<b>Total Units</b>		<b>33.0</b>
<b>Program Requirements</b>		<b>33.0</b>
*BIOL 2	Microbiology	4.0
*BIOL 6 or BIOL 8	Human Anatomy or Human Biology	4.0
*BIOL 7	Human Physiology	4.0
NURS 23	Nursing Science & Practice III	9.0
NURS 24	Nursing Science & Practice IV	10.0
*NURS 60	LVN-to-RN Transition Concepts	2.0

CERTIFICATE OF ACHIEVEMENT - LVN TO RN - 30-UNIT OPTION	
<b>Program Prerequisites</b> BIOL 2, BIOL 6 or BIOL 8, BIOL 7, ENGL 1A and NURS 60. It is recommended that students take MATH 120 (Area D3) before beginning nursing courses.	
<b>Suggested Sequence of Program Requirements</b>	
Fall Start	
Semester 1	
NURS 23	
Semester 2	
NURS 24	

(continued)

## NORTH COAST

### ■ PARAMEDIC (PMED)

Programs in this field provide educational opportunities for students seeking careers as Paramedics. **Specific program options include:**

- Associate of Science Degree, North Coast Paramedic\*  
\* Pending CCCC approval

#### (PMED) ASSOCIATE OF SCIENCE DEGREE, NORTH COAST PARAMEDIC

	<b>Units</b>
<b>Total Units (minimum)</b>	<b>60.0</b>
<b>Program Prerequisite</b>	<b>5.0</b>
HO 159      Emergency Medical Technician I or National Certification	5.0
<b>General Education Requirements (minimum)</b>	<b>18.0</b>
<b>Core Courses (Areas C, D1, D2, D3)</b>	<b>18.0</b>
BIOL 1 or BIOL 2      General Biology or Microbiology (Area A)	3.0 or 4.0
PSYCH 1 or            General Psychology or	
PSYCH 11 or        Life Span Development or	
SOC 1 or SOC 2      Intro to Sociology or Social Problems (Area B)	3.0
<b>Program Requirements</b>	<b>33.0</b>
HO 170A            North Coast Paramedic 1	11.0
HO 170B            North Coast Paramedic 2	13.0
HO 170C            North Coast Paramedic 3	9.0
<b>Elective</b>	<b>4.0</b>

#### ASSOCIATE OF SCIENCE DEGREE - NORTH COAST PARAMEDIC

##### Suggested Sequence of Program Requirements Fall or Spring Start

Semester 1 HO 170A
Semester 2 HO 170B
Semester 3 HO 170C

**Note:** Students planning to continue to A.D. Nursing should see Nursing Program Prerequisites when choosing electives. See an advisor for details.

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

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

## WATER & WASTEWATER

### ■ TECHNOLOGY (WAT)

Programs in this field provide general and specific educational opportunities for students seeking careers requiring knowledge of water treatment and distribution systems, or wastewater treatment and collection systems. **Specific program options include:**

- Certificate of Recognition, Water Treatment and Distribution System Technology
- Certificate of Recognition, Wastewater Treatment and Collection System Technology

#### (WAT) CERTIFICATE OF RECOGNITION, WATER TREATMENT & DISTRIBUTION SYSTEM TECHNOLOGY

	<b>Units</b>
<b>Total Units</b>	<b>12.0</b>
<b>Program Requirements</b>	<b>12.0</b>
WAT 10            Intro. to Water and Wastewater Technology	3.0
WAT 12            Water and Wastewater Science	2.0
WAT 30            Operation of Drinking Water Treatment Systems	2.0
WAT 31            Operation of Drinking Water Distribution Systems	2.0
WAT 180          Analytical Methods for Water and Wastewater Systems	3.0

#### CERTIFICATE OF RECOGNITION - WATER TREATMENT & DISTRIBUTION SYSTEM TECHNOLOGY

##### Suggested Sequence of Program Requirements Fall or Spring Start

Semester 1 WAT 10, WAT 180	Semester 2 WAT 12, WAT 30, WAT 31
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#### (WAT) CERTIFICATE OF RECOGNITION, WASTEWATER TREATMENT & COLLECTION SYSTEM TECHNOLOGY

	<b>Units</b>
<b>Total Units</b>	<b>12.0</b>
<b>Program Requirements</b>	<b>12.0</b>
WAT 10            Intro. to Water and Wastewater Technology	3.0
WAT 12            Water and Wastewater Science	2.0
WAT 50            Operation of Wastewater Treatment Systems	2.0
WAT 51            Operation of Wastewater Collection Systems	2.0
WAT 180          Analytical Methods for Water and Wastewater Systems	3.0

#### CERTIFICATE OF RECOGNITION - WASTEWATER TREATMENT & COLLECTION SYSTEM TECHNOLOGY

##### Suggested Sequence of Program Requirements Fall or Spring Start

Semester 1 WAT 10, WAT 180	Semester 2 WAT 12, WAT 50, WAT 51
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## WELDING TECHNOLOGY (WT)

Programs in this field provide general and specific educational opportunities for students seeking careers requiring knowledge of welding techniques and procedures. Specific program options include:

- Certificate of Achievement, Welding Technology
- Certificate of Recognition, General Welding
- Certificate of Recognition, Electric Arc & Oxyacetylene Welding
- Certificate of Recognition, MIG & TIG Welding

### (WT) CERTIFICATE OF ACHIEVEMENT, WELDING TECHNOLOGY

<b>Total Units</b>	<b>24.0</b>
<b>Program Requirements</b>	<b>24.0</b>
IT 60A	Basic Manufacturing Blueprint Reading 3.0
MATH 120	Intermediate Algebra 3.0
MT 10	Fundamentals of Manufacturing Technology 3.0
MT 52	Ferrous Metallurgy 3.0
WT 53	Welding Procedures 2.0
WT 54	Welding Procedures 2.0
WT 56	Welding Procedures Lab 1.0
WT 67	Special Welding Laboratory 2.0
WT 90	MIG-MAG and TIG Welding 2.0
WT 91	MIG-MAG and TIG Welding Laboratory 1.0
WT 180*	Welding Fabrication 2.0

\*Course inactivated please see department for appropriate course substitution

CERTIFICATE OF ACHIEVEMENT - WELDING TECHNOLOGY	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 IT 60A, MT 52, WT 54, WT 56, WT 67, WT 80	Semester 1 MT 10, WT 53, WT 90, WT 91
Semester 2 MT 10, WT 53, WT 90, WT 91	Semester 2 IT 60A, MT 52, WT 54, WT 56, WT 67, WT 80

### (WT) CERTIFICATE OF RECOGNITION, GENERAL WELDING

<b>Total Units</b>	<b>15.0</b>
<b>Program Requirements</b>	<b>15.0</b>
WT 54	Welding Procedures 2.0
WT 56	Welding Procedures Lab 1.0
WT 60	Welding Technology: Gas and Arc Welding and Cutting 4.0
WT 61	Welding Technology: Gas and Arc Welding, Brazing, and Cutting 4.0
WT 67	Special Welding Laboratory 2.0
WT 80	Welding Fabrication 2.0

(continued)

CERTIFICATE OF RECOGNITION - GENERAL WELDING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 WT 56, WT 61, WT 67, WT 80	Semester 1 WT 54, WT 60
Semester 2 WT 54, WT 60	Semester 2 WT 56, WT 61, WT 67, WT 80

### (WT) CERTIFICATE OF RECOGNITION, ELECTRIC ARC & OXYACETYLENE WELDING

<b>Total Units</b>	<b>10.0</b>
<b>Program Requirements</b>	<b>10.0</b>
MT 52	Ferrous Metallurgy 3.0
WT 53	Welding Procedures 2.0
WT 54	Welding Procedures 2.0
WT 56	Welding Procedures Lab 1.0
WT 80	Welding Fabrication 2.0

CERTIFICATE OF RECOGNITION - ELECTRIC ARC & OXYACETYLENE WELDING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 MT 52, WT 54, WT 56, WT 80	Semester 1 WT 53
Semester 2 WT 53	Semester 2 MT 52, WT 54, WT 56, WT 80

### (WT) CERTIFICATE OF RECOGNITION, MIG & TIG WELDING

<b>Total Units</b>	<b>10.0</b>
<b>Program Requirements</b>	<b>10.0</b>
MT 52	Ferrous Metallurgy 3.0
WT 53	Welding Procedures 2.0
WT 54	Welding Procedures 2.0
WT 90	MIG-MAG and TIG Welding 2.0
WT 91	MIG-MAG and TIG Welding Laboratory 1.0

CERTIFICATE OF RECOGNITION - MIG & TIG WELDING	
Suggested Sequence of Program Requirements Fall Start	Suggested Sequence of Program Requirements Spring Start
Semester 1 MT 52, WT 54,	Semester 1 WT 53, WT 90, WT 91
Semester 2 WT 53, WT 90, WT 91	Semester 2 MT 52, WT 54



# Course Descriptions

The following section lists the courses available to be offered by the College at the time this Catalog was printed. Not all courses are offered in any given semester, and additional courses may have been added since publication of this document. Please refer to the current Schedule of Classes for course offerings available any specific semester.

## ■ Addiction Studies (ADCT)

### ADCT-10 Introduction to Addiction Studies

(3 units LEC) Grade Only CSU

Examination of use, abuse and addiction with alcohol and other psychoactive drugs. Includes drug classifications, mental and physical effects and effects on society. Course will include physiology, pharmacology, treatment, prevention and enforcement.

### ADCT-11 Pharmacology and Physiology of Addiction

(3 units LEC) Grade Only CSU

An overview of the pharmacological and physiological actions and effects of alcohol and other drugs on the various systems of the body. Course work examines how the body develops tolerance to drugs and how cycles of drug use and dependence develop. Also explored is the impact of drug use/abuse upon families and society. *Recommended Prep: ENGL-150*

### ADCT-12 Substance Abuse: Law, Prevention, Treatment & Ethics

(3 units LEC) P/NP Option CSU

An examination of historical and legal parameters that support a broad array of evidence-based substance abuse prevention and treatment programs, with an emphasis on the legal, cultural and ethical standards that guide multi-disciplinary teams and cross-agency interactions. *Recommended Prep: ENGL-150*

### ADCT-13 Addictions and Co-Occurring Disorders in Special Populations

(3 units LEC) Grade Only CSU

An examination of the special issues involved in the etiology, treatment and prevention of alcoholism, other types of substance abuse and process addictions and co-occurring disorders among specific populations of high-risk groups, with special concerns or problems unique to that population. *Prerequisite: ADCT-10 Recommended Prep: ENGL-150*

### ADCT-14 Health, Nutrition and Addiction

(3 units LEC) Grade Only CSU

An exploration of the health consequences of addictive behaviors including eating disorders and the effect of the use, misuse, and abuse of drugs and alcohol on health and nutrition.

### ADCT-15 Introduction to Counseling Skills

(3 units LEC/LAB) Grade Only CSU

A presentation of the theoretical concepts of counseling for individuals, families, and groups. Processed role-plays help students to develop effective core counseling skills. Personal values, ethical, legal, and crisis intervention issues are also addressed. *Recommended Prep: ENGL-150*

### ADCT-16 Addiction and the Family System

(3 units LEC) Grade Only CSU

An exploration of family and community systems and their relationship to individual development from childhood to adulthood, emphasizing intervention to interrupt addictive family patterns.

### ADCT-17 Field Placement Seminar II

(2 units LEC) Grade Only CSU

A seminar focused on discussing the students' experiences in their supervised occupational work experience in ADCT-42. This course provides advanced ADCT certificate candidates the opportunity to analyze and integrate their practical work experiences in ADCT-42 through study, dialogue, and technique demonstration. *Prerequisite: ADCT-15 and SOC-38 or ADCT-38 Recommended Prep: ENGL-150 and SOC-34*

### ADCT-38 Field Placement Seminar I

(2 units LEC) Grade Only CSU

A focused exploration of case studies utilizing social work theory, emphasizing the development of social work skills, the principles of agency organization, and the nature of community social need and problems. *Note: Field trips are required and the College does not provide transportation. Prerequisite: Completion of or concurrent enrollment in SOC-34 Recommended Prep: ENGL-150*

### ADCT-42 Supervised Occupational Work Experience II

(1.5 units FEX) Grade Only CSU

Individualized supervised work experience in an approved addictions treatment services agency. Work experience will provide advanced ADCT candidates with the opportunity to apply previous ADCT learning to practical work experience through dialogue, and skill and technique demonstrations. *Note: This is a capstone course intended for students in their final semester of course work in addiction studies. Field trips are required and the College does not provide transportation. The student, with assistance from the instructor, is responsible for locating and arranging for the contracts with the agency to complete the 113 hours. Prerequisite: ADCT-15 and ADCT-38 or SOC-38 Recommended Prep: ENGL-150, SOC-34*

## ■ Administration of Justice (AJ)

### AJ-1 Introduction to Administration of Justice

(3 units LEC) Grade Only CSU and UC

An introductory course about the criminal justice system. Topics include the history and philosophy of justice as it evolved throughout the world; roles and role expectations of criminal justice agents in their interrelationships in society; concepts of crime causation, punishments and rehabilitation; ethics; and education for workers in the criminal justice system. *Recommended Prep: ENGL-150*

### AJ-2 Introduction to Law Enforcement

(3 units LEC) Grade Only CSU

A survey of the field of law enforcement as a profession, historical development, and both the current and future concepts and trends. Among the topics covered are: the roles and functions of law enforcement agencies as components of the criminal justice system; the roles, duties, and responsibilities of law enforcement personnel; and professional career opportunities. *Recommended Prep: ENGL-150*

**AJ-3 Introduction to Corrections**
*(3 units LEC) Grade Only CSU*

An introductory course of the field of corrections. Topics include: historical development; current concepts and practices; explanations of criminal behavior; functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior; survey of professional career opportunities in public and private agencies. *Recommended Prep: ENGL-150*

**AJ-4 Criminal Law**
*(4 units LEC) Grade Only CSU and UC*

An overview of the development of the criminal law. Topics include: historical development, philosophy of law and constitutional provisions; definitions, classifications of crimes and legal defenses and their applications to the system of administration of justice; legal research, review of case law methodology and concepts of law as a social force. *Prerequisite: ENGL-150*

**AJ-5 Crime and Delinquency**
*(3 units LEC) Grade Only CSU*

A basic course in the sociological study of crime and crime causation. Topics include: an introduction to major types of criminal behavior; characteristics of offenders, factors which contribute to crime and juvenile delinquency; the function of law enforcement; the courts, probation; parole and institutions; crime control and treatment processes. *Recommended Prep: ENGL-150*

**AJ-6 Introduction to Evidence**
*(4 units LEC) Grade Only CSU*

A course designed to provide students a working knowledge of evidence and case law relating to the admission of evidence in legal proceedings. Topics include the following: Origin, development, philosophy, and constitutional basis of evidence; constitutional, statutory, and procedural considerations which affect the admissibility of evidence; kinds and degrees of evidence; and case studies viewed from the conceptual level. *Recommended Prep: ENGL-150 and AJ-4*

**AJ-7 Current Issues in Administration of Justice**
*(3 units LEC) Grade Only CSU and UC*

A study of current issues facing the criminal justice system. Such issues include the use of force, unlawful discrimination, capital punishment, mandatory sentencing laws, crime prevention strategies, and juvenile and gang crime. *Recommended Prep: AJ-1 and ENGL-150 or placement into ENGL-1A*

**AJ-8 Introduction to Investigation**
*(3 units LEC) Grade Only CSU*

A survey of the basic principles of criminal investigations. Topics include: the fundamentals of investigation; techniques of crime scene searches; the collection and preservation of physical evidence, sources of information; interview and interrogation; and follow-up investigations. *Recommended Prep: ENGL-150*

**AJ-10 Juvenile Justice**
*(3 units LEC) Grade Only CSU*

Survey of history and operation of juvenile justice system and its component parts. Topics include classes of juvenile offenders and victims, diversion programs, theories of juvenile behavior, the juvenile justice process, and a comparison of the adult and juvenile justice systems. *Recommended Prep: ENGL-150*

**AJ-11 Great American Criminal Trials**
*(3 units LEC) Grade Only CSU and UC*

A study of the origin, development, philosophy, and legal basis of the American criminal justice process. Emphasis is given to court decisions which have implemented the U.S. Constitution's guarantee of civil rights into the criminal justice system at the state and national levels. *Recommended Prep: ENGL-150*

**AJ-50 Control and Supervision of Inmates**
*(3 units LEC) Grade Only CSU*

A course in the dynamics of inmate supervision in a correctional institution, security procedures, contraband control, and prison and jail atmosphere. The course will cover staff responsibilities and their application to inmate culture and institution characteristics. *Recommended Prep: AJ-1 or AJ-3 and ENGL-150*

**AJ-51 Correctional Law**
*(3 units LEC) Grade Only CSU*

A survey of correctional programs at various levels from conviction to release from a legal perspective. Course will cover laws dealing with organization of prisons and jails, execution of sentences, terms of imprisonment and parole, and regulations governing escapes, executive clemency and prison records. *Recommended Prep: AJ-1 or AJ-3 and ENGL-150*

**AJ-52 Correctional Interviewing and Counseling**
*(3 units LEC) Grade Only CSU*

A course teaching basic interviewing and counseling processes used by correctional staff in client interviews with inmates. Appropriate techniques and theories in confidence building are taught. The importance of open, receptive attitudes for learning and the necessity of establishing positive rapport and communication are stressed. *Recommended Prep: AJ-1 or AJ-3 and ENGL-150*

**AJ-53 Prison Gangs and the Inmate Subculture**
*(3 units LEC) Grade Only CSU*

A course introducing the elements of prison gangs and disruptive groups and their impact on prison operations, inmate violence and communities. Students will learn the activities, structures and symbols associated with prison gangs. *Recommended Prep: AJ-1 or AJ-3 and ENGL-150*

**AJ-80 Basic Law Enforcement Academy**
*(30 units LEC/LAB) Grade Only CSU*

A course certified by the California Commission on Peace Officer Standards and Training (POST) to meet and exceed statutory basic law enforcement officer training requirements. **Note:** Before enrolling, students must pass: (1) P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy); (2) A medical exam by licensed physician; (3) A Criminal history records check (fingerprinting) pursuant to the California Penal Code. *Recommended Prep: ENGL-150*

**AJ-81 Basic Law Enforcement Academy Module III***(7.5 units LEC/LAB) Grade Only CSU*

Entry level training in law enforcement. This course is designed to meet the state mandated POST training requirements for the Basic Peace Officer Level III modular training course.

Students completing this course will have met all the training requirements for Reserve Officer Level III, or the first of the three classes required for full-time Peace Officer. The course also satisfies the arrest and firearms training requirements specified in Penal Code Section 832. The overall environment is highly structured and paramilitary in nature. **Note:** Before enrolling, students must pass: (1) A P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy.) (2) A medical exam by licensed physician. (3) A Criminal history records check (fingerprinting) pursuant to the California Penal Code (4) A DMV printout of the student's driving record. Recommended Prep: ENGL-150

**AJ-82 Basic Law Enforcement Academy Module II***(8 units LEC/LAB) Grade Only CSU*

Level II reserve officer training. This course is designed to meet the state mandated POST training requirements for the Basic Peace Officer Level II modular training course.

Students completing this course will have met all the training requirements for Reserve Officer Level II, or the second of the three classes required for full-time Peace Officer. The overall environment is highly structured and paramilitary in nature. **Note:** Before enrolling, students must pass: (1) A P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy.) (2) A medical exam by licensed physician. (3) A Criminal history records check (fingerprinting) pursuant to the California Penal Code (4) A DMV printout of the student's driving record. Prerequisite: AJ-81 Recommended Prep: ENGL-150

**AJ-82X Basic Law Enforcement Academy Module II (Extended)***(7.5 units LEC/LAB) Grade Only CSU*

Level II reserve officer training. This course is designed to meet the state mandated POST training requirements for the Basic Peace Officer Level II modular training course.

Students completing this course will have met all the training requirements for Reserve Officer Level II, or the second of the three classes required for full-time Peace Officer. **Note:** Before enrolling, students must pass: 1. A P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy.) 2. A medical exam by licensed physician. 3. A Criminal history records check (fingerprinting) pursuant to the California Penal Code. Prerequisite: AJ-81 Recommended Prep: ENGL-150

**AJ-83 Basic Law Enforcement Academy Module I***(15.5 units LEC/LAB) Grade Only CSU*

Final of three parts leading to completion of the POST Basic Law Enforcement Academy. Students completing this module may be appointed as either full-time peace officers or Level I reserve officers. The overall course is highly structured and paramilitary in nature. **Note:** Before enrolling, students must pass:

(1) A P.O.S.T. approved pre-entry English skills assessment exam with a score of T 40 or above. (May be waived if hired by CA law enforcement agency prior to Academy.) (2) A medical exam by licensed physician. (3) A Criminal history records check (fingerprinting) pursuant to the California Penal Code (4) A DMV printout of the student's driving record. Prerequisite: AJ-81 and AJ-82 Recommended Prep: ENGL-150

**AJ-88A Introduction to Natural Resources Law Enforcement***(3 units LEC) P/NP Option CSU*

Introduction to Natural Resources Law Enforcement is a three-unit course designed to give students a broad orientation to law enforcement occupations that enforce regulatory statutes dealing with the conservation and protection of natural resources. Students will be exposed to various aspects of wildlife, fisheries, and conservation enforcement practices.

Overview of laws, policy, and institutions used to regulate natural resource management and protect the environment. Recommended Prep: ENGL-150

**AJ-88B Basic Academy Preparation***(1 unit LEC) P/NP Only CSU*

Preparation for Basic Law Enforcement Academy. This is a self-paced online course and can be completed over a 4-week period. The course examines the Basic Academy program, policies and procedures, the process of becoming a peace officer, financial preparation, the hiring/background process, writing skills and physical readiness. **Note:** In addition to completing online coursework, students are required to attend in person one four-hour meeting on the CR Eureka campus. This meeting will include taking the POST Reading-Writing test and a tour of the academy facilities. The meetings are held on the first Saturday of each month. The academy staff highly recommends this course for ALL students who plan to attend the basic police academy including those who will be sponsored by a law enforcement agency. Recommended Prep: ENGL-150

**AJ-170 Public Safety Dispatcher Basic Course***(5 units LEC/LAB) Grade Only*

A training course certified by the California Commission on Peace Officers Standards and Training (POST) designed to meet the statutory basic training requirements for employment as a dispatcher for a public safety (law enforcement) agency.

**AJ-189 Corrections Officer Training: Core Course***(9.5 units LEC/LAB) Grade Only*

Basic corrections training. This course is certified by the California Board of Corrections, Standards and Training for Corrections Bureau (STC) and is designed to meet the statutory basic training requirements for employment as an adult correctional officer at a local detention facility. **Note:** Field trip to Pelican Bay State Prison in Crescent City. Recommended Prep: ENGL-150

**AJ-190F PC 832 Firearms***(0.5 unit LEC/LAB) P/NP Only*

A course which fulfills the minimum firearms requirement for the California Commission on Peace Officer Standards & Training (POST) PC 832. This is a standardized course and is certified by POST.

**AJ-190S PC 832 Arrest & Control***(1.5 units LEC/LAB) Grade Only*

A course which fulfills the minimum arrest and control training requirements of the California Commission on Peace Officer Standards & Training (POST) for PC 832. This standardized course is certified by POST.

**AJ-191 Module III Reserve Peace Officer Course***(6 units LEC/LAB) Grade Only*

Level III Reserve training. A course certified by the California Commission on Peace Officer Standards and Training (POST). Module III satisfies the entry level training requirements for Level III reserve peace officers and is the mandatory prerequisite for the Level II module. It also satisfies the arrest and firearms training requirements specified in Penal Code Section 832.

*(continued)*

*Note: Before enrolling, students must pass: 1. A P.O.S.T. approved pre-entry English skills assessment exam with a score of T-40 or above. (May be waived if hired by CA law enforcement prior to course.) 2. A criminal history records check (fingerprinting) pursuant to the California Penal Code. (May be waived if hired by a CA law enforcement agency prior to course.) Recommended Prep: ENGL-150*

### **AJ-199 Advanced Officer Training Course: Individual Topic Titles**

*(0.5-4 units LEC/LAB) P/NP Only*

A series of continuing education courses for active duty law enforcement officers, local adult and juvenile corrections officers, and probation officers. Each course partially fulfills or meets the state-mandated continuing education requirements for these positions. All courses are certified by the California Commission on Peace Officer Standards and Training (POST), and/or the California Board of Corrections, Standards and Training for Corrections Bureau (STC). *Prerequisite: AJ 80; AJ 81 or AJ 191 and AJ 82 or AJ 82X and AJ 83; AJ 170; or AJ 189 with grade of "C" or better or the equivalent course at another college AND active or reserve status as a peace officer or public safety dispatcher at a law enforcement, probation, or other public safety agency or non-sworn employee of such an agency.*

## **Agriculture (AG)**

### **AG-3 Introduction to Animal Science**

*(3 units LEC/LAB) Grade Only CSU and UC*

A course in basic principles of animal physiology, anatomy, genetics, and disease and the importance of these principles to animal agriculture. Topics include farm animal breeds and breeding, effect of management conditions on animal health, production methods, including slaughter, processing and marketing, the importance of animal agriculture to human food supply and global economics, and ethical issues in farm animal care. *Note: Field trips are required as part of this course and the College does not provide transportation. Recommended Prep: ENGL-150 and MATH-380*

### **AG-7 Animal Feeding and Nutrition**

*(3 units LEC/LAB) Grade Only CSU*

An applied introductory course in livestock feeding and nutrition, based on the science of animal nutrition. The concepts of digestion and nutrient absorption in ruminants and non-ruminants are studied, with an emphasis in the formulation of animal rations based on the nutritive value of feeds. By-product feeding is also discussed. *Recommended Prep: ENGL-350 and MATH-376*

### **AG-14 Principles of Landscape Design**

*(3 units LEC/LAB) Grade Only CSU*

Basic design principles are applied to the development of landscapes including actual site analysis and planning.

### **AG-15 Landscape Maintenance**

*(3 units LEC/LAB) Grade Only CSU*

This course is an introduction to and application of the skills and knowledge required by a maintenance gardener. It will include pruning, turf care, soils, fertilizing, pest control, irrigating, equipment maintenance and planting.

### **AG-16 Ornamental Plant Identification**

*(3 units LEC/LAB) Grade Only CSU and UC*

This course will emphasize plants suited to this area and showy in the spring. Students will learn to identify plants used in landscaping and interior decoration and discuss their growth habits, uses and cultural requirements.

### **AG-17 Introduction to Soils**

*(3 units LEC/LAB) Grade Only CSU and UC*

An introduction to soil morphogenesis, classification and properties. Topics will include characteristics and descriptions of local and regional soils, soil mapping, basic soil chemistry, physics and water concepts. Discussion topics will include erosion, mineral nutrition of plants and impacts of soil structure on management potential. *Note: Field trips are required; the College does not provide transportation. Recommended Prep: ENGL-350, MATH-120 and CHEM-100*

### **AG-18 Soil Fertility and Fertilizers**

*(3 units LEC/LAB) Grade Only CSU*

A study of the management of a soil's fertility level relative to meeting specific plant requirements. Composition and use of both organic and inorganic fertilizer materials will be studied. Correctives for pH adjustment and high sodium soils, which include dealing with salt problems in California soils, will be covered. *Prerequisite: AG-17*

### **AG-19 Weed Identification and Control**

*(3 units LEC/LAB) P/NP Option CSU*

The study of the identification and control of common, noxious, and poisonous weeds found in California with emphasis on the local area. Weed control in cropland, pastures, landscaping and wild lands will also be covered. *Recommended Prep: ENGL-150*

### **AG-21 Plant Propagation**

*(3 units LEC/LAB) Grade Only CSU*

A discussion of the principles of sexual and asexual propagation of plants with practice in propagating plants by seeding, cuttings, budding, grafting, division, layering, and micro-propagation.

### **AG-22 Sustainable Vegetable Production**

*(3 units LEC/LAB) Grade Only CSU*

An introduction to the commercial production of vegetable crops, especially those of local importance. Students will research specific cultural practices, variety selection, and marketing needs. Commercial scale and sustainable practices are emphasized. *Recommended Prep: AG-17 and AG-23 and AG-63*

### **AG-23 Introduction to Plant Science**

*(3 units LEC/LAB) Grade Only CSU and UC*

An introduction to basic plant biology. Students conduct experiments illustrating basic principles of plant growth and development. The relationship to species diversity, population, climates, water utilization, air quality and similar environmental interactions resulting from growing plants of agronomic value will be discussed. *Recommended Prep: ENGL-350*

### **AG-25 Landscape Construction**

*(3 units LEC/LAB) Grade Only CSU*

This course will include layout and construction of decks, patios, walks, borders, planters and steps. It will also cover site grading and plant installation.

### **AG-26 Landscape Plant Identification**

*(3 units LEC/LAB) Grade Only CSU*

This course will emphasize plants suited to this area and showy in the fall. The student will learn to identify plants used in landscaping and interior decoration and discuss their growth habits, uses and cultural requirements.

**AG-27 Nursery Practices***(3 units LEC/LAB) P/NP Option CSU*

An exploration of the cultural practices used by nurseries in growing nursery crops. Topics include soils, fertilizers, lighting, pests, watering, temperature control, and plant manipulation. Retailing is also discussed.

**AG-29 Pest Management***(1 unit LEC) Grade Only CSU*

An overview of the types of organisms causing harm to plants and a presentation of management concepts for pests and diseases, related safety and environmental concerns, laws, and regulations.

**AG-30 Introduction to Agricultural Business And Economics***(3 units LEC) Grade Only CSU*

The role of agricultural business in the economy. Introductory economic and business principles and their application to the solution of agricultural problems. The role of agricultural resources (land, labor, capital management), major agricultural resource issues and their policy remedies. Examine the effect of market structure and price on agricultural products and inputs.

**AG-39 Field Experience in Agriculture**

*(1 unit LAB) Grade Only CSU Repeatable to a maximum of four enrollments* The practical application of skills needed to be successful in agriculture, plant science, and ornamental horticulture. This course extends the opportunity to practice skills learned in classes by applying them in a real setting.  
*Prerequisite: Complete 6 units of AG*

**AG-46 Computers in Agriculture Management***(3 units LEC/LAB) P/NP Option CSU*

Application of computer software to the management of agricultural operations and farm businesses involving livestock, crop and financial management. Topics will include computer-integrated management of contracts and accounts, materials, work processes, spreadsheets, and personnel. *Recommended Prep: CIS-1*

**AG-51 Agricultural Machine Systems***(3 units LEC/LAB) Grade Only CSU*

The operation and evaluation of tractor and agricultural equipment. The course covers the principles of operation, adjustments, calibration, service, and repair of tractors, common farm implements, and equipment; with emphasis on safety and safe practices. *Note: This course will be held at the Shively Farm and the College does not provide transportation. Recommended Prep: ENGL-350 and MATH-376*

**AG-52 Agricultural Mechanics***(3 units LEC/LAB) Grade Only CSU*

An applied survey course in universal farm maintenance skills. Identification and use of hand and power tools and materials; shop safety; tool sharpening and care; concrete and masonry; simple electrical wiring; metal working and welding; pipe fitting, plumbing and hydraulics; basic woodworking; agricultural structures; fencing; agricultural applications of ropes and knot-tying; land measurement and surveying principles; estimating quantities and costs. Students are required to meet safety regulations in laboratory work. *Recommended Prep: ENGL-350 and MATH-376*

**AG-55 Introduction to Viticulture***(3 units LEC/LAB) Grade Only CSU and UC*

An introduction to viticulture, including history and development of the wine industry, grape growing, distribution, processes and factors affecting wine and table grape quality. Also covers biology, anatomy, propagation, cultivated varieties, rootstocks, climate, vineyard practices, common diseases and pests. Provides basic knowledge required to establish a vineyard. *Recommended Prep: ENGL-350*

**AG-63 Introduction to Organic/Sustainable Agriculture***(2 units LEC) P/NP Option CSU*

An introduction to the principles of sustained production of vegetables, fruit and flowers with an emphasis on organic techniques. Topics include soil management, cultivar selection, crop nutrition and pest management as well as common problems faced by producers. Emphasis will be on locally important crops with discussions on practical applications of sustainable techniques. *Recommended Prep: ENGL-150*

**AG-63L Introduction to Organic/Sustainable Agriculture Lab***(1 unit LAB) P/NP Option CSU*

Study and practice in growing fruits and vegetables in the field. Students will grow crops on grounds provided by the college. Students will prepare soil, plant, weed, and harvest cultivars of vegetables that grow well on the north coast. Techniques of organic and sustainable agriculture will be emphasized. *Prerequisite: AG-63 or other appropriate crop production class*

**AG-65 Agriculture Enterprise Project**

*(1 unit LEC) P/NP Only CSU Repeatable to a maximum of two enrollments* Prepares students to select and plan for a management/production project. Actual projects are subject to approval by the instructor and Farm Manager. Lecture includes project budgeting, schedule planning, marketing and market arrangements, record keeping, and related planning necessary for success in execution of the selected project.

**AG-65L Agriculture Enterprise Project Lab***(1-3 units LAB) P/NP Only CSU Repeatable to a maximum of three enrollments*

Execution of the project plans developed in AG-65. Actual projects are subject to approval by the instructor and Farm Manager. The appropriate college staff supervises project. *Note: Courses needed for the safe and technical execution of the project may be necessary for the specific enterprise. Units offered may vary by semester. Consult Schedule of Classes for section information. Prerequisite: DHET-166 and AG-65*

**AG-66 Agriculture Enterprise Project-2nd Year***(1-3 units LAB) P/NP Only CSU Repeatable to a maximum of three enrollments*

Execution of an additional year of project plans developed in AG-65. Actual projects are subject to approval by the instructor and Farm Manager. The appropriate college staff supervises projects. *Note: Units offered may vary by semester. Consult Schedule of Classes for section information. Prerequisite: AG-65*

## ■ Anthropology (ANTH)

**ANTH-1 Physical Anthropology***(3 units LEC) Grade Only CSU and UC*

An introduction to physical anthropology taught within the framework of evolutionary theory. To show how social and biological sciences are related, the course is organized into four major parts: evolutionary theory, nonhuman primates, human evolution, and modern human biological variation. These biological concepts are considered within the context of past and present cultures. *Recommended Prep: Eligibility for ENGL-150*

**ANTH-2 Introduction to Archaeology***(3 units LEC/LAB) Grade Only CSU and UC*

An introduction to archaeological methods, theories and application of techniques used to learn about and interpret the lifeways of past cultures. Students will learn about the steps involved in the planning, design, management, and conduct of archaeological investigations. Additionally, topics such as the legal and ethical responsibilities of archaeologists and job opportunities for archaeologists will be discussed.

**ANTH-3 Cultural Anthropology***(3 units LEC) Grade Only CSU and UC*

An introduction to cultural anthropology that offers students an understanding of modern human cultural variation. Students study the concept of culture and the methods and theories of both applied and academic cultural anthropologists, using professional case studies as examples. Topics include gender, subsistence, economic systems, political systems, marriage and the family, kinship, religion, the arts, ethnicity, and culture change.

**ANTH-4 Folklore***(3 units LEC) Grade Only CSU and UC*

A course in the collecting, presenting, and analyzing of oral, material, and written forms of folklore, such as urban legends, folk art, foodways, folk music, folkspeech, gestures, and superstitions. Emphasis will be on analysis of collections and the use of folklore as a tool for understanding a variety of cultures. *Recommended Prep: ENGL-350*

**ANTH-5 Great Archaeological Discoveries***(3 units LEC) Grade Only CSU and UC*

A survey of data from noted archaeological sites from around the world. Sites to be discussed in the course will include a variety of cultures from around the world, from the beginning of human prehistory through recent historical occupations. Additionally, the course will explore relationships between archaeologists, native peoples, the media, and the public. *Note: This class will require students to have the use of a computer with internet access in order to access reading materials, conduct research, and complete assignments. Recommended Prep: ENGL-150*

**ANTH-6 Forensic Anthropology***(3 units LEC) Grade Only CSU*

An examination of the science of solving crimes with anthropological data, especially that from human skeletal remains. Basic human skeletal anatomy will be taught in order to set the stage for examining details of criminal investigations. Students will learn how to initially estimate the sex and age of a given individual based on skeletal features. This course will outline the potential that forensic anthropology holds for the determination of population, cause of death, and individual identification. The social benefits and problems presented by DNA analysis will be presented. Well-known case studies from around the world will be discussed and the cultural consequences of forensic analyses will be examined. *Recommended Prep: ENGL-150*

**ANTH-99 Science and Pseudoscience in Anthropology***(1 unit LEC) Grade Only CSU*

Introduction to scientific method and reasoning, contrasting it with untestable and/or untrue interpretations of aspects of humanity. It is designed to be taken by students who have had little-to-no prior experience with the field of anthropology, having taken at most introductory-level courses in anthropology. The topics covered in the course will be too specific to have been covered for more than a lecture in CR's other anthropology courses. As a one-unit course, it may be more readily offered during the shorter winter or summer sessions. *Recommended Prep: Eligible for ENGL-150*

**ANTH-100 Essentials of Anthropology***(3 units LEC) Grade Only*

An introduction to the basic concepts and controversies in the four subfields of anthropology (cultural anthropology, physical anthropology, archaeology, and linguistic anthropology). Students will be encouraged to improve their reading, writing, and critical thinking skills through a series of classroom activities and several writing assignments. This course is designed to provide the basic terminology and an introduction to key controversies in anthropology that are covered in greater depth in ANTH-1, 2, 3, 4, and 5. *Note: This course includes library research, writing assignments, and essay questions on tests that require a student to be at least ENGL-150 ready. Ideally, ANTH-100 will be scheduled with a linked section of ENGL-150, GS-150 or a similar course. Recommended Prep: ENGL-350*

**■ Aquaculture (AQUA)****AQUA-15 Introduction to Fishery Biology***(3 units LEC/LAB) Grade Only CSU*

A study of the natural history and ecology of major commercial fish and shellfish including identification, anatomy, life history, food habits, age and growth, and pollution in relationship to North Coast California fish and shellfish. Laboratory examination of local fishes will be related to factors listed above. *Note: Boots and rain gear are required. Field trips are required and the College does not provide transportation.*

**AQUA-42 Fish Habitat Improvement***(3 units LEC/LAB) Grade Only CSU*

An introduction to applied salmonid stream restoration techniques with an emphasis on North Coast anadromous fisheries. Topics include the historical importance of the salmon fishery, salmonid life history, reproduction requirements and watershed health. Field activities include installing log stream habitat improvement structures and riparian habitat improvements utilizing power equipment, hand tools, anchoring equipment/supplies and mechanical advantage come-along systems.

**■ Art (ART)****ART-1A Art History: Pre-History to Gothic***(3 units LEC) Grade Only CSU and UC*

A survey of visual art and architecture from Prehistory to the Gothic age. Cultures explored include those of the Paleolithic era, the Ancient Near East, Egypt, Classical Greece and Rome, as well as those of Asia, the Americas, and Africa. Early Judaism and the rise of Christianity in Europe will also be covered. *Recommended Prep: ENGL-150*

**ART-1B Art History: Renaissance to Contemporary***(3 units LEC) Grade Only CSU and UC*

A survey of visual art from the Early Renaissance through Postmodernism. Topics explored include an artwork's cultural and historical context, particular periods and styles, and also the subtle psychology of individual artistic temperament. In addition to Western Art, Islamic, Oceanic, Asian, African, and the art of the Americas will also be examined. *Recommended Prep: ENGL-150*

**ART-2 Introduction to Art***(3 units LEC/LAB) P/NP Option CSU and UC*

An introductory course designed to provide students with studio and lecture experience in the visual arts. Concepts covered include line, value, composition, color, and both two- and three-dimensional space. Media used include drawing, painting, printmaking, ceramics, sculpture, and new media.

**ART-3A Introduction to Sculpture***(3 units LEC/LAB) Grade Only CSU and UC*

A course that introduces the student to basic skills in sculpture and three dimensional design. The course supports traditional and non-traditional materials and their expressive possibilities.

**Note:** Field trips may be required and the College does not provide transportation.

**ART-3B Intermediate Sculpture***(3 units LEC/LAB) Grade Only CSU and UC*

An intermediate course in sculpture that allows the student to both experience working intensively with materials and concepts of his or her choice. The student will learn new techniques and materials such as welding, slip casting, wood, found-objects and soft sculpture. *Recommended Prep: ART-3A*

**ART-4 Art Appreciation***(3 units LEC) P/NP Option CSU and UC*

An introduction to the elements, materials, and techniques of visual art forms. A variety of different cultures and historical periods will be explored in this lecture-based course.

*Recommended Prep: ENGL-150*

**ART-6 20th Century and Contemporary Art***(3 units LEC) Grade Only CSU and UC*

A detailed survey of modern art and architecture from the mid-nineteenth century to the present. Important artistic movements covered will include Impressionism, Art Nouveau, Fauvism, Cubism, Surrealism, Abstract Expressionism, Pop Art and Post-Modern Art, among others. *Recommended Prep: ENGL-150*

**ART-10 Color and Design***(3 units LEC/LAB) P/NP Option CSU and UC*

An introduction to the elements and principles upon which visual art forms are structured, with an emphasis on two-dimensional media. Concepts covered include line, shape, value, composition, space, texture and additive and subtractive color theory. Media used include drawing, painting and collage.

**Note:** Field trips may be required and the College does not provide transportation.

**ART-11 Three-Dimensional Design***(3 units LEC/LAB) P/NP Option CSU and UC*

A course that lays the foundation for all 3-D art forms. Using basic inexpensive materials students will be introduced to the elements and principles of 3-D design and construction.

**ART-14 Gallery Exhibition and Portfolio Development***(3 units LEC/LAB) P/NP Option CSU*

An exploration of the various professional careers in the visual arts. The course includes portfolio, resume, and art statement preparation, exhibition installation, and also visits to galleries, museums, and working professionals in the fine and commercial art fields. **Note:** Field trips may be required and the College does not provide transportation. *Recommended Prep: College-level studio art course*

**ART-16 Lettering and Layout***(3 units LEC/LAB) P/NP Option CSU*

A beginning level course that introduces students to the tools and techniques of western calligraphy. Students will learn the history and fundamentals of letterforms, layout, design, and modern applications of lettering, including digital media.

**ART-17 Basic Drawing***(3 units LEC/LAB) P/NP Option CSU and UC*

A beginning level course that introduces students to a variety of concepts for visual expression and visual literacy in drawing: including line, composition, value, color, space, and perspective. Mediums include graphite, charcoal, ink, pastel, and collage.

**ART-18 Intermediate Drawing***(3 units LEC/LAB) P/NP Option CSU and UC*

An intermediate level course that expands upon skills learned in basic drawing and other introductory art courses. Specialized drawing techniques in dry and wet media will be introduced as well as contemporary, experimental, and conceptual approaches and issues. *Recommended Prep: ART-17*

**ART-18L Intermediate Drawing Lab**

*(1 unit LAB) P/NP Option CSU Repeatable to a maximum of four enrollments* A course designed to provide individualized instruction within the classroom context of ART-18. Students will be encouraged to pursue independent directions in intermediate drawing. **Note:** Students cannot enroll in the concurrently offered section of ART-18. *Nude models may be used. Prerequisite: ART-17 or ART-18*

**ART-19 Figure Drawing***(3 units LEC/LAB) P/NP Option CSU and UC*

An introduction to the fundamentals for drawing the living human form. Concepts explored include gesture, contour, proportion, foreshortening, portraiture and anatomy. Students will also explore the expressive characteristics and narrative possibilities of figure drawing in both traditional and contemporary contexts. *Recommended Prep: ART-17*

**ART-22 Techniques in Watercolor***(3 units LEC/LAB) P/NP Option CSU and UC*

A course that introduces students to the concepts, skills and expressive potential of painting in transparent and opaque watercolor. Students will expand their visual literacy in composition, value, color mixing and application. The course includes field trips to various plein-air painting locales and visits to galleries. *Recommended Prep: ART-10 or ART-17*

**ART-23 Painting***(3 units LEC/LAB) P/NP Option CSU and UC*

An introduction to all the fundamentals for oil and acrylic painting, including color and value mixing, composition, space, and impasto and glazing techniques. Both traditional and contemporary approaches will be presented. **Note:** Field trips may be required and the College does not provide transportation. *Recommended Prep: ART-10 or ART-17*

**ART-26 Sculpture From the Figure***(3 units LEC/LAB) Grade Only CSU and UC*

This is a course in which the figure is used as the starting point for sculpture in a variety of materials including clay, cast stone and plaster. The student will explore the figure as a source of both form and content and will be encouraged to use the figure realistically, expressively and abstractly in the development of works of art. *Recommended Prep: ART-19*



**ART-28 Figure Painting***(3 units LEC/LAB) P/NP Option CSU and UC*

An introduction to the fundamentals for painting the living human form. Concepts explored include proportion, foreshortening, portraiture and anatomy, as well as various painting techniques in oil and acrylic. Students will also explore the expressive characteristics and narrative possibilities of figure painting in both traditional and contemporary contexts. *Note: Nude and clothed models are used in this course. Recommended Prep: ART-19 or ART-23*

**ART-31A Introduction to Ceramics***(3 units LEC/LAB) P/NP Option CSU and UC*

An introductory course designed to expose students to the fundamental construction methods and processes of working with clay. In addition, this course is designed to introduce students to ceramic vocabulary as well as glazing and firing techniques.

**ART-31B Introduction to Ceramics (Wheel)***(3 units LEC/LAB) P/NP Option CSU and UC*

An introductory course in ceramics using the potter's wheel to explore both functional and non-functional forms. This course will also provide instruction in basic glaze chemistry and kiln firing procedures. *Recommended Prep: ART-31A*

**ART-32 Experimental Ceramics***(3 units LEC/LAB) P/NP Option CSU and UC*

A course in experimental ceramics that introduces a variety of experimental concepts in clay including: clay body and glaze formulation, clay construction, surface treatments, mold making and various firing techniques. *Note: Field trips may be required and the College does not provide transportation. Recommended Prep: ART-31A or ART-31B*

**ART-35 Photography***(3 units LEC/LAB) P/NP Option CSU and UC*

An introductory course designed to provide students with studio, lecture and field experience in black and white film based photography. Introduces students to a variety of concepts and techniques for visual expression and visual literacy in photography.

**ART-42 Introduction to Digital Illustration***(3 units LEC/LAB) P/NP Option CSU*

An introduction to Adobe InDesign, Illustrator, and Photoshop for use in digitally-based fine art, design, illustration, and photography. Students will complete a series of fine and commercial art-based projects using each of these computer applications. *Note: Skills in basic drawing and color and design will help a student complete the required projects with greater proficiency.*

**ART-43A Introduction to Photoshop***(3 units LEC/LAB) P/NP Option CSU and UC*

An introduction to current photographic computer technology. Focus is on computer manipulation of photography as currently used in graphic design, commercial photography, fine art photography and communication media fields. *Recommended Prep: ART-35 or ART-10*

**ART-43B Intermediate Photoshop***(3 units LEC/LAB) P/NP Option CSU and UC*

Further exploration in the use of electronic imaging. Students will expand their knowledge and skill set in order to express more concept driven content using their own images. This course is designed for students who have a basic knowledge of digital imaging. *Prerequisite: ART-43A Recommended Prep: ART-35 and ART-10*

**ART-46A Techniques in Printmaking***(3 units LEC/LAB) P/NP Option CSU*

A beginning level course that introduces the concepts, skills and expressive potential of printmaking in various media and techniques, including monotype, intaglio, serigraphy, and relief. Students will expand their visual literacy in the use of composition, value, ink mixing and application. *Recommended Prep: ART-17 or ART-10*

**ART-46B Intermediate Printmaking***(3 units LEC/LAB) P/NP Option CSU*

An intermediate level course that expands upon the concepts, skills and expressive potential of printmaking in various media and techniques, including monotype, intaglio, serigraphy, and relief. Students will further develop their visual literacy in the use of composition, value, ink mixing and application. *Prerequisite: ART-46A Recommended Prep: ART-17 or ART-10*

**ART-52 Open Lab for Art**

*(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments* A course designed to provide individualized instruction within the classroom context of studio art classes. Students will be encouraged to pursue independent directions in a variety of media. *Recommended Prep: ART 3A, 17, 23, 31A, 35, or 46*

**ART-53 Photography Lab**

*(0.5-3 units LAB) P/NP Only CSU Repeatable to a maximum of four enrollments* A course designed to develop greater skills in photography darkroom and printing techniques. *Note: Units offered may vary by semester. Consult Schedule of Classes for section information.*

**ART-54 Drawing Lab**

*(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments* A course designed to provide individualized instruction within the classroom context of ART-17. Students will be encouraged to pursue independent directions in drawing. Students cannot enroll in the concurrently offered section of ART-17. *Recommended Prep: ART-17*

**ART-55 Lettering Lab**

*(1 unit LAB) Grade Only CSU Repeatable to a maximum of three enrollments* A course designed to provide individualized instruction within the classroom context of ART-16. Students will be encouraged to pursue independent directions in lettering and layout. *Note: Student cannot enroll in the concurrently offered section of ART-16. Recommended Prep: ART-16*

**ART-56 Figure Drawing Lab**

*(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments* A course designed to provide individualized instruction within the classroom context of ART-19. Students will be encouraged to pursue independent directions in figure drawing. *Note: Student cannot enroll in the concurrently offered section of ART-19. Nude models are used in this course. Recommended Prep: ART-19*

**ART-57 Painting Lab**

*(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments* A course designed to provide individualized instruction within the classroom context of ART-22 or ART-23. Students will be encouraged to pursue independent directions in painting. *Note: Student cannot enroll in the concurrently offered section of ART-22 or ART-23. Recommended Prep: ART-22 or ART-23*

**ART-58 Printmaking Lab**

(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments A course designed to provide individualized instruction within the classroom context of ART-46. Students will be encouraged to pursue independent directions in printmaking. *Recommended Prep: ART-46*

**ART-59 Ceramics Lab**

(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of three enrollments The ceramics lab was designed for the student who wants to concentrate or focus on a particular area of ceramics. *Prerequisite: ART-31A or ART-31B*

**ART-60 Jewelry**

(3 units LEC/LAB) P/NP Option CSU  
An introduction to the design and production of jewelry and small-scale metal works, including studio safety. Processes explored include surface embellishment, fabrication, tool-making and stone setting, and their integration in student-created art work. *Note: Students cannot concurrently enroll in ART-60L. Recommended Prep: ART-10*

**ART-60L Jewelry Lab**

(1 unit LAB) P/NP Option CSU Repeatable to a maximum of four enrollments A course designed to provide individualized instruction within the classroom context of ART-60. Students will be encouraged to pursue independent directions in jewelry and metalsmithing. Processes students further explore include casting and forming techniques for non-ferrous metals. *Note: Students cannot enroll in the concurrently offered section of ART-60. Prerequisite: ART-60*

**ART-62 Weaving**

(3 units LEC/LAB) P/NP Option CSU  
An introduction to weaving on floor looms, including the topics of basic weaving skills, fibers and yarns, loom mechanics, finishes, and weaving design principles. The course will also cover a variety of weave structures, including plain, twills, overshot, lace, summer and winter, and other structures.

**ART-62L Weaving Lab**

(2 units LAB) Grade Only CSU Repeatable to a maximum of four enrollments A course designed to provide individualized instruction within the classroom context of ART-62. Students will be encouraged to pursue independent directions in weaving. *Prerequisite: ART-62 or ART-163*

**ART-64 Fabric Printing and Dyeing**

(3 units LEC/LAB) P/NP Option CSU  
An introductory course in fabric printing and dyeing with a variety of fabric dyes and paints. Course topics and processes include: direct painting, block print/stamping, monoprinting, and stencil, and also resist techniques such as tie-dye, clamp dye, stitch dye, color removing, and simple screen printing. Color and design (especially patterning) are also addressed. *Recommended Prep: ART-10*

**ART-64L Fabric Printing and Dyeing Lab**

(1 unit LAB) Grade Only CSU Repeatable to a maximum of four enrollments A course designed to provide individualized instruction within the classroom context of ART-64, ART-66, or ART-68. Students will be encouraged to pursue independent directions in fabric printing and/or dyeing. *Prerequisite: ART-64 or ART-66 or ART-68*

**ART-66 Fabric and Yarn Dyeing**

(3 units LEC/LAB) Grade Only CSU  
A serious investigation of various aspects of fabric or yarn dyeing; direct application (painting, etc.); resists (batik, gutta, tie-dye, clamp-dye, stitch dye, etc.); mordant or leaf print; dye pot yarn or fabric dyeing; painted warps or combinations of the above. After the initial investigation of a variety of processes, students will focus on one or more processes and work with them to become proficient. *Recommended Prep: ART-64*

**ART-67 Documentary Photography**

(3 units LEC/LAB) P/NP Option CSU  
A course designed to provide students with studio, lecture, and field experience dealing with the concerns of documentary photography. Students will explore a variety of techniques designed to produce photography imagery that tells a story (i.e., liquid emulsion on object, book making, the photo essay) and shares the subjects lived experience with the viewer. Students will explore the work of multicultural contemporary and classic documentary photographers. Emphasis will be placed on the production of a portfolio that exemplifies the students' individual concerns in the field of documentary photography. *Recommended Prep: ART-35*

**ART-68 Fabric Printing**

(3 units LEC/LAB) Grade Only CSU  
Special investigation into various aspects of fabric printing--block, stencil, resist printing, screen processes including photo emulsions, etc. Topics include lecture/demonstration of techniques used for increasing production and focusing on depth rather than breadth. *Recommended Prep: ART-64*

**ART-72 Rug and Tapestry Weaving**

(3 units LEC/LAB) Grade Only CSU  
An introduction to rug and tapestry weaving, including investigation of various loom controlled as well as finger controlled weaves appropriate to both weft and warp face rugs. The course will also explore traditional as well as contemporary tapestry weaving techniques. *Recommended Prep: ART-62*

**ART-99A Museums and Galleries of California**

(0.5-3 units LEC/LAB) P/NP Only CSU  
A guided museum and gallery tour to expose students to master works of art from the extensive public and private collections found in northern and southern California. Through slide lectures, but primarily through visiting and examining the actual works of art in these collections, students will learn to observe, evaluate, discuss and appreciate the accomplishments of artists from diverse cultures and historical time periods. *Recommended Prep: Some knowledge of Art history will substantially enrich the experience of viewing and discussing the actual subject matter of the courses*

**ART-99B Monoprints and Substrates**

(1 unit LEC/LAB) P/NP Option CSU  
A short intensive course for students who wish to expand information presented in ART-22 (Watercolor) and ART-23 (Painting) into an experimental realm. Students will explore unconventional water-based media, including gouache, tempera, watercolor crayons, acrylic ink, and making their own paints. They will experiment with varied techniques and unconventional surfaces (including but not limited to oriental papers, Mylar®, and paper mache) informed by contemporary art practices. *Recommended Prep: ART-22*

**ART-99C Firing Techniques**

(2 units LEC/LAB) P/NP Option CSU Repeatable to a maximum of two enrollments A course presenting an opportunity for students of all levels to research a variety of traditional and experimental ceramic firing techniques. Course includes basic thermodynamics/kiln atmospheres, problem-solving specific firing needs, aesthetics of different firing techniques and ceramic process. *Note: Units offered may vary by semester. Recommended Prep: ART-31A or ART-31B*

**ART-99D Concepts in Printmaking**

(1 unit LEC/LAB) P/NP Option CSU Repeatable to a maximum of four enrollments A study of printmaking as an art form. The course explores variety of traditional and contemporary techniques and emphasizes printmaking as a fluid extension of other artistic disciplines. Students will be taught safe studio practice and proper use of materials and equipment. *Recommended Prep: ART-2, ART-10, or ART-17*

**ART-99E Waterbased Medium: Spilling, Staining Laminating**

(1 unit LEC/LAB) P/NP Option CSU Repeatable to a maximum of four enrollments A short intensive for Students who wish to expand information presented in ART-22 (Watercolor) and ART-23 (Painting) into an experimental realm. Students will explore unconventional water-based media, including gouache, tempera, watercolor crayons, acrylic ink, and making their own paints. They will experiment with varied techniques and unconventional surfaces (including but not limited to oriental papers, Mylar®, and paper mache) informed by contemporary art practices. *Note: Ability and confidence with watercolor painting and an understanding of their own expressive voice provides a foundation enabling students to more easily begin the process of experimentation in more complex media and media combinations. Recommended Prep: ART-22*

**ART-99F Professional Practices in Ceramics**

(3 units LEC/LAB) P/NP Option CSU  
An exploration of the various professional careers in the field of ceramic art. The course includes portfolio, resume, and artist statement preparation, exhibition installation, and visits to galleries, museums, and working professionals in the fine and commercial art fields. Students will create a body of work in this class and will plan and co-curate an exhibition. *Note: Field Trips are required. Students must provide their own transportation and must pay for their own lodging. Prerequisite: ART-31A or ART-31B*

**ART-110 Art for the Person With Disabilities**

(2 units LEC/LAB) P/NP Only Repeatable to a maximum of four enrollments Introductory mixed-media art course designed to provide students with disabilities studio and lecture experience in the visual arts. Concepts covered include value, composition, perspective, color, and both 2-D and 3-D space. Techniques are adapted to the physical and emotional needs of the students. The goal of this class is for students to gain the skills and confidence to further their education in the arts.

**■ Astronomy (ASTRO)****ASTRO-10 Introduction to Astronomy**

(3 units LEC) Grade Only CSU and UC  
An overview of historical approaches to understanding the science of astronomy and our place in the universe. We will explore light and its role in the transmission of information, telescopes, the formation of the solar system, the planets and moons and their potential for life, the sun, the evolutionary life cycle and death of stars, black holes, and the formation of the universe.

**ASTRO-11 The Solar System and Space Exploration**

(3 units LEC) Grade Only CSU and UC  
An examination of the geologic processes that have shaped the planets and moons of our solar system. This class will specifically look at the formation of the solar system, the history of space exploration, missions to the moon and Mars, and the search for life.

**ASTRO-15A Observational Astronomy**

(1 unit LEC/LAB) P/NP Only CSU and UC  
This course is designed to familiarize students with visual, telescopic and some photographic astronomic observing techniques. The evening sky will be studied from our observatory at the college. Students will work in small groups with their own professional-grade telescope. *Prerequisite: ASTRO-10 Recommended Prep: Credit for or enrollment in ASTRO-10*

**ASTRO-30 Teaching Science With Science Fiction**

(2 units LEC) Grade Only CSU  
A class examining and exploring science through science fiction films. Students will critically examine science fiction movies, distinguishing fact from fiction. Students will also explore the curious phenomenon of how science fiction can become science fact. The class will also examine the underlying message about science and its application to a variety of social, cultural, and economic issues.

**■ Automotive Technology (AT)****AT-12 Automotive Braking Systems**

(4 units LEC/LAB) Grade Only CSU  
An Automotive Technology course covering theory and principles of modern braking systems. Hydraulic principles, coefficients of friction, and thermodynamics will be discussed. Diagnosis, repair, overhaul, and adjustment procedures of drum, disc/drum, and four-wheel disc systems will be emphasized. Anti-lock Braking Systems (ABS) diagnostics, servicing, and repair procedures will also be covered. The course will cover common domestic, import, and light trucks vehicles only. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will prepare the student for the ASE Brakes Certification Examination.

**AT-14 Manual Transmission/Transaxle and Drivetrain**

(4 units LEC/LAB) Grade Only CSU  
Theory and principles of manual transmissions/transaxles, clutches, driveshafts, half shafts, variable and constant velocity joints, differentials, rear wheel drive axle assemblies, all wheel drives, and four wheel drives. Gear types, ratios, compound ratios, and current noise, vibration, and harshness diagnostic routines will be discussed. Diagnosis, repair, overhaul, and adjustment procedures for common domestic, import, and light truck drivetrain components will be emphasized. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will prepare the student for the ASE Manual Transmission/Transaxle & Drivetrain Certification Examination.

**AT-16 Automotive Electrical Systems***(4 units LEC/LAB) Grade Only CSU*

An Automotive Technology course covering theory and principles of automotive electrical systems. The course includes basic electrical theory, Ohm's Law, series and parallel circuits, electrical symbols and schematics, automotive batteries, charging systems, voltage regulation, starting systems, lighting systems, and various accessories. The laboratory portion of the course will place emphasis on diagnosis and testing techniques required to effectively determine the necessary action in an electrical system failure. The use of schematics, technical specifications, voltmeters, ohmmeters, ammeters, and circuit testers will be required. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will in part prepare the student for the ASE Electrical/Electronic Certification Examination.

**AT-18 Automotive Engine Repair***(4 units LEC/LAB) Grade Only CSU*

An Automotive Technology course covering four-stroke cycle theory, engine torque, horsepower, materials, and manufacturing processes as they relate to internal combustion powerplants used in production automobiles and light trucks. The theory, principles, and diagnosis of cooling systems, lubrication systems, and common engine mechanical failures will be emphasized. The laboratory portion of the course will focus on comprehensive engine testing, in-vehicle engine servicing, engine disassembly, precision measuring, and inspection of internal engine components. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will prepare the student for the ASE Engine Repair Certification Examination.

**AT-20 Automotive Suspension and Steering Systems***(4 units LEC/LAB) Grade Only CSU*

The theory and principles related to automotive steering and suspension systems. Topics will include tire and wheel balancing, alignment angles, steering system geometry and supplemental restraint systems (SRS). The laboratory portion of the course will include diagnosis, adjustment, repair, and replacement techniques for automotive and light truck suspension and steering components. Automotive alignment measuring and adjusting procedures will be emphasized. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will prepare the student for the ASE Suspension & Steering Certification Examination.

**AT-22 Automotive Electronics***(4 units LEC/LAB) Grade Only CSU*

A study of semiconductor theory, transistors, diodes, capacitance, inductance, inductive reactance, the motor principle, integrated circuits, and digital logic circuits. The course will place emphasis on the theory, diagnosis, and repair of modern automotive computer systems. Topics will include control modules, bus interface and related components or circuits. The laboratory portion of the course will require extensive use of electronic test equipment, circuit analysis, and diagnostic procedures common to modern automotive accessories and equipment. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will in part prepare the student for the ASE Electrical/Electronic Certification Examination.

*Prerequisite: AT-16***AT-24 Engine Performance***(4 units LEC/LAB) Grade Only CSU*

An Automotive Technology course covering theory and principles of engine performance related topics. Topics will include the internal combustion process, compression ratios, combustion efficiency, volumetric efficiency, airflow requirements, air-fuel ratios, fuel delivery systems, manifolding, electronic distributor ignition systems, oscilloscope waveform interpretation, ignition timing and advance strategies. The laboratory portion of the course will focus on diagnosis and repair of the following engine performance related problems, mechanical problems, computerized engine control systems, ignition systems, fuel delivery systems, and emission systems. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will in part, prepare the student for the ASE Engine Performance Certification Examination.

**AT-26 Automotive Air Conditioning and Heating***(4 units LEC/LAB) Grade Only CSU*

An Automotive Technology course covering theory and operation of automotive air conditioning and refrigeration systems. Topics will include the refrigeration cycle, evacuation principles, humidity, heat quantity, heat intensity, latent heat, heat transfer, automotive refrigerants, temperature pressure relationship, greenhouse gases, and proper handling and storage of refrigerants. The laboratory portion of the course will focus on the diagnosis and repair of heating and cooling systems, use of refrigerant recycling-reclaiming equipment, use of evacuation equipment, retrofitting, and environmentally sound refrigeration handling techniques. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will prepare the student for the ASE Air Conditioning and Heating Certification Examination.

*Recommended Prep: AT-16***AT-28 Advanced Engine Performance***(4 units LEC/LAB) Grade Only CSU*

An Automotive Technology course covering advanced theory and principles of engine performance related topics. Topics will include fuel injection systems, distributorless ignition systems (DIS) coil over plug (COP) systems, evaporative emission systems, exhaust gas recirculation, catalytic converters, computer controlled emission systems including OBD II compliant and CAN/BUS systems. The laboratory portion of the course will focus on diagnosis and repair of common driveability related problems. Five gas analysis, scantools, digital storage oscilloscopes (DSOs) graphing multimeters (GMM), and common electronic test equipment will be used extensively in the course. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will partially prepare the student for the ASE Engine Performance Certification Examination. *Prerequisite: AT-24*

**AT-30 Automatic Transmission/Transaxle***(4 units LEC/LAB) Grade Only CSU*

An Automotive Technology course covering theory and principles related to both hydraulic and electronically actuated automatic transmissions/transaxles. Topics will include positive and variable displacement pumps, torque converters, torque converter clutches, hydraulic valves, electronic shift solenoids, governors, and common compound planetary gear arrangements. The laboratory portion of the course will focus on diagnostic and overhaul procedures, in-vehicle testing, and bench testing of various components. The course is designed in conjunction with Automotive Service Excellence (ASE) standards and subsequently, will prepare the student for the ASE Automatic Transmission Certification Examination.

## ■ Biology (BIOL)

### BIOL-1 General Biology

(4 units LEC/LAB) P/NP Option CSU and UC

An introductory course in life science dealing with basic biological concepts including molecular and cell biology, metabolism, heredity, evolution, ecology, natural history, and biodiversity. **Note:** This course is designed for non-science majors and nursing/health occupation students. Not open to students who have completed or who are currently enrolled in BIOL-3. Recommended Prep: ENGL-150

### BIOL-2 Microbiology

(4 units LEC/LAB) Grade Only CSU and UC

A study of microorganisms including anatomy, physiology, genetics, and ecological importance. Emphasis will be on the role of microorganisms in disease and the mechanisms of microbe/host interactions. Laboratory work emphasizes the importance of aseptic techniques, methods of microbial control, and procedures for isolating, culturing microbes, and identifying microorganisms. **Prerequisite:** BIOL-1 Recommended Prep: ENGL-150

### BIOL-3 Fundamental Cell Biology

(4 units LEC/LAB) Grade Only CSU and UC

A study of the fundamental structure and function of cells including consideration of all eucaryotic cell organelles, reproduction, evolutionary theory, and genetics. Considerable incorporation of relevant biochemical and biotechnological topics. **Note:** This course is designed for those majoring in biological sciences or related fields. **Prerequisite:** CHEM-1A

### BIOL-4 General Zoology

(4 units LEC/LAB) Grade Only CSU and UC

An introduction to the anatomy, physiology, and ecology of the major animal taxa in an explicitly evolutionary and comparative framework. **Note:** This course is designed for those majoring in biological sciences or related fields. UC Admissions require that students have MATH-120 as a prerequisite or corequisite for this course.

### BIOL-5 General Botany

(4 units LEC/LAB) Grade Only CSU and UC

A study of form, function, ecology, natural history, and evolution of members of the plant kingdom. **Note:** This course is designed for those majoring in biological sciences or related fields. UC Admissions require that students have MATH-120 as a prerequisite or corequisite for this course.

### BIOL-6 Human Anatomy

(4 units LEC/LAB) Grade Only CSU and UC

An introduction to human anatomy. The course includes the study of the gross and microscopic structure of all of the organ systems of the human body with special emphasis on the relation between structure and function. Laboratory work includes the study of human cadavers. **Prerequisite:** BIOL-1 or concurrent enrollment

### BIOL-7 Human Physiology

(4 units LEC/LAB) Grade Only CSU and UC

A study of human physiology including consideration of all the organ systems of the human body. Special emphasis is given to the role of each system in regulating and maintaining bodily homeostasis. Laboratory work emphasizes the nursing relevance of the concepts presented in the lectures. **Prerequisite:** BIOL-1 Recommended Prep: ENGL-150

### BIOL-8 Human Biology

(4 units LEC/LAB) Grade Only CSU and UC

A survey of human biology focusing on anatomy, physiology, cell development, tissues, organs, and organ systems. The course also covers molecular biology, genetics, evolution, and diversity. Laboratories include microscopic observations, experiments, and animal/cadaver dissections. This course is specifically designed for health occupations students as a prerequisite to Microbiology and Human Physiology, but is also designed for non-majors. **Note:** Laboratories include microscopic observations, experiments, and animal/cadaver dissection. This course is designed for non-science majors and nursing/health occupations students. Not open to students who have completed BIOL-1 or BIOL-2 and BIOL-7. Recommended Prep: ENGL-150

### BIOL-9 Plants and People

(3 units LEC/LAB) P/NP Option CSU and UC

A survey of plants as a resource for food, fiber, medicine, recreation, and environmental enhancement. Emphasis is on how our relationship to plants has changed throughout history and how the growth and development of plants affect their utility. Laboratory topics include an overview of plant biology as well as identification and uses of economically important plants on a local and global scale. **Note:** Field trips may be required and the College does not provide transportation. Recommended Prep: ENGL-150

### BIOL-15 Marine Biology

(4 units LEC/LAB) P/NP Option CSU and UC

An introduction to life in the sea and the unique environmental factors that affect the distribution and natural history of marine organisms. Topics covered include the biology, ecology, and identification of local marine organisms. **Note:** This course includes field trips to various marine and estuarine environments and the College does not provide transportation.

### BIOL-16 Birds of the North Coast

(3 units LEC/LAB) P/NP Option CSU

An introduction to the biology, evolution, anatomy, physiology, and behavior of birds. Identification, natural history, and ecology of North Coast birds will be studied. This is a natural history course for the beginning and intermediate bird watcher. **Note:** Field trips are required and the College does not provide transportation.

### BIOL-17 Trees, Shrubs, and Wildflowers

(3 units LEC/LAB) P/NP Option CSU and UC

The study of the identification, structure, function and ecological relationships of North Coast plants, trees, shrubs and wildflowers. **Note:** Field trips are required and the College does not provide transportation. Recommended Prep: ENGL-150

### BIOL-18 Natural History of North Coast Mammals

(3 units LEC/LAB) P/NP Option CSU

An introduction to the natural history of North Coast mammals. Topics include taxonomy and evolution, habitat ecology, behavior, and field identification. **Note:** Field trips are required and the College does not provide transportation. Recommended Prep: ENGL-150

### BIOL-19 Rare Plants: Species of Special Concern

(2 units LEC) P/NP Option CSU

The identification and ecology of North Coast plants of special concern as defined by the Department of Fish and Game. Key features used in identification will be covered as well as plants that are often mistaken for rare species. Protocols for botanical surveys will be covered. Recommended Prep: ENGL-150 and BIOL-17 or BIOL-22 or FOR-51

**BIOL-20 Natural History***(4 units LEC/LAB) P/NP Option CSU and UC*

An introduction for non-science majors to the biotic communities of California and the identification, ecology and life history of the organisms living there. Coverage includes principles of ecology and evolution, techniques for studying organisms in the wild, and methods of recording field data.

**Note:** Field trips are required and the College does not provide transportation.

**BIOL-21 Mushrooms of the North Coast***(3 units LEC/LAB) P/NP Option CSU and UC*

The study of the identification and ecology of mushrooms. Emphasis placed on keying species to genus and on field identification of the more common edible and toxic species of the north coast. **Note:** Field trips are required and the College does not provide transportation. Recommended Prep: ENGL-150

**BIOL-22 California Plant Identification***(3 units LEC/LAB) P/NP Option CSU and UC*

An introduction to the field of plant taxonomy and systematics. Emphasis is placed on keying species using The Jepson Manual. Lecture material covers introductory concepts in plant taxonomy and characteristics of the common flowering plant families in California. Lab time is spent learning sight identification of families and using dichotomous keys to identify representatives of local flora. Recommended Prep: ENGL-150

**BIOL-23 Lichens of Northern California***(2 units LEC/LAB) P/NP Option CSU*

The study of the identification, structure, function and ecological relationships of Northern California Lichens. The economic roles of lichens will also be covered. **Note:** Field trips are required and the College does not provide transportation.

Recommended Prep: ENGL-150

**BIOL-24 Introduction to Marine and Anadromous Fishes***(3 units LEC/LAB) P/NP Option CSU*

A detailed study of marine and anadromous fishes of the northern Pacific Ocean. Topics covered include identification, biology, fisheries history and management, and sampling and census techniques. **Note:** This course includes field trips to various marine and estuarine environments. The College does not provide transportation.

**BIOL-25 Marine and Coastal Field Biology***(3 units LEC/LAB) P/NP Option CSU*

A field-oriented introduction to the interrelationships between marine and estuarine organisms and their environment. Emphasis in this course is placed on field methods, sampling techniques, and quantitative data collection and analysis.

**Note:** This course includes field trips to various marine and coastal environments and the College does not provide transportation.

**BIOL-26 Introduction to Marine Plankton***(2 units LEC/LAB) P/NP Option CSU*

An introduction to the identification, biology, ecology, and distribution of marine phytoplankton and zooplankton. Laboratory and field exercises will focus on sampling and analytical procedures and identification techniques.

**BIOL-27 Biology of Marine Mammals***(3 units LEC) P/NP Option CSU and UC*

An introduction to the biology, natural history, evolution, anatomy, physiology, behavior, and population ecology of marine mammals. Whales, dolphins, porpoises, pinnipeds, sea otters, polar bears, and sirenians will be discussed.

**BIOL-35 Field Studies in Biology***(1-2 units LEC/LAB) P/NP Option CSU Repeatable to a maximum*

of four enrollments A field class designed to give the student practical experience in field identification and field study of the ecology and biology of California's native species in their native habitat. **Note:** This course involves an extended field trip away from the campus and the College does not provide transportation. Units offered may vary by semester, consult Schedule of Classes for section information.

**BIOL-99B Identification and Ecology of Grasses***(0.5 unit LEC/LAB) P/NP Option CSU*

A hands-on study of selected plant, animal or fungal groups of particular interest and salience to the biological sciences.

**BIOL-99C Ecology of the Pygmy Forest***(1 unit LEC) P/NP Option CSU*

A hands-on study of selected plant, animal or fungal groups of particular interest and salience to the biological sciences.

**BIOL-120E Intertidal Ecology***(0.5 units LEC/LAB) P/NP Option*

This course will discuss the factors and principles involved in intertidal ecosystems. Local intertidal habitats will be explored and the ecological role and adaptive morphology of intertidal organisms will be discussed.

**BIOL-120H Wildflowers of the Coniferous Forests***(0.5 units LEC/LAB) P/NP Option*

This short course introduces students to the common wildflowers and other dominant plants of the closed cone pine and redwood forests. The biology and ecology of the species and the plant communities in which they grow are discussed.

**BIOL-120K Marine Mammals of the North Coast***(0.5 units LEC/LAB) P/NP Option*

This course will focus on the evolution of mammals with particular emphasis on the adaptations of mammals to the marine environment. The identification and ecology of local marine mammal species will be discussed.

**BIOL-120L Bird Migration***(0.5 units LEC/LAB) P/NP Option*

This course will focus on the remarkable phenomenon of bird migration. Discussion topics will provide the information necessary to understand observations made in the field.

**BIOL-120M Introduction to Identification of North Coast Birds***(0.5 units LEC/LAB) P/NP Option*

This course will focus on how to look at and identify local birds and where to find them. Field observations will focus on the identification and ecology of local bird species.

**BIOL-120O Mosses and Allies of the North Coast***(0.5 units LEC/LAB) P/NP Option*

An introduction to the identification, morphology, anatomy, and ecology of mosses, liverworts, and hornworts. **Note:** One field trip is required and the College does not provide transportation.

**BIOL-120P Marine Algae***(0.5 units LEC/LAB) P/NP Option*

An introduction to the identification, morphology, reproduction, and ecology of marine intertidal algae of Northern California.

## Business (BUS)

### BUS-1A Principles of Accounting

(4 units LEC/LAB) P/NP Option CSU and UC

A study of the fundamental concepts, procedures, and principles of financial accounting as applied to both service and merchandising businesses. Additional topics include accounting systems and special journals, cash, internal controls, receivables, inventory methods, depreciation and amortization, current liabilities and payroll, and corporate accounting. Focus will be on the preparation and analysis of financial statement data. *Recommended Prep: BUS-94*

### BUS-1B Principles of Accounting

(4 units LEC/LAB) P/NP Option CSU and UC

A continuation of BUS-1A with emphasis on managerial accounting. The statement of cash flows and methods to analyze financial statements are emphasized. Control accounting includes cost systems, budgetary control, and standard cost systems. Managerial decision-making considers cost, revenue concepts, and preparation of reports and special analysis. *Prerequisite: BUS-1A*

### BUS-4 Advanced Computerized Bookkeeping

(3 units LEC/LAB) Grade Only CSU

A study of advanced bookkeeping procedures utilizing common accounting software. The student will learn to analyze and post complex business transactions in order to create financial and tax reports and manage payroll for small businesses. *Prerequisite: BUS-180 or BUS-1A Recommended Prep: BT-80, BT-81, BT-83, or CIS-1*

### BUS-10 Introduction to Business

(3 units LEC) Grade Only CSU and UC

An introduction to the trends and opportunities in today's dynamic global business environment surveying economics, global markets, social responsibility, ownership forms, entrepreneurship, management organization, marketing, accounting and financial management. *Note: ENGL-150 (or equivalent) will give the student a foundation in critical thinking, reading, writing, and sentence skills that are fundamental to success in BUS courses. Recommended Prep: ENGL-150 (or equivalent) or appropriate reading and writing scores on placement exam.*

### BUS-18 Business Law

(4 units LEC) Grade Only CSU and UC

A survey of law and its enforcement in relationship to business activities as well as the legal relationships between business and society. Subject matter includes social forces, constitutional and statutory law, international legal environment, administrative regulations, environmental law and community planning, consumer protection, crimes, torts, contracts, personal property and bailments, insurance, sales contracts, commercial paper, agency and employment, business organizations and trusts. *Recommended Prep: ENGL-150*

### BUS-34 Introduction to Personal Finance

(3 units LEC) P/NP Option CSU

An introduction to the basics of personal financial literacy. Topics will include managing income, expenses, credit and insurance. In the area of investments, topics will include financial markets and assets, basic asset valuation, and retirement planning. *Recommended Prep: CIS-1 and BUS-94*

### BUS-35 Strategic Marketing

(4 units LEC) Grade Only CSU

An overview of the strategic marketing process including environmental scanning, industry analysis, market analysis, target market definition, marketing strategy creation, financial budgeting and projections. The student will learn the strategic marketing process by creating a professional marketing plan supported by both primary and secondary data sources. Emphasis will be placed on understanding the wants and needs of consumers, differentiating brand identity from competitors, and creating marketing strategies that leverage the competitive advantage of your organization. *Recommended Prep: BUS-10 and ENGL-150*

### BUS-52 Business Communications

(3 units LEC) Grade Only CSU

A course in written and oral communications for the business environment. Students analyze various business situations, producing reasoned written or oral responses. Written communications focus on the composition of effective business letters, memorandums, e-mail messages, and short reports. Oral communications include small group participation, oral reports, and electronic presentations. *Prerequisite: BUS-152 or ENGL-150 Recommended Prep: CIS-100*

### BUS-68 Introduction to Principles of Management

(3 units LEC) Grade Only CSU

An introduction to modern management theory. Key topics include the role and function of a manager, organizational design and structure, strategic and tactical planning, communication strategies, human resource management, diversity in the workplace, ethics and social responsibility, motivational theories, and management of change. *Recommended Prep: BUS-10 and ENGL-150*

### BUS-69 Small Business Entrepreneurship

(4 units LEC/LAB) Grade Only CSU

An overview of the strategic business planning process including analysis of the marketing, operations, management, technology and finance functions of a new business venture. The student will learn the strategic business planning process by creating a professional business plan supported by robust financial projections. Emphasis will be placed on the development of a profitable, differentiated and sustainable business model. *Recommended Prep: BUS-10 and ENGL-150*

### BUS-82 Current Income Tax Preparation

(1.5 units LEC) Grade Only CSU Repeatable to a maximum of two enrollments Students will learn how to prepare basic IRS and California State income tax forms for students and others in the community with low to limited income, individuals with disabilities, non-English speaking and elderly taxpayers.

### BUS-82L Volunteer Income Tax Assistance

(1 unit LAB) P/NP Option CSU Repeatable to a maximum of four enrollments Provides students the opportunity to apply the income tax law and concepts learned in BUS-82. Students will be assisting members of the public with e-filing individual tax returns, answering basic tax questions, and identifying required data on various forms. *Prerequisite: BUS-82 Recommended Prep: BUS-1A*

**BUS-94 Business Mathematics***(3 units LEC) Grade Only CSU*

A review of basic mathematical processes and their application to problems concerning bank records, merchandise inventory and turnover, percentage, cash and trade discounts, markup, depreciation, interest, promissory notes, bank discount, and payroll. It will cover all the mathematical concepts and procedures that will be required in the Principles of Accounting classes (BUS-1A/1B). *Prerequisite: MATH-380*

**BUS-152 Business English***(3 units LEC) Grade Only*

A course in English fundamentals and composition applicable to the business environment. Students learn to write effective sentences and acquire skill in paragraphing, composition, editing and revising, using a reference manual when necessary. Punctuation, spelling, and grammar exercises are included with the objective of producing accurate written material. *Recommended Prep: ENGL-350*

**BUS-180 Introduction to Bookkeeping***(3 units LEC/LAB) P/NP Option*

Introduces the concepts of the bookkeeping process. Emphasizes the correct posting of business transactions and creation of financial reports and payroll for small businesses. *Recommended Prep: MATH-380*

## ■ Business Technology (BT)

**BT-3 Integrated Applications***(4 units LEC/LAB) Grade Only CSU*

An intermediate-level course involving planning and implementing computer application based solutions for the office environment that will strengthen students' ability to analyze office tasks and examine alternative solutions using office application software. Students will define office tasks, develop solutions, and implement solutions. *Note: Formerly CIS-3. Recommended Prep: CIS-100 and MATH-376*

**BT-16 Word Processing I***(4 units LEC/LAB) P/NP Option CSU*

Introduction to word processing with hands-on experience, including character, paragraph, and page formatting; creating, editing, saving, and printing letters, memos, and other short documents with an introduction to the spelling checker and use of the thesaurus. *Note: Formerly BUS-16-16L*

**BT-17 Word Processing II***(4 units LEC/LAB) P/NP Option CSU*

Intermediate to Advanced word processing with hands-on experience, including creating tables, forms, brochures, newspaper columns, headers and footers, pagination, sorting data, and file management. *Note: Formerly BUS-17/BUS-17L. Recommended Prep: BT-16*

**BT-50 Database Applications***(4 units LEC/LAB) Grade Only CSU*

An intermediate to advanced level course in database applications using relational database management software. Students will set up, manipulate, and maintain their own databases. *Note: Formerly CIS-50/50L. Recommended Prep: CIS-1, CIS-3, and MATH-376*

**BT-51 Spreadsheet Applications***(4 units LEC/LAB) Grade Only CSU*

An intermediate to advanced level course to develop and refine students' understanding of electronic spreadsheet concepts, applications, and integration with other applications (word processing and database). Students will use hardware, software, and documentation to complete lab exercises and projects. *Note: Formerly CIS-53/53L. Recommended Prep: CIS-1, BT-3 and MATH-376*

**BT-53 Technical and Professional Office Procedures***(4 units LEC/LAB) Grade Only CSU*

Advanced preparation for students' transition from the classroom to the workforce environment. Students integrate technological knowledge and skills from previous courses with new information about communicating in the workplace, teambuilding, problem solving, organization and time management, and career planning. *Prerequisite: CIS-1. Recommended Prep: BT-11, BT-17, BT-51, BUS-152 or ENGL-150*

**BT-63 Desktop Publishing Applications***(4 units LEC/LAB) Grade Only CSU*

A study and practice in the use of professional desktop publishing software. Students will apply the principles of typography and graphic design to develop documents which combine text, graphics, and photographs on a printed page for personal and business use. *Note: Same as DM-63. Recommended Prep: CIS-100*

**BT-80 Introduction to Windows***(0.5 units LAB) P/NP Option CSU*

An introduction to the Microsoft Windows graphical user interface, operating system, accessories and applications. Students learn file management as well as basic operating system controls and commands to configure and control the Windows environment.

**BT-81 Introduction to Microsoft Office***(1 unit LAB) P/NP Option CSU*

An introduction to word processing, spreadsheet, database, and electronic presentations software using Microsoft Office. Students learn to produce a variety of word processing documents, construct spreadsheets with embedded formulas, develop a relational database, and create interactive electronic presentations. *Recommended Prep: BT-80, CIS-1, or CIS-100*

**BT-83 Internet and E-Mail Skills***(0.5 units LAB) P/NP Option CSU*

An introduction to the Internet, Worldwide Web, and E-mail. Students learn to browse Web sites, search the Internet, and send and receive e-mail.

**BT-90 Introduction to Microsoft Excel***(1 unit LAB) P/NP Option CSU*

An introduction to electronic spreadsheets using Microsoft Excel. Includes worksheet design and modification, formatting techniques, formulas and calculations, functions, charts and graphs. *Recommended Prep: BT-80, CIS-1, or CIS-100*

**BT-91 Introduction to Powerpoint***(1 unit LAB) P/NP Option CSU*

An introduction to electronic presentations using Microsoft PowerPoint. Students learn to create interactive slides using text, graphics, sound, animation, timing, and transitions. *Recommended Prep: BT-80, CIS-1, or CIS-100*



**BT-92 Introduction to MS Word***(1 unit LAB) P/NP Option CSU*

An introductory hands-on course in word processing, using the most recent version of Microsoft Word. Skills learned include creating, saving, printing, and retrieving documents, formatting characters, paragraphs, and pages, adding enhancements such as clip art, bullets, borders and shading, as well as an introduction to the spelling checker and the thesaurus.

*Recommended Prep: BT-80, CIS-1, or CIS-100*

**BT-110 Microcomputer Keyboarding***(1 unit LAB) P/NP Only*

An entry-level short course designed to provide the intensive drill necessary to learn the alphabetic keys of the microcomputer keyboard by touch. This beginning class is intended for students who have had no previous keyboarding experience but need to acquire a computer keyboarding skill for personal and academic use. **Note:** Formerly BUS-114

**BT-111 Keyboarding I***(3 units LEC/LAB) P/NP Option*

A beginning course in keyboarding using the touch method. Emphasis on acquiring basic keyboarding skills and on producing documents (reports, letters, tables, etc.) using word processing software as preparation for learning office production skills. **Note:** Formerly BUS-11

**BT-112 Keyboarding Skill Development***(1 unit LAB) P/NP Only Repeatable to a maximum of four enrollments*

A course designed to help students improve their keyboarding skills as well as develop 10-key keypad speed and accuracy. Specific drills will be taught to correct individual keyboarding deficiencies. Students at any level will be able to continue their development of keyboard control through repetitive typing of specific drills designed to improve both speed and accuracy.

**Note:** Students should be able to touch type at 25-wpm to enroll in this class. Formerly BUS-12 *Recommended Prep: BT-110 or BT-111*

**BT-114 Medical Office Practice***(1 unit LAB) Grade Only CSU*

A course in processing medical forms and records used in hospitals and doctors' offices. The course consists of hands-on practice preparing health insurance claim forms, hospital discharge forms, patient billing forms, and patient files. Students also learn to schedule appointments and transcribe doctors' dictation and medical reports. *Prerequisite: BT 150 and BT 162 or equivalent; ability to keyboard at 35 wpm. Recommended Prep: BT-16, BUS-152 or ENGL-150 or equivalent*

**BT-150 Medical Vocabulary***(1 unit LAB) P/NP Option*

An introduction to medical terminology for students planning a career in medical office work. Basic medical vocabulary will be acquired by learning a word-building system of roots, suffixes, prefixes, and combining forms. *Recommended Prep: ENGL-350*

**BT-158 Intensive Filing Practice***(1 unit LAB) Grade Only*

A course in alphabetic, geographic, subject, and numeric filing and a comprehensive update of technology affecting records management. Students learn records management concepts and reinforce those concepts with computer applications using a database software program. **Note:** Formerly BUS-158

**BT-162 Machine Transcription***(1 unit LAB) Grade Only*

A course in transcription techniques and efficient operation of transcription equipment. Students learn to transcribe correspondence, reports, and other documents in standard formats used in a variety of businesses. Also includes proofreading practice and language skills reviews focusing on punctuation, vocabulary, and grammar. *Prerequisite: BT-112 Recommended Prep: BT-16 or ability to use a word processing program.*

**BT-178 Introduction to Quickbooks***(1 unit LEC/LAB) P/NP Option*

An introductory-level course in the use of QuickBooks accounting software. The goal of the course is to enable the student to use QuickBooks in real-life situations. This course is particularly relevant for bookkeepers and small business owners who want to be able to use QuickBooks to automate bookkeeping and accounting tasks. *Recommended Prep: BUS-1A or BUS-180*

**BT-188B Intermediate Quickbooks Technology***(1 unit LEC) P/NP Option*

An intermediate-level course in the use of Quickbooks accounting software. The goal of the course is to enable the student to use Quickbooks in real-life situations. This course is particularly relevant for bookkeepers and small business owners who want to be able to use Quickbooks to automate bookkeeping and accounting tasks. *Prerequisite: BT-178 Recommended Prep: BUS-180 or BUS-1A*

## ■ Chemistry (CHEM)

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**CHEM-1A General Chemistry***(5 units LEC/LAB) Grade Only CSU and UC*

The principles of chemistry for students in science, engineering, medical and related professions. Atomic structure, chemical bonding, stoichiometry, the periodic table, enthalpy, solutions, and carbon chemistry will be studied. Includes a coordinated laboratory experience focused on the study of physical and chemical properties. *Prerequisite: MATH-120 and either CHEM-100 or high school chemistry*

**CHEM-1B General Chemistry***(5 units LEC/LAB) P/NP Option CSU and UC*

A continuation of CHEM-1A. Bonding, intermolecular forces, solutions, kinetics, equilibria, acids and bases, reactions, thermodynamics, electrochemistry and the chemistry of the elements and their compounds will be studied. *Prerequisite: CHEM-1A*

**CHEM-2 Introduction to Chemistry***(5 units LEC/LAB) P/NP Option CSU and UC*

An introduction to basic chemical principles. Serves as a beginning course for allied/applied science students including nursing, forestry, and natural resources fields. Students learn to classify matter and to describe physical and chemical phenomena such as atomic structure, compounds, energy, solutions, acids and bases, nuclear chemistry, and organic chemistry, both qualitatively and quantitatively, at an introductory level. Includes a coordinated lab experience. **Note:** A scientific calculator is required. *Prerequisite: Recommended Prep: MATH-380*

**CHEM-3 Introduction to Organic Chemistry***(4 units LEC/LAB) Grade Only CSU and UC*

An introductory survey of organic compounds and biological macromolecules for allied/applied science students including nursing, forestry, and natural resources fields. Students learn to identify fundamental organic functional groups and to distinguish between their physical and chemical properties. Students also learn to identify fundamental biological macromolecules such as proteins, DNA, polysaccharides, and lipids and discuss their biological roles. *Prerequisite: CHEM-2*

**CHEM-8 Organic Chemistry***(5 units LEC/LAB) Grade Only CSU and UC*

A survey of important classes of organic compounds with emphasis on materials of interest to students of the biological sciences, pre-professional programs and related areas. The laboratory work introduces the fundamental techniques using both macro and micro scale equipment for the purification, synthesis and identification of organic compounds, while illustrating the basic chemistry of the functional groups. This was designed to contain content equivalent to brief (one semester) organic chemistry courses taught at four-year colleges. This course is accepted at HSU in place CHEM-328. Biological science majors should take CHEM-8 to complete their chemistry requirements. *Prerequisite: CHEM-1A*

**CHEM-10 Chemistry for the 21st Century***(3 units LEC) P/NP Option CSU and UC*

A non-mathematical survey of the major chemistry concepts for non-science majors with an emphasis on 21st century issues. Students will learn to connect observations of the natural world to the molecular level, creating a framework for topics such as global warming and renewable energy. *Recommended Prep: ENGL-150*

**CHEM-52 Chemistry Practicum***(0.5-1 units LAB) P/NP Only CSU Repeatable to a maximum of four enrollments*

A review of chemistry topics for students enrolled in any transfer-level chemistry course. This lab will provide individualized instruction in a self-paced lab environment. Course specific work will be assigned. This course is designed to support CHEM 1A, 1B, 2, 3, and 8.

**CHEM-100 Preparation for General Chemistry***(4 units LEC) P/NP Option*

A brief introduction to the principles of chemistry and the application of mathematics to chemistry. CHEM-100 is intended to prepare students for General Chemistry (CHEM-1A) who did not take high school chemistry or whose prior chemistry is outdated. *Note: A scientific calculator is required. Recommended Prep: MATH-380*

**CHEM-152 Chemistry Tutorial Lab***(0.5-1 units LAB) P/NP Only Repeatable to a maximum of four enrollments*

Individualized practice and/or review skills necessary for success in a CHEM class. *Note: Units offered may vary by semester, consult Schedule of Classes for section information.*

## ■ Cinema (CINE)

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**CINE-1 Cinema History: Origins Through the Coming of Sound***(3 units LEC) Grade Only CSU and UC*

An introduction to the study of film history from cinema's origins in the 1890s through the widespread transition to sound-on-film technology. Students will be required to consider the historical, production, distribution, exhibition, cultural, and aesthetic contexts of varying cinematic movements from several different parts of the world. The bulk of this course centers on silent cinema, with attention paid at the end of the course to the development of sound. *Note: Students are assumed to possess college-level reading and writing abilities. Recommended Prep: ENGL-150*

**CINE-2 Cinema History: Coming of Sound to the Present***(3 units LEC) Grade Only CSU and UC*

An introduction to the study of film history from just after the coming of sound to the present. Students will be required to consider the historical, production, distribution, exhibition, cultural, and aesthetic contexts of varying cinematic movements from several different parts of the world. The bulk of this course centers on post-WWII cinema in the United States and Western Europe. *Note: Students are assumed to possess college-level reading and writing abilities. Recommended Prep: ENGL-150*

**CINE-3 Cinemas of Latin America, Asia, and Africa***(3 units LEC) Grade Only CSU and UC*

A survey course of film history outside of the western world, specifically, the films of Asia, the Middle East, Africa, South America, Mexico and Cuba. We will examine the historical, social, political and film industry environments in which each film was created, and we will identify recurring themes, motifs, techniques, and aesthetic choices that contribute to a regional or national style. *Recommended Prep: ENGL-150*

**CINE-6 Selected Film Authors or Genres***(3 units LEC) Grade Only CSU and UC*

A focused study on the career and/or body of work of a selected film author or genre. The course will examine the historical, social, and film industry environments in which the director or genre arose and changed, and will identify recurring themes, motifs, techniques, and aesthetic choices that define that particular director's or genre's artistic style. (Featured director or genre may vary from one semester to the next.) *Recommended Prep: ENGL-150*

**CINE-8 Screenwriting***(3 units LEC) Grade Only CSU and UC*

An examination of dramatic structure as defined by Aristotle, practiced by Shakespeare, and applied in the modern screenplay. The course will study two films in their screenplay and finished film forms, focusing on the writers' techniques. Students will practice dramatization and visualization techniques via writing assignments, and each will complete the first act of an original screenplay. *Recommended Prep: ENGL-150*



## Computer and Electronics

### ■ Technology (CET)

#### CET-10 Survey of Electronics

(3 units LEC) Grade Only CSU

An overview of the scientific method as it applies to the field of electronics. Topics include the principles and laws of physics, chemistry, and mathematical analysis as they relate to basic electronics. Additional topics will include AC and DC components, sustainable sources of electrical energy, and current trends in the design of efficient electronic components that reduce energy consumption. *Recommended Prep: MATH-380*

#### CET-10L Survey of Electronics - Lab

(1 unit LAB) Grade Only CSU

A lab course designed to familiarize the student with electrical and electronic devices, circuits, systems and test equipment. Instruments used in the study of basic electronics are discussed, demonstrated, and used. Emphasis is placed on safety, interpretation of schematic diagrams, breadboarding, and familiarization with electronic components.

## Computer Information

### ■ Systems (CIS)

#### CIS-1 College Computer Literacy

(4 units LEC/LAB) P/NP Option CSU and UC

A transfer-level course in the use of hardware, software, and online resources. Course management software facilitates discussions, homework submissions, exams, and grading. A project integrating all the fundamental elements of office software and basic digital media elements is required. *Recommended Prep: CIS-100*

#### CIS-11 Fundamentals of Computer Science

(4 units LEC/LAB) Grade Only CSU and UC

An overview of the fundamentals of computer science. Topics covered include history of computers, number systems, data representations, logic gates, hardware overview of control unit, memory, ALU, data storage, software overview of operating systems, communication and networking, and low-level language fundamentals. *Recommended Prep: MATH-376 and CIS-1*

#### CIS-12 Programming Fundamentals

(4 units LEC/LAB) Grade Only CSU and UC

A study of computer programming fundamentals and problem-solving techniques. Includes using basic logic and data structures, flowcharts, hierarchy charts, and pseudo-code to design, develop, test, and document computer programs in a hands-on setting. *Recommended Prep: CIS-1 and MATH-376*

#### CIS-16 Introduction to Object Oriented Programming

(4 units LEC/LAB) Grade Only CSU and UC

An introduction to object-oriented programming. Students will develop programs using object-oriented techniques. This course includes using data types, data flow control, functions, arrays, pointers, and file input and output to design, develop, and test computer programs in a hands-on setting. *Prerequisite: CIS-12* *Recommended Prep: CIS-11*

#### CIS-18 Introduction to Applications Programming

(4 units LEC/LAB) Grade Only CSU and UC

An introduction to developing Graphical User Interface (GUI) programs for the Windows environment. Students will utilize object-oriented and event-driven concepts to design, implement, and test their application programs. The course includes concepts common to all programming languages and those specific to event-driven languages. *Recommended Prep: CIS-12*

#### CIS-20 Programming With Data Structures

(4 units LEC/LAB) Grade Only CSU

A study of data structures and the algorithms that proceed from them. Topics include recursion, the underlying philosophy of object-oriented programming, fundamental data structures (linked lists, queues, stacks, trees, and hash tables), and the basics of algorithmic analysis. This is an intermediate programming course using the Java programming language. *Recommended Prep: CIS-12 and CIS-16*

#### CIS-30 Networking Essentials

(4 units LEC/LAB) Grade Only CSU

A study of current technologies of local and wide area networks and the Internet. Students will be presented with the OSI model and the TCP/IP protocol in a combined lecture, demonstration, and lab setting. *Recommended Prep: CIS-11 and BT-80*

#### CIS-31 Network Operating Systems

(4 units LEC/LAB) Grade Only CSU

A survey of network operating systems used in local area networks, wide area networks, and the Internet. A variety of topics will be covered for several different network operating systems, including network installation, management, and security. *Recommended Prep: CIS-30*

#### CIS-70 Systems Analysis and Design

(6 units LEC/LAB) P/NP Option CSU

A study of systems analysis and implementation of business computer systems, including such topics as system life cycles, analysis techniques, design techniques, acquisition, implementation and maintenance techniques, and oral and written communications. *Prerequisite: BT-50 and one from: BT-16, BT-51, CIS-16, or CIS-18*

#### CIS-86 Web Site Design

(2 units LAB LEC) P/NP Option CSU

An introduction to design and construction of Web sites for the Internet, using Web page design software and Hypertext Mark-up Language. Students will create their own Web sites and post them to the Internet via FTP (file transfer protocol). *Recommended Prep: CIS-100 or BT-80 or CIS-1*

#### CIS-98 PC Computer Repair and Maintenance

(4 units LEC/LAB) P/NP Option CSU

A practical study of the repair and maintenance of PCs at the component level.

#### CIS-100 Basic Computer Skills

(3 units LEC/LAB) P/NP Only

An introduction to entry-level college computer application, online, and operations skills in a lecture/lab setting. Topics include word processing, spreadsheets, electronic presentations, the Internet, email, online course management environments, basic hardware operations (keyboarding, mouse, monitor, printer, disk storage), GUI operating systems, and electronic file management.



## ■ Construction Technology (CT)

### CT-2 Material Science: Wood

(2 units LEC/LAB) Grade Only CSU

A hands-on practice of traditional uses of wood, joiner and hand tools. Sustainable woodworking practices will be emphasized by learning tree anatomy, and to consolidate and repair existing wooden elements like wooden gutters, window sash, and wood siding. Students will learn the science of wood, including milling lumber and steam bending. *Note: \$20 lab fee.*

### CT-3 Material Sciences: Masonry/Plaster

(2 units LEC/LAB) Grade Only CSU

A survey of the traditional applications and physical properties of stone, brick, terra cotta, cement, plaster, mortars and grouts, including three-coat plaster, masonry deterioration, stabilization, with various repair and cleaning methods.

### CT-4 Materials Science: Interior Surface Materials

(2 units LEC/LAB) Grade Only CSU

A survey and analysis of historic interior surface materials application for walls and ceilings; topics include paint, wall coverings, and decorative finishes.

### CT-7 Material Sciences: Glass

(4 units LEC/LAB) Grade Only CSU

A survey of glass and traditional glazing practices used in modern and historic buildings. Studies include glass manufacture, casting, etching, and "staining," glazing techniques using lead came and copper foil. Materials conservation and restoration strategies will be outlined. Students will learn how to identify/repair/replace wooden window glazing defects.

### CT-8 Material Sciences: Casting and Mold Making

(4 units LEC/LAB) Grade Only CSU

A hands-on study and application of traditional and modern materials and techniques used to make molds of clay and plaster architectural ornament. Natural latex rubber, synthetic polyurethane, and silicon mold materials will be studied using a variety of mold making and casting techniques. *Note: \$35 lab fee.*

### CT-10 Introduction to Historic Preservation And Restoration

(3 units LEC) Grade Only CSU

Introduction to the history, theory and practice of historic preservation in the United States from the 19th century to present. Settlement patterns, architectural context and terminology, federal, state, local agencies and private associations, preservation philosophy and present challenges in the field will be studied. Construction techniques and a study of architectural styles within Humboldt County will all be components of this course. *Note: Field trips are required and the College does not provide transportation. Recommended Prep: ENGL-150*

### CT-11 Architectural History

(3 units LEC) Grade Only CSU

A survey of American architecture with an emphasis on the Western United States, emphasizing indigenous building types and construction evolution relative to European influences, settlement patterns, vernacular and regional architectural traditions and styles.

### CT-12 Historic Research and Documentation

(3 units LEC) Grade Only CSU

A study in the field of historic preservation with an emphasis on historic plans and details. National historic building standards for documentation and Secretary of Interior's Standards will be introduced. Students will conduct both primary and secondary historical research, develop a working architectural vocabulary and gain knowledge of restoration procedures. Course will emphasize necessary skills for sketching and designing components of a structure to scale proportions. *Note: Field trips are required and the College does not provide transportation.*

### CT-13 Building Conditions and Analysis

(3 units LEC) Grade Only CSU

The assessment of buildings with an emphasis on analyzing existing conditions, qualities and deterioration of building materials, and individual components. Learn techniques to perform a thorough building evaluation, document and write a conditions assessment. Weatherization, stabilization and whole building energy performance plans all require analysis and recommendations based on data. *Note: Field trips are required and the College does not provide transportation.*

### CT-14 Advanced Field School Techniques

(2 units LAB) Grade Only CSU Repeatable to a maximum of four

enrollments An advanced, hands-on study of preservation and rehabilitation involving construction field work at off-campus sites. This Field School format course focuses on the practice of current trade techniques for the conservation of historic buildings. The focus and scope of work will vary each semester with different projects.

### CT-15 Field Techniques for Historic Preservation

(3 units LEC/LAB) Grade Only CSU

Hands-on sustainable building techniques using existing buildings as the field school. A study of materials conservation and rehabilitation using historic buildings. This course highlights a modern approach to teaching trade skills that will prepare the student for repair and preservation jobs on existing buildings. *Note: Personal safety equipment and appropriate work clothes will be required of student. Personal carpentry tools may be helpful.*

### CT-16 Architectural Millwork

(3 units LEC/LAB) Grade Only CSU

Practice of traditional woodworking skills and modern procedures required to produce new wood molding, and conserve historic millwork. Students will learn the safe use of woodworking equipment, hand and power tools. A course in a sustainable building series that will prepare students for reusing existing materials to accomplish restoration and reproduction of existing building millwork. *Note: Field trips will be a component of this course and the College does not provide transportation. Basic shop use and machine tool training are recommended. Recommended Prep: CT-21B*

### CT-17 Advanced Material Sciences

(1-2 units LAB) Grade Only CSU Repeatable to a maximum of

four enrollments A practice of skills in working with various construction materials. This course will allow students who have taken other Material Science courses an advanced learning environment to design and develop projects of their choice *Prerequisite: CT-2, CT-3, CT-4, CT-7, or CT-8*

**CT-21A Survey of Wood Technology***(3 units LEC/LAB) P/NP Option CSU*

An introductory woodworking course with lectures and labs. Students will receive instruction in project planning, wood technology, wood finishing, woodworking related literature and the safe use and operation of hand and power woodworking tools. Project work includes assigned and free-choice projects. This course is required for all Construction Technology degrees and certificates at College of the Redwoods.

**CT-21B Intermediate Wood Technology***(3 units LEC/LAB) P/NP Option CSU*

An intermediate level woodworking course. Project-based instruction includes woodworking machine use and set-up, furniture joinery, wood turning, veneering, surface preparation and wood finishing. **Note:** *This course requires an instructional materials fee. Prerequisite: CT-21A*

**CT-25 OSHA 30 Hour Construction Safety***(1.5 units LEC) Grade Only CSU*

A 30 hour course in construction industry safety. Using OSHA standards as a guide, students will receive instruction in construction safety and health principles to help prevent injury. Special emphasis is placed on those areas that are the most hazardous. Topics include but are not limited to: OSH Act, Safety Programs, Fall Protection, Personal Protective Equipment, Stairs and Ladders, Excavations and Confined Space Entry. *Recommended Prep: CT-78A or CT-90*

**CT-30 Solar Thermal Design and Installation***(1 unit LEC/LAB) Grade Only CSU*

An introduction to the design and installation of solar hot water systems. Students in this course will become familiar with solar thermal equipment, terminology, installation and the integration of solar thermal components.

**CT-31 Introduction to Solar Thermal Systems***(3 units LEC) Grade Only CSU*

A course designed to provide students with essential information to work with solar thermal systems including system design and sizing residential projects, system components, estimating installation costs and return on investment, system maintenance and building codes. **Note:** *Field trips are required and the College does not provide transportation. Recommended Prep: CT-78A*

**CT-32 Photo-Voltaic System Design and Installation***(1 unit LEC/LAB) Grade Only CSU*

A basic overview of the design and installation of an utility-intertie Photo-voltaic system. Successful completion of this course will provide the student with the entry-level skills of a Photo-voltaic system installer.

**CT-33 Introduction to Solar Photovoltaic Systems***(3 units LEC) Grade Only CSU*

A course designed to provide students with essential information and training to work with residential solar photovoltaic systems including providing fundamentals of AC/DC, the National Electric Code, and principles of a residential solar photovoltaic systems. The course content is aligned with the North American Board for Certified Energy Practitioners (NABCEP) PV Entry Level Exam. Students will be given the opportunity to sit for the NABCEP exam at the conclusion of the course. **Note:** *Field trips are required and the College does not provide transportation. Recommended Prep: CT-78A*

**CT-50 Construction Estimating***(4 units LEC) Grade Only CSU*

An introduction to the techniques and methods of building construction estimating. This course includes a study of employer's cost of labor including payroll, taxes, insurance and overhead. Worker hours and material are computed for each component needed to complete the total building. This class will start with manual estimating skills and then progress to computer estimating. *Recommended Prep: CT-80*

**CT-55 Advanced Wood Technology***(2 units LAB) Grade Only CSU Repeatable to a maximum of*

*four enrollments* A woodworking lab providing students the opportunity to hone the skills and techniques acquired in CT-21A and CT-21B. Individual project work and instruction will be determined through consultation between student and instructor. *Prerequisite: CT-21B*

**CT-56 Construction Layout***(2.5 units LEC/LAB) Grade Only CSU*

A fundamental course for those who need to know how to start a building project. This course will cover the use and care of leveling instruments in laying out buildings, establishing grade elevations, making excavation computations, and staking out a building using batter boards and string. Study of basic math used in construction and the use of a framing square will be components of this course. Students will learn to layout roof rafters: common, hip, valleys, and jacks. Students will also learn to layout a straight staircase. Hands-on lab will strengthen lecture theory. *Recommended Prep: IT-62 or MATH-380*

**CT-57A Cabinetmaking and Millwork I***(3 units LEC/LAB) Grade Only CSU*

Beginning cabinetmaking for residential applications. Topics include the safe use of power equipment and hand tools, cabinetmaking methods, cabinet layout, joinery, casework, woodworking industry standards, materials, and machinery specific to cabinet construction. Participants will have hands-on experience with a complete set of residential cabinets for the student-built house. *Recommended Prep: CT-21A and MATH-376*

**CT-57B Cabinetmaking and Millwork II***(3 units LEC/LAB) P/NP Option CSU*

Intermediate cabinetmaking for residential applications. Topics include: machinery and hand tool safety, European construction, drawer and door construction, shelves and cabinet interiors, counter tops, cabinet installation, wood finishing, and current topics in cabinetmaking. Students participate in the construction of a set of residential cabinets for the student-built house. *Prerequisite: CT-57A*

**CT-57C Cabinetmaking and Millwork III***(3 units LEC/LAB) P/NP Option CSU*

A hands-on opportunity for students interested in advanced techniques in cabinetmaking. Participants work on cabinets of their own design and choice. Topics include, cabinet history and design, job safety analysis, advanced machinery set-up and techniques, wood bending, wood turning, laminating, inlay, dyeing, coloring and finishing. *Prerequisite: CT-57B*

**CT-57D Cabinetmaking and Millwork IV***(3 units LEC/LAB) P/NP Option CSU*

A second semester course in advanced cabinetmaking. Participants work on cabinets of their own design and choice while expanding upon topics covered in Cabinetmaking III. Topics include, 20th and 21st century cabinet history and design, job safety analysis, advanced machinery set-up and techniques, wood bending, wood turning, laminating, inlay, dyeing, coloring and finishing, and cabinet installation. *Prerequisite:* CT-57C

**CT-70 Building Codes and Standards***(2 units LEC) Grade Only CSU*

A course covering technical information and pertinent sections of the International Building Code. This course provides Code information necessary for building inspectors and students enrolled in Architecture and Construction Technology programs. Enrollment in Architecture or Construction Technology courses, or construction trade experience is recommended.

**CT-72 Electrical Codes and Standards***(2 units LEC) Grade Only CSU*

A course covering technical information and pertinent sections of the National Electrical Code. This course provides discussion and practice using the NEC by applying its provisions to technical examples and questions. Special emphasis will be placed upon examples related to residential requirements. *Note:* Current enrollment in Architecture or Construction Technology courses, or construction trade experience is recommended. *Recommended Prep:* CT-78A or CT-80 or DT-73

**CT-78A Residential Wiring I***(2 units LEC/LAB) Grade Only CSU*

A study of the basic electrical wiring as it relates to residential construction. Topics include: electrical theory, residential wiring circuits, blueprint reading, materials selection, installation methods, basic code requirements, and practice in wiring the student project house.

**CT-78B Residential Wiring II***(2 units LEC/LAB) Grade Only CSU*

A continuation of the electrical theory, principles and skills learned in CT-78A. Topics include service calculations, installation of residential wiring circuits and fixtures, use of conduit in wiring, remodel wiring, estimation and line drop calculations, and completion of the wiring of the student project house. *Prerequisite:* CT-78A

**CT-78C Residential Wiring III***(2 units LEC/LAB) Grade Only CSU*

A continuation of the electrical theory, principles and skills learned in CT-78B. Students will act as group leaders and be involved in problem solving. Specific instruction will be in relays, motors, 3-phase power, schematics, heating equipment, and electronic controls required for the completion of the wiring of the student project house. *Prerequisite:* CT-78B

**CT-78D Residential Wiring IV***(2 units LEC/LAB) Grade Only CSU*

A continuation of the electrical theory, principles and skills learned in CT-78C. Students will act as group leaders and be involved in problem solving. Specific instruction will be in electric service installation, alarms and security systems, over current protection, stand by power, and low voltage circuits required for the completion of the wiring of the student project house. *Prerequisite:* CT-78C

**CT-80 Carpentry Theory I***(3 units LEC) Grade Only CSU*

A study of residential construction methods and materials. This class parallels progress on the student built project house. Topics will include: building layout, foundations, floor, wall and roof framing, wall and roof sheathing, windows and doors.

**CT-81 Carpentry Theory II***(3 units LEC) Grade Only CSU*

A study of residential construction methods and materials. This class parallels progress on the student built project house. Topics will include exterior trim and siding, thermal and sound insulation, drywall, interior doors and trim, stairs and ramps, flooring, and alternative construction techniques. *Prerequisite:* CT-80

**CT-90 Beginning Carpentry I***(3 units LAB) Grade Only CSU*

A practical lab where students physically build a house. Students will lay out the building, form and pour the foundation, frame the floor, walls, and roof, install roof and wall sheathing, install exterior trim and siding, install fascia, roofing and windows.

**CT-91 Beginning Carpentry II***(3 units LAB) Grade Only CSU*

A practical lab where students physically build a house. Students will install exterior trim and siding, doors, interior trim and hardware, and miscellaneous finish products. They will layout and build decks and form, pour, and finish concrete flat work. *Prerequisite:* CT-90

**CT-95 Intermediate Carpentry I***(3 units LAB) Grade Only CSU*

A lab to practice and reinforce skills through hands-on experience. Students will lay out the building, form, and pour the foundation (or lay a block foundation); frame the floor, walls, and roof; install roof and wall sheathing; fascia and roofing, and windows. *Prerequisite:* CT-91

**CT-95L Intermediate Carpentry Lab***(3 units LAB) Grade Only CSU Repeatable to a maximum of two enrollments*

A lab to reinforce skills through hands-on experience. Students will install exterior trim and siding, doors, interior trim and hardware and miscellaneous finish products; and build decks, and form and pour concrete flatwork.

**CT-96 Intermediate Carpentry II***(3 units LAB) Grade Only CSU*

A course to strengthen and reinforce skills through hands-on experience. Includes instruction in hanging interior doors, installing paneling, building wardrobe and clothes closets, installing baseboards, window jambs, casing, stools and aprons, installing masonry work for wood stove, installing wood stove, completing cathedral ceilings and setting finish hardware. *Prerequisite:* CT-95

**CT-130A Fine Woodworking: Theory and Practice***(18 units LEC/LAB) P/NP Option*

An introduction to traditional and contemporary cabinetmaking. Students study refinements in the use of joinery, tools, the elements of design, and incorporation of these into individual projects is included. *Prerequisite:* CT-57B or equivalent coursework or experience

### CT-130B Fine Woodworking: Theory and Practice

(18 units LEC/LAB) Grade Only

The second class in a series in Fine Woodworking. Students will have the opportunity to learn and apply fundamental furniture-making skills and to improve and strengthen their existing skills through different applications. A survey of the aesthetics of project design, construction procedures, and advance techniques will be presented. *Prerequisite: CT-130A*

### CT-133 Fine Woodworking: Special Studies In Cabinet Making

(16 units LAB) Grade Only Repeatable to a maximum of two enrollments Individual study in advanced cabinetmaking. Course hours are divided among in-depth study of technical and aesthetic aspects of cabinetmaking, machine techniques, and hand-tool methods relating to excellence in woodworking, i.e. (the creation of fine furniture that combines personal expression with function and that is pleasing and proper). Students will plan and stage a fine furniture exhibition. *Prerequisite: CT-130B*

### CT-135 Tools and Technique

(3 units LEC/LAB) P/NP Only Repeatable to a maximum of two enrollments Students will receive instruction in the making, tuning and proper use of wooden hand planes including the jointer, polisher and curved-bottom plane. Traditional woodworking joinery techniques will be studied and performed at the bench including: edge joining and cooping, dowelling, hand-cut dovetails, frame and panel work and mortise work.

### CT-152 Open Lab for Woodworking

(1 unit LAB) Grade Only Repeatable to a maximum of four enrollments Special studies for students currently enrolled in woodworking courses. Special studies include but are not limited to: improving hand tool skills, developing jigs and fixtures, hand cut joinery, wood turning, finishing techniques, and woodworking machinery set-up, operation, and maintenance.

## Cooperative Education (CE)

### CE-41 General Cooperative Education

(1-3 units WEX) P/NP Option CSU Repeatable to a maximum of four enrollments A course designed to assist students in planning and accomplishing meaningful learning objectives at their place of employment or training sites. The course will emphasize: application of desirable work habits, safety on the job, developing healthy work attitudes and acquisition of transferable job skills. To participate in this program, the student's job does NOT need to be related to educational and career goals or college course work. Work study students are encouraged to participate. *Note: Open to all interested students. Students must enroll in and complete at least 7 units (including Cooperative Education) for each semester of enrollment. Students will obtain required forms and further instructions as indicated in the Schedule of Classes for the semester of enrollment. Units offered may vary by semester, consult Schedule of Classes for section information. Students taking CE-41 for the first time must also be enrolled in GUID-41.*

### CE-42 Occupational Cooperative Education

(1-4 units WEX) P/NP Option CSU Repeatable to a maximum of four enrollments A course designed to expand the learning and career awareness opportunities for students through employment or training sites in the occupational areas for which their college program or major is designed. This course will provide meaningful on-the-job learning experiences through planned and mutually agreed upon learning objectives. The job the student holds must be directly related to educational and career goals and college course work. Work study students are encouraged to participate. *Note: Open to all interested students. Students must enroll in and complete at least 7 units (including Cooperative Education) for each semester of enrollment. Students will obtain required forms and further instructions as indicated in the Schedule of Classes for the semester of enrollment. Units offered may vary by semester, consult Schedule of Classes for section information. Students taking CE-42 for the first time must also be enrolled in GUID-41.*

## Dance (DANCE)

### DANCE-32 Ballet

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments An introduction to the basics of ballet including barre exercises, floor exercises, and adagio combinations. The study of ballet terminology and the history behind some ballets will also be included. Instruction varies with the skills and backgrounds of the individual student. *Note: Units offered may vary by semester, consult Schedule of Classes for section information.*

## Dental Assisting (DA)

### DA-153 Dental Science

(2 units LEC) Grade Only An introduction to basic life science with an emphasis on anatomical systems and structures that have dental significance. Topics will include head and neck anatomy, dental terminology, histology, embryology, tooth eruption sequence, formation, function and classification of occlusion. Other topics include microorganisms, blood borne pathogens, disease transmission and prevention. *Note: Prior admission to the DA program is required. Recommended Prep: ENGL-350 and MATH-372*

### DA-154 Dental Materials and Procedures

(3 units LEC/LAB) Grade Only A course in the application and use of modern dental products commonly used in all aspects of dental assisting. Skills, techniques, and sequences are emphasized. Topics include: infection control, regulatory agencies and guidelines, preventative and restorative products, impression materials, gypsum and study models, and cements. Laboratory duties and various tray fabrication methods are introduced. *Note: Prior admission to the DA program is required. Recommended Prep: ENGL-350 and MATH-372*

### DA-155 Dental Radiography

(2 units LEC/LAB) Grade Only A foundation in radiographic principles. Concepts, skills, and techniques are applied. Topics include: radiation history, safety/protection, equipment, exposure techniques, film development, and storage. Errors in performance are interpreted and critiqued. Laboratory and clinical experience occur under direct supervision and guidance of faculty. *Note: Prior admission to the DA program is required. Recommended Prep: ENGL-350 and MATH-372*

**DA-156 Dental Assisting Fundamentals (Chairside)***(5 units LEC/LAB) Grade Only*

A foundation in clinical dental assisting. Preventative and restorative procedures, skills and techniques are emphasized common to general dentistry practices. Topics include: practice and facility setups; infection control; ergonomics and delivery; moisture control; patient information and assessment; pain management; and emergency care. **Note:** *Prior admission to the DA Program is required. Clinical Experience in chairside assisting in the on-campus Dental Health Center occurs under direct supervision and guidance of faculty and dentists. Recommended Prep: ENGL-350 and MATH-372*

**DA-163 Dental Disease and Oral Health Issues***(2 units LEC) Grade Only*

A study of themes surrounding patient care. Topics include patient assessment and education in the areas of preventative dentistry, nutrition, oral lesions/conditions, oral cancers, eating disorders, oral habits, substance abuse, developmental anomalies, and special patient populations. Also, the use of prescription drugs and medications commonly used in the dental setting to treat, prevent, and sedate are discussed. **Note:** *Prior admission to the DA program is required. Prerequisite: DA-153 Recommended Prep: ENGL-350 and MATH-372*

**DA-164 Dental Specialties and Expanded Duties***(3 units LEC/LAB) Grade Only*

A study of the fundamentals in specialized dentistry. Instruments, procedures, and expanded duties of common specialties are emphasized. Topics include pedodontics, orthodontics, oral surgery, periodontics, prosthodontics, and endodontics. Advanced skills and concepts in expanded duties in both general and specialty dentistry as required by the California Dental Practice Act are implemented. **Prerequisite:** *DA-153, DA-154, DA-155, and DA-156 Recommended Prep: ENGL-350 and MATH-372*

**DA-165 Advanced Dental Radiography***(2 units LEC/LAB) Grade Only*

A course advancing dental radiographic principles and procedures, with special emphasis on technique, evaluation, and interpretation. Topics include recognition of anatomical landmarks, classification of dental anatomy, detection of pathology, extra-oral and digital radiography procedures. **Note:** *Laboratory and clinical experience occur under direct and indirect supervision of faculty. Prerequisite: DA-153, DA-154, DA-155, and DA-156 Recommended Prep: ENGL-350 and MATH-372*

**DA-166 Dental Front Office Skills***(1 unit LEC) Grade Only*

An introduction to dentistry as a business. Common duties of the administrative assistant, customer service, and communication etiquette are emphasized. Topics include organization of documents/files, business systems, computerized practice management, financial arrangements, collections, insurance claims, financial responsibilities of the business, inventory, budgeting, marketing, and scheduling. Also discussed is the objectives of the dental assistant in the workplace. **Recommended Prep: ENGL-350 and MATH-372**

**DA-167 Dental Clinical Experience***(6 units LEC/LAB) Grade Only*

A clinical practice course working under the direct supervision of dentists and faculty in the on-campus Dental Health Center and in selected private offices. Development of professional attitude in all phases of dental assisting and advancement of skills in the use of materials, techniques, and equipment are emphasized. Application of expanded duties as defined by the California Dental Practice Act in both general and specialty dentistry are performed. **Prerequisite:** *DA-153, DA-154, DA-155, and DA-156*

**Diesel Heavy Equipment****Technology (DHET)****DHET-54 Diesel Engine Theory***(4 units LEC/LAB) Grade Only CSU*

Study of two-stroke and four-stroke diesel engine theory, including design, engine overhaul, rebuild processes, and procedures and support component repair. Major manufacturer's engines will be covered.

**DHET-59 Diesel Fuel Systems***(3 units LEC/LAB) Grade Only CSU*

A course focusing on theoretical and hands-on study of fuel systems used on modern diesel engines with emphasis on the systems used on compression ignition engines. Types covered are common rail, distributor, multiple plunger, and electronic. The economics of system selection, reliability, design performance, power efficiency, and emissions reduction will be discussed.

**DHET-63 Gear Theory and Transmissions***(3 units LEC/LAB) Grade Only CSU*

Lecture and hands-on experience with gear design and theory of operation used in mechanical and powershift transmissions. Also, the course will cover lubrication and powerflow of transmissions produced by Eaton/Fuller, Spicer, Caterpillar and Allison.

**DHET-64 Gear Theory and Rear Differentials***(3 units LEC/LAB) Grade Only CSU*

A study of gear design, lubrication and power flow of differentials produced by major truck and equipment manufacturers.

**DHET-66 Diesel Engine Performance and Analysis***(4 units LEC/LAB) Grade Only CSU*

Familiarizes students with engine models, changes in operation, tune-up, and theory and the use of the dynamometer, hand-held instruments and gauges for engine analysis and performance.

**DHET-69 Heavy Equipment Machine Practices***(2.5- units LEC/LAB) Grade Only CSU*

An introduction to specialized practices used in machine shops for reconditioning blocks, cylinder heads, rods and crankshafts related to the heavy equipment industry.



**DHET-149 Truck Maintenance and Compliance***(3 units LEC/LAB) Grade Only*

A study of truck and equipment maintenance, repair, and modification. Students will learn how to fill out maintenance records to industry standards.

**DHET-150 Power Assisted Brakes***(3 units LEC/LAB) Grade Only*

Theory, operation, and maintenance of vacuum, air, and combination braking systems. Electronic controlled and anti-lock brakes will be discussed.

**DHET-153 Truck and Equipment Maintenance***(4 units LEC/LAB) Grade Only*

Covers truck and equipment repair and modification. Students will carry out major repair projects involving drive systems, suspension systems, frames and load carrying systems. Emphasis on truck and equipment modifications to fit the vehicle's job requirements.

**DHET-166 Theory and Operation of Agricultural Equipment***(3 units LEC/LAB) Grade Only*

A study of traditional farming equipment from basic to high-tech agriculture equipment. Discussion, practices, and presentation on appropriateness and economics.

**DHET-167 Hydraulics and Pneumatics***(3 units LEC/LAB) Grade Only*

Theory and application of fluid and air as used in industry. Topics and procedures covered are the maintenance, repair, and troubleshooting of pumps, motors, valves, and cylinders. Students will gain a working knowledge of formulas used in hydraulics and leverage factors.

**DHET-168 Introduction to the Transportation Industry***(2 units LEC) Grade Only*

This course is an introduction to the transportation industry, involving an overview of jobs including mechanics, sales, parts, and management. Topics include metric conversions, service and parts manuals, microfiche, laws and ordinances, records, ethics, work habits and resume writing.

**DHET-180 New Generation Diesel Engines***(1.5 units LEC/LAB) Grade Only*

A course focusing on engine models and changes in operation, tune-up and theory. The Cat, Cummins, and Detroit engines will be studied. Time will be spent analyzing engine brakes and their modifications to fit new style engines. Lectures by industry representatives will bring field experience to the class.

**■ Digital Media (DM)****DM-7 Introduction to Game Development***(4 units LEC/LAB) Grade Only CSU*

A study of game development fundamentals. Includes a survey of game development, game design, creating game art objects, game scripting, and game documentation. *Recommended Prep: DM-10 and CIS-1*

**DM-10 Digital Storytelling***(4 units LEC/LAB) P/NP Option CSU*

An introduction to storytelling with media, featuring digital media tools and techniques. Students conceptualize a short story and follow a development process to story delivery in digital format, using text, graphics, audio, video, animation, and interactivity. Course includes a survey of digital media applications, fundamentals, and issues relating to the use of digital media. *Recommended Prep: CIS-100*

**DM-11 Digital Media Design***(4 units LEC/LAB) Grade Only CSU*

An introductory course in visual design principles and concepts as applied to digital media-based projects with emphasis on the use of raster and vector graphic development tools. *Recommended Prep: DM-10*

**DM-14 Portfolio Development***(1 unit LEC/LAB) P/NP Option CSU*

A hands-on course where students publish their portfolios to the Internet, CD-ROM, DVD, and/or print media. Students design a content sequence and/or interactive interface, select an appropriate delivery format, compile, and package their previously developed content into a professional-quality portfolio for professional and/or educational use.

**DM-15 Pre-Production***(3 units LEC) Grade Only CSU*

A course in concept development through scripts and storyboards that can be used in animation, video, websites, games, and other media productions.

**DM-20 Media Development for the Web***(4 units LEC/LAB) Grade Only CSU*

Study and practice in developing interactive media for the Web utilizing time lines and basic scripting. Students learn introductory skills using industry standard software to create, edit, and process digital media content for use in specific applications such as interactive Web sites, nonlinear, and linear productions. *Recommended Prep: DM-10 and DM-11*

**DM-22 Electronic Publishing***(4 units LEC/LAB) Grade Only CSU*

A study in the use of professional software for developing electronic media products and publishing on the Internet. Student teams follow a production process: concept, design, content development, product testing, and publishing. *Recommended Prep: DM-10 and DM-20*

**DM-23 Motion Graphics***(4 units LEC/LAB) Grade Only CSU*

An intermediate course in motion graphics. Students will create visual effects and animated graphics for television, film, web, and other types of multimedia productions using professional development software. *Recommended Prep: DM-56*

**DM-24A Animation Principles***(3 units LEC) Grade Only CSU*

A study in the principles of animation as defined by Disney animators and recognized as the essence of animation magic and the illusion of life as applied to 2-D and 3-D animation. Course includes the history of animation from early black-and-white cartoons to modern 2-D and 3-D productions. Students learn how scripts, storyboards, and short animation sequences are developed using traditional and computer techniques.

**DM-24B Cartoon Animation***(4 units LEC/LAB) Grade Only CSU*

An introductory to intermediate level course in cartoon animation. Students conceptualize and develop 2-D characters to be used in frame-based animation software. Students learn industry-standard animation techniques for creating characters that walk, talk, and show expressions. *Recommended Prep: ART-17 and DM-10 and DM-24A*

**DM-30 Interactive Media***(4 units LEC/LAB) Grade Only CSU*

A course using professional-level software to develop interactive media products for entertainment and/or educational use. Students follow a production process to design and develop content to meet defined objectives and delivery requirements. *Recommended Prep: DM-10, DM-20, and DM-22*

**DM-56 Video Production***(4 units LEC/LAB) Grade Only CSU*

An introduction to digital video production providing design theory and hands-on with camera technique and non-linear editing. Students will practice the production process from live shoot to final edit. *Recommended Prep: DM-10 and DM-15*

**DM-63 Desktop Publishing Applications***(4 units LEC/LAB) Grade Only CSU*

A study and practice in the use of professional desktop publishing software. Students will apply the principles of typography and graphic design to develop documents which combine text, graphics, and photographs on a printed page for personal and business use. *Note: Same as BT-63. Recommended Prep: CIS-100*

**DM-70A Photoshop I**

*(0.5 units LAB) P/NP Option CSU Repeatable to a maximum of two enrollments* An introduction to the concepts of Adobe Photoshop. In this hands-on course, students learn basic Photoshop techniques for image development and optimization for various delivery formats.

**DM-70B Photoshop II**

*(0.5 units LAB) P/NP Option CSU Repeatable to a maximum of two enrollments* Intermediate studies and hands-on skill development with masks, blending modes, alpha channels, and other common Photoshop techniques. *Prerequisite: DM-70A*

**DM-71 Digital Illustration**

*(0.5 units LAB) P/NP Option CSU Repeatable to a maximum of two enrollments* An introduction to the concepts and use of digital illustration software. In this hands-on course, students work in a computer lab to develop vector graphics using industry standard graphics software and hardware.

**DM-72 Introduction to 3-D Animation***(0.5 units LAB) P/NP Option CSU*

Introduction to the concepts of 3-D animation. In this hands-on course, students work in a computer lab and develop 3-D animations for titles and other uses in multimedia productions.

**DM-73 Introduction to Digital Audio**

*(0.5 units LAB) P/NP Option CSU Repeatable to a maximum of two enrollments* A hands-on course in which students are introduced to digital audio. Students will capture, create, and edit sound files for media productions and various delivery formats.

**DM-74 Introduction to Digital Video**

*(0.5 units LAB) P/NP Option CSU Repeatable to a maximum of two enrollments* A hands-on course in which students are introduced to digital video. Students will capture, create, and edit video files for media productions and various delivery formats.

**DM-75A 2-D Animation I***(0.5 units LAB) P/NP Option CSU*

An introduction to the concepts of 2-D animation. In this hands-on course, students work in a computer lab and develop vector-based animations to be used in multimedia productions and webpages.

**DM-75B 2-D Animation II***(0.5 units LAB) P/NP Option CSU Repeatable to a maximum of two enrollments*

Intermediate level study and development of 2-D animations that include timeline and scripted animation for user interaction. In this hands-on course, students work in a computer lab and develop vector-based animations to be used in multimedia productions and webpages. *Recommended Prep: DM-75A*

**DM-76 Introduction to Website Development***(0.5 units LAB) P/NP Option CSU*

An introduction to the concepts and use of Web site development software. In this hands-on course, students work in a computer lab to develop content and publish media-based Web sites to the Internet.

**DM-77 Streaming Media***(0.5 units LAB) P/NP Option CSU*

An introduction to developing and delivering streaming media over the Internet. Students will apply the latest compression schemes to digital audio and video files, designing media for delivery at specific bandwidths. Students will work individually and in groups to design, create and publish a web site to display projects developed in class. *Note: A basic understanding of the Internet is assumed.*

## ■ Drafting Technology (DT)

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**DT-23 Engineering Design Graphics***(3 units LEC/LAB) Grade Only CSU*

A study of technical graphics techniques for engineers and drafters with an emphasis on computer-aided design applications, visualization, the design process, design documentation, and technical sketching. *Note: Same as ENGR-23. Recommended Prep: CIS-100*

**DT-24 CAD Graphics***(0.5 units LEC/LAB) Grade Only CSU*

A comprehensive overview of Computer-Aided Drafting (CAD) for non-drafting majors. The course focuses on the application of commercial grade CAD software to develop 2-D and 3-D vector graphics, hard copy and digital output, and drawing productivity techniques.

**DT-25 Computer Aided Design and Drafting***(4 units LEC/LAB) Grade Only CSU and UC*

An intermediate level study of Computer-Aided Design and Drafting. Students will expand their ability to use CAD software to create, modify, and plot 2-D architectural, mechanical, and civil design drawings with consideration for productivity and industry standard practices. *Prerequisite: ENGR-23 or DT-23*

**DT-31 Civil Design Drafting Fundamentals***(3 units LEC/LAB) Grade Only CSU*

A study of civil design drafting with a focus on the preparation of drawings used in the civil engineering industry. Students will develop proficiency in the application of civil design CAD software to draft designs per industry standards. *Prerequisite:* ENGR-23 or DT-23

**DT-32 Civil Design Drafting***(3 units LEC/LAB) Grade Only CSU*

An intermediate level study of civil design drafting with a focus on the preparation of drawings used in the civil engineering industry. Students will develop proficiency in the application of civil design CAD software to draft designs relating to land use, hydrology, utilities, and transportation. *Prerequisite:* DT-31

**DT-50 3D CAD Applications***(4 units LEC/LAB) Grade Only CSU*

An intermediate level study of 3-D modeling and presentation methods used in the design and drafting industry. Students will study the creation and application of wireframe, surface, solid, and parametric CAD models as well as design visualization techniques and rapid prototyping processes. *Prerequisite:* ENGR-23 or DT-23

**DT-62 Mechanical Design Drafting Fundamentals***(3 units LEC/LAB) Grade Only CSU*

A study of mechanical drafting with a focus on the development of 3-D feature-based parametric models and technical drawings. Students will develop proficiency in the application of mechanical CAD software to draft designs per industry standards. *Prerequisite:* ENGR-23 or DT-23

**DT-63 Mechanical Design Drafting***(3 units LEC/LAB) Grade Only CSU*

A study of mechanical drafting with a focus on the development of 3-D feature-based parametric part and assembly models. Students will develop proficiency in the application of mechanical CAD software to draft multi-part designs per industry standards. Additional topics include threads and fasteners, weldments, sheet metal, and tolerancing. *Prerequisite:* DT-62

**DT-71 Architectural Drafting Fundamentals***(3 units LEC/LAB) Grade Only CSU*

A study of architectural drafting with an emphasis on the creation of a building information model. Students will develop proficiency in the application of architectural CAD software to develop common architectural plans. *Prerequisite:* ENGR-23 or DT-23

**DT-73 Architectural Drafting - Residential Design***(3 units LEC/LAB) Grade Only CSU*

A study of architectural drafting with an emphasis on the creation of a building information model and the resulting residential architectural plans. Students will develop complete plan sets with consideration for aesthetics, methods of construction, building codes, and common industry practices. *Prerequisite:* DT-71

**DT-80 Modeling and Animation***(4 units LEC/LAB) Grade Only CSU*

A study of 3-D computer modeling, animation, and visualization. Students will use commercial grade software to create 3-D content with consideration for design, color, texture, light, and output requirements. *Recommended Prep:* CIS-100

**DT-81 3-D Character Modeling and Animation***(3 units LEC/LAB) P/NP Option CSU*

The course content begins at a level that requires students to have a general background in digital modeling, rendering, and animation techniques using a professional-level software program. The software is quite sophisticated and character modeling is generally considered a specialty application beyond general digital modeling and animation. *Prerequisite:* DT-80  
*Recommended Prep:* DM-24A

**■ Drama (DRAMA)****DRAMA-2 Introduction to Oral Interpretation***(3 units LEC) Grade Only CSU and UC*

The study of literature through performance. Students will share their understanding of literary texts (drama, prose, and poetry) with an audience after analysis and translation of analysis into physical and vocal expression.

**DRAMA-24 Introduction to Theatre***(3 units LEC) Grade Only CSU and UC*

Surveys the evolution of Western drama from classical Greece to the present. Class addresses significant genres and dramatic forms in their historical and cultural contexts, as well as the nature of the collaborative process between playwright, director, actor, technical designer, and audience.

**DRAMA-26 Theatre Production***(2 units LAB) Grade Only CSU and UC Repeatable to a maximum*

*of four enrollments* An introduction to all aspects of theatrical production culminating in the presentation of a play before a live audience. *Note:* Audition required for acting roles.

**DRAMA-30A Acting I***(3 units LEC/LAB) Grade Only CSU and UC*

A course that addresses the fundamental aspects of the art of acting with a focus on physical movement and gesture. Emphasis is placed on improvisation and practical exercises leading to formal scene work. The ultimate goal is to develop a firm foundation in basic acting technique.

**DRAMA-30B Acting II***(3 units LEC/LAB) Grade Only CSU and UC*

Study of acting styles with emphasis on character development and script analysis, with continuing work on voice and movement. *Recommended Prep:* DRAMA-30A

**DRAMA-34 Musical Theatre Production***(2 units LAB) Grade Only CSU and UC Repeatable to a maximum of*

*four enrollments* An introduction to all aspects of musical theatre production, from audition through performance. *Note:* Audition required for performance roles.

**DRAMA-38 Introduction - Field Experience in Drama***(2 units FEX) Grade Only CSU Repeatable to a maximum of four*

*enrollments* Practical application of dramatic arts through supervised placement at approved local community theatre. Students will contract with community theatres for a semester of experiential service learning in their area of interest.

## ■ Early Childhood Education (ECE)

### ECE-1 Principles and Practices of Teaching Young Children (3 units LEC) P/NP Option CSU

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. *Recommended Prep: ENGL-150*

### ECE-2 Child Growth and Development

(3 units LEC) Grade Only CSU

An examination of the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. *Note: This is a Title 22 core course. Recommended Prep: ENGL-150*

### ECE-5 The Child in the Family and in the Community

(3 units LEC) Grade Only CSU

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community with an emphasis on historical and cultural factors which influence the family and processes of socialization with an emphasis on the importance of respectful, reciprocal relationships that support and empower families. *Note: This is a Title 22 core course. Recommended Prep: ENGL-150*

### ECE-6 Child Health, Safety and Nutrition

(3 units LEC) Grade Only CSU

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Students will focus on integrating the concepts into everyday planning and program development for all children. *Recommended Prep: ENGL-150*

### ECE-7 Introduction to Early Childhood Curriculum

(3 units LEC/LAB) Grade Only CSU

Presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth through age 6. This course examinations a teacher's role in supporting learning and development in young children with an emphasis on the essential role of play. Students will study the overview of content areas including but not limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. *Note: This is a Title 22 core course. This course includes three hours of field experience per week at a site approved by the faculty member. Specific criteria will be required for site approval. Recommended Prep: ECE-1, ECE-2 and ENGL-150*

### ECE-9 Observation and Assessment in Early Childhood Education

(3 units LEC) Grade Only CSU

A focus on the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. *Recommended Prep: ENGL-150*

### ECE-10 Field Experience in Early Childhood Education

(3 units LEC/LAB) Grade Only CSU

A demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. *Prerequisite: ECE-7 Recommended Prep: ENGL-150*

### ECE-11 Infant-Toddler Care and Education

(3 units LEC) Grade Only CSU

An introduction to the principles and practices of quality infant-toddler caregiving. Emphasis is on the relationship between infant-toddler development and the typical and atypical conditions that foster development of security, confidence, and identity in infants and toddlers. Cultural issues, children with special needs in group care, and parent provider communication will also be explored. *Note: This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization. Recommended Prep: ECE-2 and ENGL-150*

### ECE-12 Administration of Programs for Children I

(3 units LEC) Grade Only CSU

A study of administrative aspects of childcare and development programs including program philosophy, licensing regulations, basic employment practices, personnel policies, staff supervision and development, time management, management styles, community resources, budgets, and basic business plans. *Note: This course may be used to partially fulfill the 6-unit Administration requirement for the Site Supervisor and Program Director Child Development Permit. Recommended Prep: ECE 2, 5 and 7 and ENGL-150*

### ECE-13 Administration of Programs for Children II

(3 units LEC) Grade Only CSU

A study of the administrative aspects of early child care and development programs including mission statements, Boards of Directors, Labor Laws, ADA, IDEA, leadership development, self evaluation, collaboration with community and educational organizations, advocacy, grants, reporting, taxes, program evaluation, marketing and program operations. *Note: This course may be used to partially fulfill the 6-unit Administration requirement for the Site Supervisor and Program Director Child Development Permit. Recommended Prep: ECE 2, 5, 7 and ENGL-150*

### ECE-14 Care and Early Intervention for Young Children With Special Needs

(3 units LEC) Grade Only CSU

An introduction to the field of special education and early intervention for young children. This course will cover the legal mandates for education of young children with special needs, the history of services, and methods to identify and refer children to services. The course will also explore current best practices in the special education/early intervention field for a variety of special needs and methods to work effectively with families. **Note:** This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization. Recommended Prep: ECE-2 and ENGL-150

### ECE-15 School-Age Children in Child Care

(3 units LEC) Grade Only CSU

A study of the significance and the role of school-age child care as an institution in our society. The course deals with how to meet the needs of typical and atypical children in the creation of school-age programs including curriculum, organization and staffing. Diversity issues, children with special needs in group care, and family provider communication will also be explored. This course includes observation assignments in a school-age child care program. **Note:** This course may be used to partially fulfill ECE unit requirements at all levels of the California Child Development Permit, or School-Age Permit. These ECE School-Age child care units also may be used for the 6-unit specialization requirement for the Child Development Permit, Master Teacher level with a Specialization in School-Age Child Care. Recommended Prep: ECE-2 and ENGL-150

### ECE-18 Teaching in a Diverse Society

(3 units LEC) Grade Only CSU

An examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Recommended Prep: ENGL-150

### ECE-20 Mentoring and Adult Supervision in Children's Programs

(2 units LEC) Grade Only CSU

An advanced study designed to teach those working in childcare and development the methods and principles of supervising student teachers, volunteers, parents, and other staff in their classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers with diverse backgrounds and learning styles while simultaneously addressing the needs of children, parents, and other staff. Students also learn to effectively evaluate infants' and children's typical and atypical development and program environments, to model best practices in the child care and development field, and to advocate for quality child care and development programs. (Meets the Adult Supervision requirement of the Child Development Permit.) **Note:** This course may be used to partially fulfill the 2-unit Adult Supervision requirement for the Master Teacher and Site Supervisor and Program Director Child Development Permit. Recommended Prep: ECE 2, 5, 7 and ENGL-150

### ECE-23 Literacy & Language Development of Young Children

(3 units LEC) Grade Only CSU

An exploration of strategies for fostering language and literacy development during the early childhood years. Students will learn about resources available to support language and literacy competence in young children. **Note:** This course may be used to partially fulfill ECE unit requirements for the Master Teacher Child Development Permit 6-unit Specialization. Recommended Prep: ECE-2 and ENGL-150

## Economics (ECON)

### ECON-1 Macroeconomics

(3 units LEC) Grade Only CSU and UC

An introduction to economics principles, supply and demand, economic growth, unemployment, inflation, financial markets and business cycles. Recommended Prep: MATH-380

### ECON-10 Microeconomics

(3 units LEC) Grade Only CSU and UC

A study of microeconomics that includes the theory of the firm, types of competition, marginal utility, uncertainty, environmental economics and market failures. These topics deal with applications for both the internal economic decisions of firms and public policy issues. Recommended Prep: MATH-380

### ECON-20 Economic History of the United States

(3 units LEC) Grade Only CSU and UC

An examination of the development of the American economy and the influence of the economic environment on the evolution of American society, culture and politics during three basic periods: the agricultural/extractive, industrializing, and post-industrial eras. Recommended Prep: ENGL-150

## Education (EDUC)

### EDUC-4 Technology Skills for Educators

(3 units LEC) Grade Only CSU

This course provides a broad overview of computing skills and terminology in preparation for a career in education. Information and hands-on explorations allow students to develop basic skills for using computers, their peripherals, media equipment, and many common computer applications. Assignments are tailored to meet specific technology competencies mandated by the Commission on Teacher Credentialing.

## Engineering (ENGR)

### ENGR-1 Introduction to Engineering

(2 units LEC) P/NP Option CSU

An introduction to the field of engineering. Students discover the role of engineering and technology in society, and the experiences and expectations of engineers in academic and industry settings. Group projects, group assignments, guest speakers and job hunting skills such as resume writing and networking are emphasized. Course encourages information gathering toward making informed decisions about career paths, schools, and majors.

**ENGR-18 Electrical Circuits***(4 units LEC/LAB) Grade Only CSU*

An introduction to circuit analysis techniques. Topics covered include circuit laws; resistors, capacitors, and inductors within circuits; natural, forced, and complete response of circuits; steady-state AC circuits and operational amplifiers. Laboratory assignments include physical construction of electrical circuits, use of meters, and use of oscilloscope. *Prerequisite: PHYS-4B*

**ENGR-23 Engineering Design Graphics***(3 units LEC/LAB) Grade Only CSU and UC*

A study of technical graphics techniques for engineers and drafters with an emphasis on computer aided design applications, visualization, the design process, design documentation, and technical sketching. *Note: Same as DT-23. Recommended Prep: CIS-100*

**ENGR-35 Statics***(3 units LEC) Grade Only CSU and UC*

A first course in engineering mechanics. Topics covered include vectors and vector algebra, particle equilibrium, rigid body equilibrium, friction, moments of inertia and the principles of virtual work. *Prerequisite: PHYS-4A*

## English (ENGL)

**ENGL-1A Analytical Reading and Writing***(4 units LEC) Grade Only CSU and UC*

A transfer-level course in critical reading and reasoned writing. Students analyze issues and claims presented in visual, oral, or written arguments and write analytical and argumentative essays based on those issues. Research and source-based writing, employing correct MLA documentation, is required. *Prerequisite: ENGL-150*

**ENGL-1B Critical Inquiry and Literature***(3 units LEC) Grade Only CSU and UC*

A course using literature as a basis for critical thinking and composition. Students analyze issues, problems, and situations represented in literature and develop effective short and long written arguments (6,000 minimum word total) in support of an analysis. This course is designed for those students who seek to satisfy both the full year composition and the critical thinking transfer requirements. *Prerequisite: ENGL-1A*

**ENGL-9 World Literature: Early Modern to 20th Century***(3 units LEC) Grade Only CSU and UC*

A comparative study of world literature from the 16th through the 20th century. Students will read and discuss a variety of translated and English works in a wide range of genres to develop the critical and analytical skills necessary for the appreciation of diverse literatures and cultures. *Recommended Prep: ENGL-1A*

**ENGL-10 World Literature: Antiquity to The Early Modern Era***(3 units LEC) Grade Only CSU and UC*

A comparative study of world literature to the 16th century. Students will read critically and analytically in and respond to translated works covering a broad range of time and places, including literatures of Classical Mediterranean cultures, Asia, Africa, Latin and Native America, and the Middle East. *Recommended Prep: ENGL-1A*

**ENGL-17 American Literature: Beginnings to the Civil War***(3 units LEC) Grade Only CSU and UC*

A survey of early American literature from pre-conquest and early contact, up to the Civil War. Students will read critically and analytically in genres ranging from transcribed oral legends through exploration and captivity narratives, religious tracts, letters, philosophical essays, diaries, novels, short stories, and poems. *Recommended Prep: ENGL-1A*

**ENGL-18 American Literature: Civil War - World War II***(3 units LEC) Grade Only CSU and UC*

Selected readings from the major writers of the United States from post-Civil War through World War II. Students will read critically and analytically in these works to understand their ideas and historical and cultural implications. *Recommended Prep: ENGL-1A*

**ENGL-20 Introduction to Non-Western Literature***(3 units LEC) Grade Only CSU and UC*

An introduction to the major works of Asia, Africa, and Latin America in their literary and cultural contexts. Readings include authors from ancient to modern and representative myths, epics, stories, and poems. *Recommended Prep: ENGL-1A*

**ENGL-22 Greek Mythology***(3 units LEC) Grade Only CSU and UC*

An introduction to classical Greek mythology through the study of major works in their literary and cultural contexts. The course examines myth, epics, and archetypal patterns that are universally human but expressed in material that is historical in origin. *Recommended Prep: ENGL-1A*

**ENGL-32 Creative Writing: Poetry***(3 units LEC) P/NP Option CSU*

A study in developing the art of writing poetry, emphasizing communication, clarity, and economy. Students read and analyze many types of poetry while they generate, develop, critique, and revise their own and others' poems. *Recommended Prep: Eligibility for ENGL-150*

**ENGL-33 Creative Writing: Prose***(3 units LEC) P/NP Option CSU*

A study in the art of writing fiction, emphasizing communication, clarity, and development. Students read and analyze many types of stories while they generate, expand, critique, and revise their own and others' stories.

**ENGL-41 English Skills Tutoring***(3 units LEC/LAB) Grade Only CSU*

A collegiate tutor training course emphasizing instruction in specific skills and techniques of tutoring while simultaneously requiring supervised tutoring of developmental level students in English in the Writing Center. Students will learn how to question and to listen more effectively, how to evaluate, diagnose, and remediate writing problems, and how to assess which tutoring strategy is most appropriate for the individual learning situation. *Prerequisite: ENGL-1A*

**ENGL-47 Introduction to Shakespeare***(3 units LEC) Grade Only CSU and UC*

An introduction to the literature of Shakespeare through the study of major works in their literary, intellectual, and social contexts. Readings will include poetry as well as representative comedies, tragedies, histories, and romances. *Recommended Prep: ENGL-1A*

**ENGL-52 English Lab Practicum**

(0.5-2 units LAB) P/NP Only CSU Repeatable to a maximum of four enrollments Individualized instruction to help students identify and address needed English skills, such as critical reading, standard written English conventions, and all stages of the writing process. Tutorial support and other resources for reading and writing are provided. To earn credit for ENGL-52, students should be co-enrolled in at least one course which requires writing and/or critical reading, so the assignments may provide a focus for tutorial instruction.

**ENGL-60 Introduction to British Literature: Beginnings Through the 18th Century**

(3 units LEC) Grade Only CSU and UC

An introduction to British literature from the middle ages through the eighteenth century. Students will explore the ideas and literary features of major works within their historical and cultural contexts. *Recommended Prep: ENGL-1A*

**ENGL-61 Introduction to British Literature: Romanticism to the Present**

(3 units LEC) Grade Only CSU and UC

An introduction to British literature from the Romantic period to the present. Students will explore the ideas and literary features of major works within their historical and cultural contexts. *Recommended Prep: ENGL-1A*

**ENGL-150 Precollegiate Reading and Writing**

(3.5 units LEC/LAB) Grade Only

A course in the development of college-level reading, writing, and critical thinking skills, emphasizing basic argumentation. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. The lab component of the course is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process. *Prerequisite: ENGL-350*

**ENGL-153 ESL Precollegiate Reading and Writing**

(3.5 units LEC/LAB) Grade Only

A course in the development of college-level reading, writing, and critical thinking skills for ESL students. Students analyze ideas and structure in assigned readings and compose essays supporting arguable thesis statements. Special emphasis is placed on cultural differences which affect writers' rhetorical strategies. The lab component of the course is scheduled in the Writing Center, where students receive individualized instruction in critical reading, in the conventions of standard written English, and in all stages of the writing process. *Prerequisite: ENGL-350 or ENGL-353*

**ENGL-350 Reading and Writing Skills**

(6 units LEC/LAB) Grade Only

A pre-collegiate, competency-based course emphasizing the acquisition and integration of basic academic reading and writing skills. Students develop reading strategies necessary for simple academic reading and write extended formal paragraphs and basic expository essays. The lab component of the course is scheduled in the Writing Center, where students practice basic reading and writing skills and receive essential tutorial support in reading strategies, in writing, and in sentence skills. *Prerequisite: READ-360 or assessment for ENGL-350*

**ENGL-353 ESL Reading and Writing Skills**

(6 units LEC/LAB) Grade Only

A pre-collegiate, competency-based course emphasizing the acquisition and integration of basic academic reading and writing skills for second-language students. Students develop reading strategies necessary for simple academic reading and write extended formal paragraphs and basic expository essays, with special attention identifying and correcting second-language errors. The lab component of the course is scheduled in the Writing Center, where students practice basic reading and writing skills and receive essential tutorial support in reading strategies, in writing, and in sentence skills. *Prerequisite: READ-360 or appropriate assessment score*

**Environmental Science (ENVSC)****ENVSC-10 Introduction to Environmental Science**

(4 units LEC/LAB) Grade Only CSU and UC

A study of the principles of ecology. Ecosystem structure and function, biodiversity, evolution, extinction, and population dynamics will be studied. These concepts will be applied to the analysis of environmental problems. Laboratories augment lecture topics and stress field and laboratory work involving observation, data collection, and analysis. *Recommended Prep: ENGL-150*

**ENVSC-11 Environmental Ethics**

(3 units LEC) Grade Only CSU and UC

An examination of issues arising out of ethical considerations related to the general environment and specific ecosystems, life forms, and places. Students will engage scientific, philosophical, and cultural concepts of nature and explore the social and personal ramifications for current ethical choices regarding local, regional, national, and global issues.

**ENVSC-12 Earth's Changing Climate**

(3 units LEC) Grade Only CSU and UC

A planet-scale examination of the Earth's atmosphere and climate. This course will include an in-depth look at the factors controlling climate, its changes over time, and the timeline of global climatic changes. This course is an interdisciplinary introduction to the Earth's climatic systems and interactions.

**ENVSC-15 Introduction to Energy**

(3 units LEC) P/NP Option CSU and UC

An introductory study of humanity's past and present use of available energy resources and an examination of potential future directions in energy use. Students will learn about the physical principles of energy resources and consider issues of environmental impact, economics and sustainability.

**ENVSC-22 Solar Heating Design**

(2 units LEC) Grade Only CSU

A course in passive solar design for space heating, cooling and domestic water heating. Remodeling existing structures, discussion of new construction and collector sizing will be covered. *Recommended Prep: MATH-380*

## ■ Fire Technology (FT)

### FT-1 Fire Protection Organization

(3 units LEC) P/NP Option CSU

An introduction to fire protection, career opportunities in fire protection and related fields. Topics to be covered include the philosophy and history of fire protection, fire loss analysis, organization and function of fire protection services, laws and regulations, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, introduction to fire strategy and tactics. *Recommended Prep: ENGL-150*

### FT-2 Fire Behavior and Combustion

(3 units LEC) Grade Only CSU

An examination of theories and fundamentals of how and why fires start, spread, and how they are controlled. *Recommended Prep: ENGL-150*

### FT-3 Principles of Fire and Emergency Services Safety and Survival

(3 units LEC) Grade Only CSU

An introduction to the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. *Recommended Prep: ENGL-150*

### FT-4 Fire Prevention

(3 units LEC) Grade Only CSU

An introduction to the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. *Recommended Prep: ENGL-150*

### FT-5 Fire Protection Systems

(3 units LEC) Grade Only CSU

An introduction to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. *Prerequisite: FT-4 Recommended Prep: ENGL-150 and FT-1*

### FT-6 Building Construction for Fire Protection

(3 units LEC) Grade Only CSU

An introduction to the components of building construction and how they relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. *Recommended Prep: ENGL-150 and FT-3*

### FT-7 Fire Protection Hydraulics and Water Supply

(3 units LEC) Grade Only CSU

An introduction to the components of building construction and how they relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. *Recommended Prep: MATH-380*

### FT-101 Introduction to Fire Behavior (NWCG S-190)

(0.5 units LEC) P/NP Option

A study of the primary factors affecting the start and spread of wildfire and of the skills necessary for recognizing hazardous firefighting situations. This course is designed to meet the fire behavior training needs of a Firefighter Type 2. *Note: This course is typically taken in conjunction with FT-102.*

### FT-102 Basic Firefighting Training (NWCG S-130)

(2 units LEC) P/NP Option

A course designed to train Firefighters on the basic skills needed to become a Wildland Firefighter. This course includes a basic orientation of wildland firefighting, human factors affecting leadership and decision making, safety and an introduction into the Incident Command System. Fire line construction, water use, firing devices and burnout procedures will also be covered. This course meets the National Wildfire Coordinating Group (NWCG) requirements. *Note: Student will be required to pass a written test meeting the minimum NWCG standards. Upon completion the student will be issued a certificate documenting the completion of: 1. NWCG - S-110 Basic Wildland Fire Orientation; 2. NWCG - I-100 Basic ICS; 3. NWCG - S-130 Wildland Firefighting Training; 4. NWCG - L-180 Human Factors on the Fireline.*

### FT-103 Expanded Dispatch Recorder (NWCG D-110)

(1 unit LEC) P/NP Option

A study of the skills required of Expanded Dispatch Recorders. This course covers the structure of the expanded dispatch organization, the ordering system, documentation procedures, effective communication, and working relationship skills. This course is designed to train potential dispatch recorders on the procedure of an expanded dispatch. National Wildland Coordinating Group (NWCG) Certified. (NDA) *Note: Upon successful completion the student will receive a National Wildfire Coordinating Group (NWCG) certificate for D-110 Dispatch Recorder and will provide the student with the required training to meet National Wildfire Coordinating Group (NWCG) requirements to become a Dispatch Recorder Trainee (EDRC).*

### FT-104 Annual Fire Safety Refresher (RT-130A)

(0.5 units LEC) P/NP Option

A fire safety overview and update of current trends and policy and practice changes in the wildland firefighting. *Note: Students enrolling in this course must hold qualifications for Incident Command System positions assigned to incident support positions (incident base, spike camps, or other support facilities) and emergency hire contractors and operators. Note: Students enrolling in this course must hold qualifications for Incident Command System positions assigned to incident support positions (incident base, spike camps, or other support facilities) and emergency hire contractors and operators.*

### FT-105 Annual Fire Safety Refresher (RT-130B)

(0.5 units LEC) P/NP Option

This course is designed to provide annual fire safety refresher updates for individuals holding Incident Command System qualifications assigned to incident support positions and primary firefighting positions on or within the fire perimeter. *Note: Students enrolling in this course must hold qualifications for Incident Command System positions assigned to incident support positions and emergency hire contractors and operators. Prior to performing suppression duties on or within the fire perimeter students are required to successfully complete FT-104 (RT-130A) and FT-105 (RT-130B).*

### FT-106 Firefighter Type 1 (NWCG S-131)

(0.5 units LEC) P/NP Option

An interactive course in basic leadership skills and tactical decision making to meet the qualifications for Firefighter 1. Topics include: use of fireline reference materials, communications, use of maps, tactical decision making and leadership. *Note: The student must be a qualified Firefighter 2 to the standards of the National Wildfire Coordinating Group.*



**FT-107 Lookouts, Communications, Escape Routes & Safety**  
(1 unit LEC) P/NP Option

A course designed to enable students to evaluate wildfire situations, identify and establish lookouts, communications, escape routes and safety zones (LCES), and provide safety for personnel. The student will study past fires and problems that led to fatalities, and how to recognize and mitigate issue(s) that have the potential to cause fatalities.

**FT-108 Portable Pumps and Water Use (S-211)**

(1.5 units LEC) P/NP Option

A skill-building course focused on supply, delivery and application of water in wildland firefighting. The course explores pumps, correct water use, basic hydraulics, and equipment care and includes a field exercise that requires the student to participate in the set up, operation, and maintenance of pump equipment.

**FT-109 Wildland Fire Chain Saws (NWCG S-212)**

(1 unit LEC) P/NP Option

A skill-building course focused on supply, delivery and application of water in wildland firefighting. The course explores pumps, correct water use, basic hydraulics, and equipment care and includes a field exercise that requires the student to participate in the set up, operation, and maintenance of pump equipment. **Note:** To enroll, students must be qualified as a Firefighter Type 2 (FFT2) and possess current certification in Basic First Aid and CPR. Upon successful completion and prior to using a chainsaw for wildland fire operations, students will be issued the appropriate agency card reflecting student's skill level to use a chainsaw.

**FT-110 ICS for Single Resources & IA Incidents (I-200)**

(1 unit LEC) P/NP Only

A course designed to train firefighters to assume supervisory positions within the Incident Command System (ICS). This course explores critical human performance factors involved in effective operation during an incident or event and application of management techniques and leadership requirements within the firefighting environment. Delegation of authority, organizational structure and flexibility, and communication in chain of command will also be covered. **Note:** This course was developed in conjunction with the US Fire Administration (Q-463) and the Emergency Management Institute (IS-200). This course is identical in content and objectives to NWCG I-200 and is National Incident Management System (NIMS) compliant. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.

**FT-111 LCES & Look up, Down, Around (S-133 & S-134)**

(1 unit LEC) P/NP Only

A course designed to enable students to evaluate wildfire situations, identify and establish lookouts, communications, escape routes and safety zones (LCES), and provide safety for personnel. The student will study past fires and problems that led to fatalities, and how to recognize and mitigate issue(s) that have the potential to cause fatalities. This course also provides the student with information regarding the wildland fire environment, the conditions, influences and modifying forces that control fire behavior. The course teaches the indicators firefighters should observe on the fire line in order to anticipate fire behavior. **Note:** Non-US Forest Service students should contact the instructor prior to enrolling Prerequisite: FT-101 and FT-102

**FT-112 Interagency Business Management Practices (S-260)**

(1 unit LEC) P/NP Only

A course designed to train firefighters in all positions of the Incident Command System. **Note:** Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.

**FT-113 Applied Interagency Incident Business Management (S-261)**

(1 unit LEC) P/NP Only

A course designed to train students in the skills necessary for entry-level Incident Management System finance positions: commissary manager, equipment time recorder, compensation for injury specialist, claims specialist, or personnel time recorder. **Note:** Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.

**FT-114 Basic Air Operations (S-270)**

(1 unit LEC) P/NP Only

A course designed to give firefighters an understanding of the use of aircraft in wildland firefighting. This course includes emphasis on policies and procedures of aircraft use, aircraft types and capabilities, aviation management and safety, tactical and logistical uses of aircraft, and requirements for take-off and landing areas. **Note:** This course is designed to meet the training requirements in the command, operations, and planning sections of the Incident Command System and meets the requirements under the Wildland Fire Qualifications system for Single Resource Boss and higher. Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.

**FT-115 Initial Attack Incident Commander (S-200)**

(1 unit LEC) P/NP Only

A course designed to train firefighters to transfer from Single Resource Boss to Incident Commander. This course includes tools and techniques to manage local forces in the initial attack of small, low complexity fires. Position duties, responsibilities and leadership skills at the ICT 4 training level will also be covered. **Note:** Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation.

**FT-116 Prescribed Burn Boss Refresher (RT-300FS)**

(0.5 units LEC) P/NP Only

A course designed to train to assume positions of Prescribed Fire Burn Bosses Type 1 and 2. The course includes review and clarification of current US Forest Service policies and procedures. Roles and responsibilities for Burn Bosses and other prescribed fire positions will be covered. **Note:** This semi-annual course is designed for qualified Prescribed Burn Boss Type I (RXB1) and Type 2 (RXB2) to maintain currency. Non-U.S. Forest Service personnel should contact the instructor prior to the course to determine recommended preparation. Upon successful completion, students will receive National Wildland Coordinating Group (NWCG) certificate.

**FT-117 Crew Boss, Single Resource (S-230) (RT-300FS)***(1.5 units LEC) P/NP Only*

A study of duties associated with the single resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization, and post incident responsibilities. **Note:** *Students are required to have a current NWCG qualification of Firefighter Type 1. This course is NWCG certified and upon successful completion students will receive a NWCG certificate of completion. Non-U.S. Forest Service students should contact the instructor for recommended preparation prior to enrolling in the course. Recommended Prep: FT-110 and FT-112 and FT-114*

**FT-118 Engine Boss, Single Resource (S-231) (RT-300FS)***(1 unit LEC) P/NP Only*

A skills course designed to produce student proficiency in the performance of the duties associated with being a single resource engine boss. Topics include: engine and crew capabilities and limitations, information sources, fire size-up considerations, tactics, and wildland/urban interface. NWCG certified. **Note:** *Students should have a current NWCG qualification of Firefighter Type 1. Upon successful completion students will receive a NWCG certificate of completion. Non-US Forest Service students should contact the instructor prior to enrolling in the course. Recommended Prep: FT-110 and FT-112 and FT-114*

**FT-119 Dozer Boss, Single Resource (S-232) (RT-300FS)***(1 unit LEC) P/NP Only*

A course designed to meet the skills needs of a Dozer Boss on an incident. Primary considerations are tactical use and safety precautions required to establish and maintain an effective dozer operation. A field exercise is required as part of this course. **Note:** *Non-US Forest Service students should contact the instructor prior to enrolling in the course. Recommended Prep: FT-110 and FT-112 and FT-114*

**FT-180 Firefighter I Academy***(25.5 units LEC/LAB) Grade Only*

A basic Firefighter I Academy that conforms to standards for certification by the California State Board of Fire Services. Students successfully completing the class will be eligible for California State Fire Training Certification as a Firefighter I and will be qualified for entry-level firefighter positions in a fire department. **Note:** *Students enrolled in the Firefighter I Academy will need to provide their own uniforms and fire protective gear as well as other items of equipment. Recommended Prep: ENGL-150*

**FT-199 Fire Technology Advanced Training [Individual Topic Titles]**

*(0.5-2 units LEC/LAB) P/NP Only Repeatable to a maximum of four enrollments* A series of continuing education courses for career and volunteer firefighters. All courses are certified by the California Office of the State Fire Marshal (OSFM). **Recommended Prep: ENGL-150**

**Forestry and Natural Resources****Technology (FNR)****FNR-1 Introduction to Forestry and Natural Resources***(3 units LEC/LAB) Grade Only CSU and UC*

An introduction to forest and natural resource issues and management. The lectures and discussion cover three general areas: goods and services derived from forests; basic management strategies for natural resources; and the development and application of relevant policies and regulations, including historical perspectives. Weekly field exercises introduce students to basic techniques for field work and how different management approaches are applied in the woods.

**FNR-5 Forest Ecology and Management***(3 units LEC/LAB) Grade Only CSU*

An introduction to the basic theories of forest ecology and better management strategies. While generally broad based, the course will focus on topics such as disturbance, competition, and regeneration ecology more closely because of their direct relationship to management activities. Laboratory exercises will provide collaborative and experiential learning opportunities as linkages between the field and theory are examined.

*Recommended Prep: ENGL-150***FNR-10 Timber Harvesting in California***(4.5 units LEC/LAB) P/NP Option*

A lecture, discussion and intensive field laboratory course covering the laws and regulations that govern the practice of forestry and timber harvesting in California. Students will learn how to find and interpret the various agency rules and policies as they apply to preparing documents associated with timber harvest plans. The lab component will demonstrate the practical application of these rules on the ground in preparation of mock harvest documents. **Note:** *Lab as significant field component in rough terrain and adverse weather with off-campus travel required. Prerequisite: FNR-1 and FNR-5 and FNR-51 and FNR-54 Recommended Prep: FNR-52 and FNR-58 and MATH-15*

**FNR-51 Dendrology: the Identification and Study of Woody Plants***(3 units LEC/LAB) Grade Only CSU*

The identification, naming and classification of woody plants that occur in regional forest communities. Class discussions will cover the technical language and processes of plant taxonomy and nomenclature as well as botanical and ecological characteristics of various forest species. Discussions will also include forest species found outside the region that are important economically or ecologically. **Note:** *Field trips are required and the College does not provide transportation.*

**FNR-52 Introduction to Surveying***(4 units LEC/LAB) Grade Only CSU*

An introduction to the various techniques for planning and conducting land surveys. Lab exercises progress from compass and pacing through the use of Total Stations. Basic mapping exercises are conducted using field data. Discussions cover the theory of surveying, associated math principles, and the various methods of legal property description. **Note:** *Field trips are required and the College does not provide transportation. Recommended Prep: ENGL-350 and MATH-380*

**FNR-54 Introduction to Natural Resources Inventory Techniques***(3 units LEC/LAB) Grade Only CSU*

An introduction to various techniques used in the measurement and inventory of natural resources. Topics include map reading and drawing, land navigation, tree measurement, sampling methods and data analysis. Students will work with a variety of biometric devices in field settings to gain practical experience in their application and use. **Note:** *Field trips are required and the College does not provide transportation. Recommended Prep: FNR-1 and MATH-15*

**FNR-58 Introduction to Photogrammetry and Remote Sensing***(2 units LEC/LAB) Grade Only CSU*

An introduction to the interpretation and use of aerial photographs, electronically generated imagery, and remote-sensing data. Students will learn the theory and practice of gathering and examining remote-sensing data, the classification of land areas, and the measurement of ground-based objects from aerial photographs. **Note:** *Field trips are required and the College does not provide transportation. Recommended Prep: ENGL-350 and MATH-380*

**FNR-60 Forest Health and Protection***(3 units LEC/LAB) P/NP Option CSU*

A survey of forest health and application in local and regional ecosystems. Discussion topics include pest identification and pest complexes, disease symptoms and recognition, identification of abiotic disorders, and prevention strategies to protect forest values. Field Trips will showcase local forest health problems and protection techniques. **Prerequisite:** *FNR-1 and FNR-51 Recommended Prep: ENGL-150*

**FNR-65 Introduction to Geographic Information Systems***(3 units LEC/LAB) Grade Only CSU*

An introduction to the concepts and technology of Geographic Information systems (GIS). Students will learn the basic theory and application of spatial data and develop skills with computer software to analyze and display locational data. **Recommended Prep:** *CIS-1 and ENGL-350*

**FNR-66 Spatial Data Analysis in GIS***(3 units LEC/LAB) Grade Only CSU*

A continuation of the introductory course to GIS and covers more advanced concepts of analyzing spatial data in Geographic Information Systems (GIS). Students will learn techniques for rectifying data sources, acquiring, structuring and importing data sets and developing more advanced queries and maps. **Prerequisite:** *FNR-65*

**FNR-67 Introduction to Global Positioning Systems***(1 unit LEC/LAB) P/NP Option CSU*

An introduction to the concepts and utility of Global Positioning System (GPS) technology. Students will explore how the system functions, how to gather, label and transfer positional data and how to plan missions for gathering data. Topics will also include limitations of GPS, differential correction techniques and transferring data to Geographic Information System (GIS) databases. **Note:** *Field trips are required and the College does not provide transportation.*

**FNR-68 Introduction to ARCGIS***(4 units LEC/LAB) Grade Only CSU*

An in-depth analysis and practice of advanced GIS concepts, using ESRI ArcGIS software, needed to develop and maximize spatial and attribute data for the production of computer generated maps, charts, and graphs. The collection and analysis of GPS data and its application in GIS will be covered. ArcMap, a module of ArcGIS, will be introduced. **Prerequisite:** *FNR-65*

**FNR-77 Introduction to Wildland Fire***(3 units LEC) P/NP Option CSU*

An introduction to basic techniques and theories of wildland fire suppression including control techniques, fire behavior, weather and prevention. Students will learn the organizational structure of fire fighting organizations and will learn the use of basic wildland fire tools. **Note:** *Field trips may be required and the College does not provide transportation.*

**FNR-80 Introduction to Watershed Management***(3 units LEC/LAB) Grade Only CSU*

An introduction to hydrology and the science of managing watersheds. Topics include atmospheric inputs, run-off and erosion, storm-flow components, evapo-transpiration impacts and groundwater use. Students participate in field exercises on the evaluation and measurement of water resources. **Note:** *Field trips are required and the College does not provide transportation. Recommended Prep: ENGL-350 and MATH-380*

**FNR-87 Wildlife Biology and Conservation***(3 units LEC/LAB) P/NP Option CSU*

An introduction to the theories and applications of wildlife ecology and conservation. Lectures and discussions will include population dynamics, habitat requirements, animal behavior, and human interactions with wildlife. Field exercises include identifying wildlife species and habitat, as well as other common wildlife techniques. **Note:** *Field trips are required and the College does not provide transportation. Recommended Prep: ENGL-150*

**FNR-99A Selected Topics in Geographic Information Systems (GIS)***(3 units LEC/LAB) P/NP Option CSU*

An examination of special topics relating to Geographic Information Systems (GIS). Students will improve their analytical and map-production skills (using ESRI ArcGIS 9.3 software or current version) with an independent project, culminating in a poster or lecture presentation. Students will explore advanced GIS topics of interest, such as the integration of GPS and remotely-sensed data, the use of interpolation and spatial statistics, the successful application of cartographic techniques and geovisualization, and GIS project planning and management. **Prerequisite:** *FNR-65 Recommended Prep: ENGL-150*

## ■ French (FRNC)

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### FRNC-1A Elementary French I

(4 units LEC) Grade Only CSU and UC

A beginning course that presents the fundamentals of French and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the French-speaking world.

*Note: This course is not appropriate for students who have taken and passed two or more years of French within the past three years.*

*Recommended Prep: ENGL-150 eligible*

### FRNC-1B Elementary French II

(4 units LEC) Grade Only CSU and UC

Continuation of French 1A. This course presents the fundamentals of French and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the French-speaking world. *Note: This course is not appropriate for students who have taken and passed two or more years of French within the past three years. Prerequisite: FRNC-1A Recommended Prep: ENGL-150 eligible*

### FRNC-2A Intermediate French I

(4 units LEC) Grade Only CSU and UC

An intermediate interactive course that emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing French language skills. This course provides the tools for students to acquire intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the French-speaking world. *Prerequisite: FRNC-1B*

### FRNC-2B Intermediate French II

(4 units LEC) Grade Only CSU and UC

A continuation of Intermediate French 2A. This course emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing French language skills. It provides the tools for students to acquire mid to high intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the French-speaking world. *Prerequisite: FRNC-2A Recommended Prep: ENGL-350*

### FRNC-8A Elementary Conversational French I

(3 units LEC) P/NP Option CSU

An elementary course in conversational French designed to improve the communication skills that emphasize pronunciation, vocabulary building, and speaking. This course will help students acquire and expand their elementary-high linguistic proficiency through situational practice. The course reinforces spontaneity and intuition as a natural response. Emphasis is placed on providing insights into the cultural diversity of the French-speaking world. *Prerequisite: FRNC-1A Recommended Prep: FRNC-1B and ENGL-350*

### FRNC-11A Beginning Conversational French I

(3 units LEC) P/NP Option CSU

A beginning course in conversational French that emphasizes pronunciation, vocabulary building, and speaking. Students acquire elementary linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with French speakers. Additional emphasis is placed on providing insights into the cultural diversity of the French-speaking world. *Recommended Prep: ENGL-350*

## ■ General Studies (GS)

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### GS-1 College Success

(3 units LEC) Grade Only CSU

Academic Success preparation for the university-bound student. Students will learn how to navigate the challenges of higher education by practicing advanced reading, note and test-taking skills, higher-order thinking, and academic research, while establishing college and career paths and accessing the resources to support their goals. *Recommended Prep: ENGL-150*

### GS-6 First Year Experience

(3 units LEC) Grade Only CSU

A first year experience course focusing on the development of academic and personal skills necessary to succeed in college and beyond. Primarily assisting students in the transition between high school to college level expectations. Topics covered will be self-efficacy, time management, classroom dynamics, introductory academic skills enhancement, institutional campus services and technology used in higher education. *Recommended Prep: READ-360*

### GS-12 Study Skills and Strategies

(1 unit LEC) P/NP Option CSU

Study skills, techniques and strategies necessary for academic success. Topics include taking effective notes, active learning & reading, time management skills, organizing study time and environment, learning styles, motivation, test taking strategies and anxiety, memorization techniques, and campus resources.

### GS-361 Basic Skills for Life, Work and College

(3 units LEC/LAB) P/NP Only

A course designed to help students gain the confidence that comes from knowledge of self and achievement to meet the challenges of life, work, and college. *Note: Students assessed into READ-360 are strongly encouraged to also enroll in GS-361.*

## ■ Geography (GEOG)

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### GEOG-1 Introduction to Physical Geography

(3 units LEC) P/NP Option CSU and UC

An introductory study of the Earth's physical systems, including the atmosphere, hydrosphere, and lithosphere. Students will study earth's energy balance, climate, and landforms, and examine relationships between physical features and natural processes. Interactions between human endeavors and natural systems are explored to understand the influence of the environment and society on each other.

## GEOG-2 Cultural Geography

(3 units LEC) P/NP Option CSU and UC

An introduction to the spatial distribution and organization of human activity. This includes an investigation of the relationship between cultural development and environmental influences. Students will explore the relationships of physical geography to the customs, arts, social institutions, and achievements of cultures. Topics include migration, population growth, economic development, urbanization, and energy demands. *Recommended Prep: ENGL-350*

## Geology (GEOL)

### GEOL-1 Physical Geology

(4 units LEC/LAB) P/NP Option CSU and UC

An introductory study of physical geology including earth processes, materials, and changes in these materials through geologic time. Students will study minerals and rocks in the lab and the field, and will explore principles of mineral and rock formation, landform development, plate tectonics, volcanism, folding and faulting, and related topics. **Note:** *Field trips are required and the College does not provide transportation.*

### GEOL-10 Environmental Geology

(3 units LEC) P/NP Option CSU and UC

An introductory study of how earth materials and processes impact human activities and how human activities influence the geological environment. Students will investigate geologic hazards, including landsliding, earthquakes, and volcanic activity, and make decisions concerning mitigating action. Students will also learn about water, mineral, and energy resources and consider issues of sustainability. *Recommended Prep: ENGL-150*

### GEOL-15 Earthquakes and Plate Tectonics

(3 units LEC) Grade Only CSU and UC

An investigation of plate-tectonic processes and their relationships to faults, earthquake activity, mountain building, volcanism, and related geological phenomena. The course explores plate interactions, historical earthquakes, earthquake predictions, preparedness, and design of earthquake-resistant structures. Investigations of Earth's dynamic systems will be related to energy transfer and landscape evolution.

### GEOL-99 Field Studies in Geology

(0.5, 1.0, or 2.0 units LEC/LAB) P/NP Option CSU

Activities in this introductory field course revolve around hands-on studies of selected outcrops which demonstrate specific features of particular interest and salience to the geosciences. Although the course emphasizes hands-on field studies, it also contains lecture components that can occur on location and/or in a classroom. The course learning outcomes and the course assessment methods (see next page) are the same regardless of which topic is selected for a given class. Different outcrops can illustrate different geologic topics, which in turn provide students with valuably different ways of learning the outcomes. **Note:** *Check Schedule of Classes for course offerings*

## German (GERM)

### GERM-1A Elementary German I

(4 units LEC) Grade Only CSU and UC

A beginning course that presents the fundamentals of German and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the German-speaking world. **Note:** *This course is not appropriate for students who have taken and passed two or more years of German with the past three years. Recommended Prep: ENGL-150 eligible*

### GERM-1B Elementary German II

(4 units LEC) Grade Only CSU and UC

Continuation of GERM-1A. This course presents the fundamentals of German and provides the tools for students to improve linguistic proficiency. The course emphasizes the communicative use of all four language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the German-speaking world. **Note:** *This course is not appropriate for students who have taken and passed three or more years of German within the past three years. Prerequisite: GERM-1A Recommended Prep: ENGL-150 eligible*

### GERM-2A Intermediate German I

(4 units LEC) Grade Only CSU and UC

An intermediate interactive course that emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing German language skills. This course provides the tools for students to acquire intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the German-speaking world. *Prerequisite: GERM-1B*

### GERM-2B Intermediate German II

(4 units LEC) Grade Only CSU and UC

A continuation of Intermediate German 2A, this course emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing German language skills. It provides the tools for students to acquire mid to high intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the German-speaking world. *Prerequisite: GERM-2A*

### GERM-8A Elementary Conversational German I

(3 units LEC) P/NP Option CSU

An elementary course in conversational German designed to improve the communication skills that emphasize pronunciation, vocabulary building, and speaking. This course will help students acquire and expand their elementary-high linguistic proficiency through situational practice. The course reinforces spontaneity and intuition as a natural response. Emphasis is placed on providing insights into the cultural diversity of the German-speaking world. *Prerequisite: GERM-1A Recommended Prep: GERM-1B and ENGL-350*

### GERM-11A Beginning Conversational German I

(3 units LEC) P/NP Option CSU

A beginning course in conversational German that emphasizes pronunciation, vocabulary building, and speaking. Students acquire elementary linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with German speakers. Additional emphasis is placed on providing insights into the cultural diversity of the German-speaking world. *Recommended Prep: ENGL-350*

## ■ Guidance (GUID)

### GUID-8 Career Planning

(2 units LEC) P/NP Option CSU

An introduction to career/life planning and decision making including education, work and leisure alternatives, lifestyles, and personal satisfaction. *Recommended Prep: ENGL-150*

### GUID-41 World of Work

(1 unit LEC) Grade Only CSU

An exploration of the tools, personal qualities, and skills necessary to find and keep rewarding employment. Students will learn how to use electronic, print, and personal resources to identify jobs related to their career goals, to create resumes, and to interview effectively. *Note: GUID-41 is required for all students enrolling in CE-41 or CE-42 for the first time. It is open to all interested students. Recommended Prep: ENGL-150*

### GUID-47 Leadership Development

(2 units LEC) P/NP Option CSU

An introduction to the study of leadership. This course asks the essential questions, "What is leadership?" and "What does it take to be a leader?" Both classic and contemporary models are explored.

### GUID-101 Customer Service in the Workplace

(0.5 units LEC) P/NP Only

A study of the key skills and attitudes required for effectively delivering internal and external customer service in the workplace. Students will study how to understand and exceed customer expectations, how to better communicate with customers, and how to deal with unrealistic customer expectations.

### GUID-102 Stress Management

(0.5 units LEC) P/NP Only

A study of the key elements of stress management. Topics will include the recognition of stress, causes of stress, and the benefits of stress management. Various stress management techniques will be covered.

### GUID-103 Communication in the Workplace

(0.5 units LEC) P/NP Only

A study of the key elements of communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific workplace communication skills, including telephone and e-mail communication.

### GUID-104 Attitude in the Workplace

(0.5 units LEC) P/NP Option

A study of personal attitude and its effects in the workplace and at home. Students will explore how attitudes are communicated and how to adjust one's attitude.

### GUID-105 Conflict Management

(0.5 units LEC) P/NP Option

An introduction to the meaning of conflict, the causes of conflict, and strategies for resolving interpersonal conflict as well as dealing with difficult customers.

### GUID-106 Decision Making and Problem Solving

(0.5 units LEC) P/NP Option

An introduction to decision-making and problem-solving techniques in the workplace. Specific strategies for making decisions and solving problems will be presented, as well as the use of creativity in identifying solutions.

### GUID-107 Handling Organizational Change

(0.5 units LEC) P/NP Only

Provides an overview of the effect change has on an organization and the individuals in it. Topics will include understanding organizational change, stages of change, and how to manage organizational change.

### GUID-108 Team Building

(0.5 units LEC) P/NP Only

An introduction to team work, common problems teams encounter, and strategies for solving problems teams encounter. Students will learn to recognize various personalities and how their strengths and weaknesses impact a team. Students will be introduced to team building in the workplace.

### GUID-109 Values and Ethics

(0.5 units LEC) P/NP Option

An introduction to the importance of professional values and ethics in the workplace. Emphasis will be placed on how values influence actions, evaluating one's ethical behavior, and behaving ethically in the workplace.

### GUID-110 Time Management

(0.5 units LEC) P/NP Only

An introduction to time management principles and specific tools that assist in making maximum use of time. Emphasis will be placed on prioritizing, identifying time wasters, and goal setting.

### GUID-111 Extended Orientation

(0.5 units LEC) P/NP Only

A course designed to help new students transition to a college environment. It will provide in-depth information about expectations of the college and faculty, an in-depth explanation of student services, and a cursory introduction to the skills needed for student success. Specific topics include how to access student records via WebAdvisor, how to locate classes, where to go for help, how to discuss problems with instructors, and how to create a study group.

### GUID-112 Freshman Seminar

(1 unit LEC) P/NP Only

A course dedicated to ensuring students' college success and motivating their journey toward lifelong learning. The seminar will enable students to develop their own plan for personal, academic and career success through self-evaluation, application of specific techniques, and classroom activities. Students will examine the academic culture of the college and what it means to be in college, and look at ways to be successful at CR. Through interactive exercises and assignments several topics will be explored including the transition to college life, goal setting, decision making, study skills, campus resources, financial responsibility, and choosing/evaluating a major/career.

### GUID-143 Individualized Assessment and Academic Planning

(0.5 units LEC/LAB) P/NP Only

An in-depth evaluation of learning disability as it is defined by Title V of the California Education Code for community colleges. Students will be assessed using psychometric tools to determine eligibility for accommodations and services. The course involves analysis and understanding of learning differences, the importance of the selection and application of effective learning strategies and the critical role of self advocacy in persons with a learning disability. *Note: Students must be referred from Disabled Students Programs and Services and be enrolled in at least one additional class at the College.*

**GUID-145 Applied Study Skills and Strategies**

(0.5-4 units LEC/LAB) P/NP Only Repeatable to a maximum of sixteen enrollments Development and application of adaptive study strategies. Students receive one on one and small group instruction in study strategies designed to enhance success in mainstream coursework. Strategy based learning is stressed in an effort to address a student's learning disability and/or learning difference. Independence and self advocacy are stressed throughout this lecture/lab course.

**GUID-180 Assistive Technology and Computers**

(0.5-4 units LEC/LAB) P/NP Only Repeatable to a maximum of sixteen enrollments Specific training in individualized assistive computer instruction. Individual assessments assist in determining appropriate assistive hardware and software designed to meet each students' needs. Training in the application of the assistive equipment is provided to allow for competency when used for mainstream coursework completion. **Note:** Students must be referred from Disabled Students Programs and Services.

**GUID-205 Supervised Tutoring**

(0 units TUT) Grade Only  
A course that provides individual supervised tutoring to supplement course-based learning activities in a variety of academic disciplines.

**GUID-379 Introduction to Assistive Technology and Computers**

(0.5-4 units LEC/LAB P/NP Only Repeatable to a maximum of sixteen enrollments Training in assistive computer hardware, software and related applications. Individualized assessments are completed to select appropriate goals and objectives. Training in keyboarding for assistive computer use is also provided. **Note:** Students must be referred by Disabled Students Programs and Services.

## Health Education (HE)

**HE-1 Health Education**

(3 units LEC) Grade Only CSU and UC  
An introduction to a broad range of lifestyle components and personal choices which have a direct relationship to the students overall lifetime wellness. Some of the concepts discussed include principles of health and wellness, stress modifications, weight management, exercise principles, personal health responsibility, major diseases, and relationships.

**HE-2 Critical Issues in Women's Health**

(3 units LEC) P/NP Option CSU and UC  
A course focusing on the factors that affect women's health and well-being. Issues of women's diseases and disorders, hormonal influences on overall health, as well as heart and bone health will be discussed. Emphasis is placed on students making informed choices and decisions related to their overall wellness.

**HE-7 First Aid/CPR/AED for Schools and the Community**

(2 units LEC/LAB) P/NP Option CSU and UC  
Provides students with the knowledge and skills necessary to help sustain life and minimize the consequences of injury or sudden illness until advanced medical help arrives. The course meets the requirements for certification through the American Red Cross. **Note:** In order to receive American Red Cross certification, students need to be physically able to perform lab skills.

## Health Occupations (HO)

**HO-15 Nutrition**

(3 units LEC) Grade Only CSU and UC  
A study of nutritional needs across the life span. Focus is on basic nutrients (including fats, carbohydrates, protein, minerals, vitamins and water, and electrolytes) food sources, and nutrient utilization in the human body. This course emphasizes nutritional needs from infancy to old age and during common life cycle occurrences (pregnancy, lactation, menopause). Also included are applied and controversial aspects of human nutrition. **Recommended Prep:** ENGL-350 and MATH-376

**HO-101 Health Occupations Study Skills**

(1-2 units LEC/LAB) P/NP Only Repeatable to a maximum of four enrollments  
One-on-one and small-group instruction in study strategies designed to enhance success in health occupation course work. **Note:** Must be enrolled in at least one CR course required for the Nursing (RN/LVN) programs. A minimum of 4 hours of participation is required before the "Last day to drop" on schedule of classes."

**HO-110 Basic Patient Care**

(6 units LEC/LAB) Grade Only  
A basic course in personal care service and maintenance of safe and healthful environment. Emphasis is on the nursing assistant's role and responsibilities as a health care team member. Other key components in this course are principles of asepsis, infection control, resident care skills, and emotional, social, and spiritual needs. Students will be eligible to take the nurse assistant certification exam upon successful completion of the course.

**HO-159 Emergency Medical Technician I**

(5 units LEC/LAB) Grade Only  
A study of basic prehospital emergency medicine to meet State of California requirements for EMT-I training. Students will learn to properly assess, stabilize, treat, and transport patients experiencing medical and trauma emergencies. This course includes clinical observation experience with an ambulance service and in a hospital emergency department. Course completion will allow students to take the National Registry of EMTs written examination for EMT certification. **Note:** Requirements include: proof of communicable disease immunity and background check clearance. American Heart Association BLS for Healthcare Providers, American Red Cross CPR for the Professional Rescuer, Medic First Aid Basic Life Support for Professionals, or equivalent CPR certification. Off-campus meetings are required. Must be 18 years old to be eligible for state certification. May take state certification exam within two years of course completion. Fees for National Registry of EMTs testing and state certification are additional.

**HO-161 Home Health Aide**

(1.5 units LEC/LAB) Grade Only  
Practice of the skills used by a certified nursing assistant to provide basic care of clients in their own homes. Upon course completion students are eligible for State Certification as a Home Health Aide. **Note:** Students must hold current California certification as a Certified Nursing Assistant (CNA).

**HO-170A North Coast Paramedic 1**

(11 units LEC/LAB) P/NP Option  
The first course in a comprehensive study of pre-hospital emergency medicine to meet State of California requirements for an Emergency Medical Technician-Paramedic license. The course meets accreditation requirements of the Committee

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on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The course will teach pre-hospital emergency medical care at the advanced life support (ALS) level in accordance with the National Highway Traffic Safety Administration's National EMS Education Standards. *Note: To be eligible to enter a paramedic training program an individual shall meet the following requirements: (1) possess a high school diploma or general education equivalent; and (2) possess a current basic cardiac life support card according to the Guidelines 2000 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level; and (3) possess a current EMT-I certificate or NREMT-Basic registration; or (4) possess a current EMT-II certificate in the State of California; or (5) be currently registered as an EMT-Intermediate with the National Registry of Emergency Medical Technicians; (6) pass an entrance exam which evaluates knowledge and skills at the EMT-I level. Prerequisite: HO-159 Recommended Prep: ENGL-150 and MATH-372*

### HO-170B North Coast Paramedic 2

(13 units LEC/LAB) P/NP Option

The second course in a comprehensive study of pre hospital emergency medicine to meet State of California requirements for an Emergency Medical Technician-Paramedic license. The course meets accreditation requirements of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The course will teach pre-hospital emergency medical care at the advanced life support (ALS) level in accordance with the National Highway Traffic Safety Administration's National EMS Education Standards. *Prerequisite: HO-170A*

### HO-170C North Coast Paramedic 3

(9 units LAB) P/NP Only

The third and final course in a comprehensive study of pre hospital emergency medicine to meet State of California requirements for an Emergency Medical Technician-Paramedic license. Under the direct supervision of a licensed paramedic, students will complete a field internship experience on a designated advanced life support unit. This course allows the student patient care experience in the pre-hospital environment. *Prerequisite: HO-170B*

## History (HIST)

### HIST-4 Western Civilization to 1600 AD

(3 units LEC) P/NP Option CSU and UC

An exploration of the evolution of civilization in the greater Mediterranean region from the development of agriculture in ancient Mesopotamia through the Protestant Reformation in Europe and the height of the Ottoman Empire. Students will examine the multicultural roots of basic institutions, practices, and ideas of Western civilization, such as monotheism, the scientific method, capitalism, and colonialism. Special attention will be paid to changing configurations of political, social, economic, and ideological power, and the region's developing ties to the Atlantic world. The course will also introduce students to the nature of historical interpretation and the use of primary documents from a wide variety of sources. *Recommended Prep: ENGL-150 or ENGL-1A eligible*

### HIST-5 Western Civilization: 1600 AD - Present

(3 units LEC) Grade Only CSU and UC

An introduction to the development of the "West" from the crises of the 17th century to the present. A central theme will be how a weak and fragmented western Europe became a major influence in the world, strongly identified with modernity, technology, and expanding economic, political, cultural, and social systems. Students will investigate the increasing power of the nation-state and systems of empire, and the ways in which ideas of race, class, and gender played a part in this evolution. Special attention will be paid to the evolution of ideologies, such as capitalism, imperialism, communism, and globalization. The course will also introduce students to the nature of historical interpretation and the use of primary documents from a wide variety of sources. *Recommended Prep: ENGL-150 or ENGL-1A eligible*

### HIST-6 The Vietnam War Era

(3 units LEC) Grade Only CSU and UC

An examination of the history of U.S. involvement in Vietnam and the fractured U.S. homefront during the period of U.S. involvement overseas. The class will provide an in-depth analysis of the years of deepest U.S. involvement in the War, 1954-1975, and also emphasize the social, cultural, and political movements that emerged in the United States at that time. *Recommended Prep: ENGL-150*

### HIST-7 History of Modern Asia

(3 units LEC) Grade Only CSU and UC

A survey of the cultural, social, and political evolution of Asia from the 18th century to the present. This course explores how China, India, and Japan came into contact with and were subordinated to the interests of powerful Western nation-states. It examines the transformation of these societies as they overcame or adapted to Western hegemony, colonialism, and the rise of nationalism. *Recommended Prep: ENGL-150*

### HIST-8 US History Through Reconstruction

(3 units LEC) Grade Only CSU and UC

An exploration of the history of the United States from the original inhabitants of the North American continent to the end of the Reconstruction period after the American Civil War. Of special importance is how the social, political, diplomatic, cultural, gender, ethnic, economic relations, and institutions changed over time. The course will also introduce students to the nature of historical interpretation and how to interpret sources written during the historical time periods investigated in the class. *Recommended Prep: ENGL-150 or ENGL-1A eligible*

### HIST-9 US History Reconstruction to the Present

(3 units LEC) Grade Only CSU and UC

An exploration in the history of the United States from the Reconstruction period after the Civil War to the present. Of special importance is how the social, cultural, political, diplomatic, ethnic, and economic relations and institutions changed over time. The course will also introduce students to the nature of historical interpretation and how to interpret sources written during the historical time periods investigated in the class. *Recommended Prep: ENGL-150*



**HIST-11 History of Women in America: Pre-Contact to 1877***(3 units LEC) Grade Only CSU and UC*

An in-depth historical study of the social, cultural, political, and economic developments in North America from the perspective of women, from the period just prior to European contact through the end of Reconstruction. Special emphasis is placed upon the varying ways in which women of diverse classes, races, and ethnicities have both contributed to and been affected by the larger historical patterns in U.S. history. The course will introduce students to the nature of historical interpretation, enable students to interpret sources written during the historical time periods investigated in the class, and familiarize students with gender-related issues in the American past. *Recommended Prep: ENGL-150*

**HIST-12 History of Women in America: 1877- Present***(3 units LEC) Grade Only CSU and UC*

An in-depth historical study of the social, cultural, political, and economic developments in the United States from the perspective of women, from Reconstruction to the present. Special emphasis is placed upon the varying ways in which women of diverse classes, races, and ethnicities have both contributed to and been affected by the larger historical patterns in U.S. history. *Recommended Prep: ENGL-150*

**HIST-18 History of California***(3 units LEC) Grade Only CSU and UC*

A survey of economic, social, political, and cultural developments in California from the precolonial period to the present which emphasizes California as a cultural crossroads. The course examines the contributions of and interactions among Native American, European, Latino, and Asian peoples. There is a focus on the ways in which social relations and political power are shaped by race, class, gender and ethnicity. *Recommended Prep: ENGL-1A eligible*

**HIST-20 World History: Prehistory to 1500 AD***(3 units LEC) Grade Only CSU and UC*

An overview of the world from prehistory to 1500 AD. The culture, politics, society, religions, and economic development of civilizations throughout the world are examined. Particular attention is paid to long-term trends and the periodic crises that reshaped the links between cultures and within civilizations. A detailed research paper into a particular country or region is required. *Recommended Prep: ENGL-150*

**HIST-21 World History: 1500 AD-Present***(3 units LEC) Grade Only CSU and UC*

An overview of world history from 1500 to the present. The culture, politics, society, religions, and economic development of civilizations throughout the world are examined. Particular attention is paid to the effects of colonialism and nationalism on the world stage and the periodic crises that reshaped the links between cultures and within civilizations. *Recommended Prep: ENGL-150*

## Hospitality, Restaurant & Culinary Arts (HRC)

**HRC-1 Introduction to the Hospitality Industry***(3 units LEC) Grade Only CSU*

Offers an historical perspective of the hospitality industry including industry globalization, technology, and ecotourism/green hospitality. The course covers all lodging and food operating areas to provide students with an understanding of each department and how it operates. *Recommended Prep: CIS-100*

**HRC-2 Hospitality Front Office Management***(2 units LEC) Grade Only CSU*

A systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management.

**HRC-3 Food and Beverage Service***(3 units LEC) Grade Only CSU*

Examines how to create and deliver guest-driven service; enhance value and build guest loyalty; and continuously improve the process of providing excellent service. Students learn how every aspect of a food service operation contributes to the guest experience, and explore unique features of a variety of food and beverage operations. The course includes updated menu trends, responsible alcohol service, and material on leadership, service skills, and service styles. *Recommended Prep: CIS-100*

**HRC-5 Hospitality Law***(2 units LEC) Grade Only CSU*

Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hospitality manager, and illustrates the possible consequences of failure to satisfy legal obligations. The course discusses the legal issues raised by the Internet and the hospitality industry. Intriguing court cases and real-world examples bring student up-to-date on important issues.

**HRC-6 Hospitality Marketing Management***(3 units LEC) Grade Only CSU*

Marketing components and techniques essential to generating satisfactory income levels in hospitality operations. The functions of marketing including behavior patterns of the hospitality market, a tailored product-service mix, and appropriate sales techniques are among the topics covered in this course. Step-by-step models and processes for developing marketing plans, evaluating marketing research, developing sales forecasts, and planning sales presentations are also covered.

**HRC-8 Food and Beverage Cost Control***(3 units LEC) Grade Only CSU*

A course providing comprehensive resources and specific tools needed to maintain cost controls in a food and beverage operation. The course provides students with the skills necessary to apply standard cost control procedures in all aspects of operations. *Recommended Prep: CIS-100 and MATH-372*

**HRC-9 Nutrition for Culinary Professionals***(2 units LEC) Grade Only CSU*

Applies nutrition concepts to recipe selection, cooking, and menuing healthy foods in restaurants and food services. The course provides a basic overview of nutritional principles geared toward culinary professionals with computerized nutritional analysis.

**HRC-10 Culinary Fundamentals***(4 units LEC/LAB) Grade Only CSU*

Introduction to the professional kitchen. The emphasis of the course is on classical cooking techniques and the study of and training on commercial equipment, tools, ingredients, and basic cooking methods of the modern professional kitchen. *Prerequisite: Credit for or enrollment in HRC-17 (formerly TH-17)*

**HRC-11 Professional Baking I***(4 units LEC/LAB) Grade Only CSU*

Introduction to the basic skills needed for a professional bake shop. The properties of different flours, grains, yeasts, sponges, and leavens are demonstrated. Emphasis is placed on production of high-quality products and professional presentation. Products include breads, sweet and savory doughs, cakes, pies, tarts, cookies, and restaurant style desserts.

*Prerequisite: HRC-10 and HRC-17***HRC-12 Professional Cooking I***(4 units LEC/LAB) Grade Only CSU*

Intermediate theory in food science, culinary techniques, and modern cooking styles. Sauce-making, meat, poultry, fish and shellfish preparation, and cooking techniques are emphasized. Menu course preparation and plating of food are stressed.

*Prerequisite: HRC-10 and HRC-17***HRC-13 Professional Cooking II***(4 units LAB) Grade Only CSU*

Advanced principles of food preparation and service are applied in the preparation of typical foods served in hotels and restaurants. Key components include garde manger, advanced foods and preparation of convenience foods; personnel organization and supervision; menu planning; and quantity food preparation. *Prerequisite: HRC-11 and HRC-12*

**HRC-14 Restaurant Management***(3 units LEC) Grade Only CSU*

Examines the selection of a solid restaurant concept, finding a market, developing business and marketing plans, and securing financial backing. Topics covered in the course include use of technology in restaurants, legal issues, menu development, interior and kitchen design, food production, and employee hiring and training. *Recommended Prep: CIS-100*

**HRC-16 Hospitality Supervision***(3 units LEC) Grade Only CSU*

Reviews the principles, theories, human relations techniques, and decision-making skills that are required to manage a workforce to profitable results. The course assists students to satisfy obligations to owners, customers, and employees while maintaining a positive work climate, developing job expectations, disciplining marginal employees, and addressing workplace diversity. *Recommended Prep: CIS-100*

**HRC-17 Sanitation - ServeSafe Certificate***(3 units LEC) P/NP Option CSU*

The ServeSafe program has become the industry standard in food-safety training and is accepted in all U.S. jurisdictions that require employee certification. The course provides accurate, up-to-date information for all levels of employees and students on all aspects of handling food, from receiving and storing to preparing and serving. Students will learn science-based information on how to run a safe establishment - information all employees need to have in order to be a part of a food-safety team.

**HRC-18 Internship - Hospitality***(3 units FEX) P/NP Option CSU Repeatable to a maximum of two*

*enrollments* Introduces the student to a hospitality work place in the student's major area of interest. This course provides work practicum which emphasizes hospitality industry employability skill objectives. *Note: Student, instructor, and employment supervisor jointly develop individualized learning objectives. Instructor and employment supervisor jointly evaluate student. Students can repeat HRC-18 for a maximum of 6 credits.*

**HRC-19 Hospitality Leadership and Management***(2 units LEC) Grade Only CSU*

An introduction to leadership, management, and quality issues facing today's hospitality industry. Course will provide students with an understanding of diversity and cultural change. Practical information will prepare students to put management tools into action to enhance service and boost business.

**HRC-20 Hospitality Career Guidance***(2 units LEC) Grade Only CSU*

A resource course on finding employment in the hospitality industry that will assist students in job-market assessment; resume preparation, interviewing techniques, and personal presentation strategies.

**HRC-21 Professional Baking II***(4 units LEC/LAB) Grade Only CSU*

Emphasis on intermediate baking principles and skills necessary to produce a wide array of baked goods and confections. Course focuses on restaurant individual desserts, confections, specialty items, chocolate artistry, and marzipan. *Prerequisite: HRC-11 (formerly TH-11)*

**HRC-22 International Cooking***(2 units LAB) Grade Only CSU*

Covers cuisines from around the world - preparation of international foods with emphasis on identification of ingredients, comparison of cuisines, application of flavor principles to creative cooking, and artistic presentation of food. *Prerequisite: HRC-10 and HRC-12 (formerly TH-10 and TH-12)*

**HRC-23 Hospitality Training and Development***(2 units LEC) Grade Only CSU*

Explores the concept of training in a hospitality organization by emphasizing the impact training and development has on employees. Students will learn why training is vitally important to a hospitality business through a variety of assessment methods and instructional design techniques and processes.

**HRC-24 Hospitality Human Resource Management***(2 units LEC) Grade Only CSU*

Details the rapid changes in human resource management in the hospitality industry. The course examines employment laws, employee development, compensation/labor issues, and ethical concerns in hospitality employment.

**HRC-26 Hospitality Housekeeping Management***(2 units LEC) Grade Only CSU*

Presents a systematic approach to managing housekeeping operations in the hospitality industry. Housekeeping is critical to the success of today's hospitality operations and this course shows students what it takes to direct the day-to-day operations of this vital department, from "big picture" management down to technical details.

**HRC-27 Hospitality Basic Accounting***(2 units LEC) Grade Only CSU*

Provides a basis for understanding basic hospitality accounting concepts and procedures. The course explains the fundamental function and purpose of accounting, differentiates between night audit and accounting in the hospitality industry, and how to effectively manage the department. *Prerequisite: HRC-26 Recommended Prep: MATH-376*

**HRC-28 Hospitality Facilities Management***(2 units LEC) Grade Only CSU*

Provides hospitality students with an overview of the physical plant of a hotel or restaurant. The course emphasizes how to work effectively with an engineering and/or maintenance department within a hospitality operation.

## Industrial Technology (IT)

### IT-25 Occupational Safety and Health Management

(3 units LEC) Grade Only CSU

A study of the principles and practices of safety in the work place. Coverage includes the components of safety programs plus federal and state laws/standards enacted to improve the safety of workers, the work place, and the environment. *Recommended Prep: MATH-380*

### IT-46 Computers in Industrial Management

(3 units LEC/LAB) Grade Only CSU

Application of the microcomputer to the management of industrial and commercial operations and businesses. Topics will include computer integrated management of contracts and accounts, materials, work processes, spreadsheets, and personnel. *Recommended Prep: CIS-1*

### IT-60A Basic Manufacturing Blueprint Reading

(3 units LEC) P/NP Option CSU

This course will cover blueprint reading for the metals field which will include the symbols and interpretation necessary to construct, machine, and inspect machined parts and assemblies. Also covered will be the necessary mathematical calculations for decimals, fractions, and right triangle measurements. In-depth coverage of the geometric dimensioning system with emphasis on calculations of maximum (MMC) and minimum material condition (LMC) as they relate to manufacturing processes is also included.

### IT-60B Machine Parts Blueprint Reading

(3 units LEC) Grade Only CSU

Continuation of blueprint reading for the manufacturing field, especially machined parts. This course expands the terminology and basic techniques acquired in IT-60A to interpretation of advanced blueprints using authentic blueprints from industry. *Prerequisite: IT-60A*

### IT-152 Technical Computer Applications Lab

(0.5-2 units LAB) P/NP Option Repeatable to a maximum of four enrollments A course enabling students to become proficient in using computer application packages specific to their area of study. Technical computer applications subject areas include: agriculture, aquaculture, automotive, cooperative education, construction, diesel, drafting, electronics, family life, food service, forestry, graphic communications, industrial, machine tool and welding. *Note: Units offered may vary by semester, consult Schedule of Classes for section information.*

## Japanese (JPN)

### JPN-1A Elementary Japanese I

(4 units LEC) Grade Only CSU and UC

An introductory course that presents the fundamentals of Japanese and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, writing and reading the two Japanese syllabic systems (Kana) and the introduction of the Chinese characters (Kanji). Emphasis is placed on providing insights into the Japanese culture. *Note: This course is not appropriate for students who have taken and passed two or more years of Japanese with the past three years. Recommended Prep: ENGL-150 eligible*

### JPN-1B Elementary Japanese II

(4 units LEC) Grade Only CSU and UC

A continuation of JPN-1A, this course presents the fundamentals of Japanese and provides the tools for students to improve linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading and writing. Emphasis is placed on providing insights into Japanese culture. *Note: This course is not appropriate for students who have taken and passed three or more years of Japanese within the past three years. Prerequisite: JPN-1A Recommended Prep: ENGL-150 eligible*

### JPN-8A Elementary Conversational Japanese I

(3 units LEC) P/NP Option CSU

An elementary course in conversational Japanese designed to improve the communication skills that emphasize pronunciation, vocabulary building, and speaking. This course will help students acquire and expand their elementary-high linguistic proficiency through situational practice. The course reinforces spontaneity and intuition as a natural response. Emphasis is placed on providing insights into the diversity of the Japanese-speaking world. *Prerequisite: JPN-1A Recommended Prep: JPN-1B and ENGL-350*

## Journalism (JOURN)

### JOURN-1 Beginning Reporting

(3 units LEC) Grade Only CSU

An introduction to the basic principles of newsgathering and news writing with an emphasis on journalistic style. Students will explore and analyze basic news story structure and development, newsgathering methods and presentation modes, interviewing, ethics, news analysis, and media law. *Recommended Prep: ENGL-1A eligible*

### JOURN-5 Introduction to Mass Communications

(3 units LEC) Grade Only CSU and UC

An introduction to the history of mass media, particularly the press and electronic media. The political, social, and economic impact of the media on government and public opinion. Emphasis on the characteristics of media including rights, responsibilities, and functions. *Recommended Prep: ENGL-150*

## Library (LIBR)

### LIBR-5 Research Skills

(1 unit LEC) P/NP Option CSU

Introduction to academic research skills and practice. Students will learn how to find, evaluate, use, analyze, and correctly cite information in a variety of print and online formats. This class is designed to teach and strengthen life-long research and information literacy skills. Students will learn research skills required for term papers or presentations for transfer-level classes or for personal research projects. *Recommended Prep: ENGL-150 and CIS-100/CIS 1 or BT-81 and BT-83*

### LIBR-99A Book of the Year Discussion Group

(1 unit LEC) P/NP Option CSU

A discussion-driven study and exploration of selected topics related to the current Book of the Year selection. Students will analyze and discuss different aspects of the diverse viewpoints represented in and the issues raised by the book. *Recommended Prep: ENGL-150*

## Licensed Vocational Nursing (LVN)

### LVN-1 10A Pharmacology - Vocational Nursing I

(2 units LEC) Grade Only

An introductory course in the principles of pharmacology for vocational nursing. This course focuses on the responsibilities of the Licensed Vocational Nurse and the nursing implications for major drug classifications across the lifespan. The role of the vocational nurse within RN established nursing process guidelines and client education will be delineated and integrated throughout the course. **Note:** Admission to the LVN Program is required. May be taken for LVN continuing education with permission of the instructor. Recommended Prep: ENGL-350 and MATH-376

### LVN-1 10B Pharmacology - Vocational Nursing II

(2 units LEC) Grade Only

Continued study of pharmacological principles and the responsibilities of the Licensed Vocational Nurse in medication administration to clients across the life span. Nursing considerations for major drug classifications are covered. Legal and cultural implications and patient teaching are integrated throughout the course. **Note:** Admission to the LVN Program is required. May be taken for LVN continuing education with permission of the instructor. Prerequisite: LVN-110A and LVN-121 and LVN-111 Recommended Prep: ENGL-150 and MATH-380

### LVN-1 11 LVN Fundamental Pharmacology Skills

(0.5 units LAB) Grade Only

A Pharmacology Skills course stressing accuracy in measurements, basic math and dosage calculations. Preparation and administration of medications to clients of all ages via various routes except intravenous are covered. Performance evaluations are a large portion of this course. **Note:** Admission to LVN Program is required. Recommended Prep: ENGL-150 and MATH-380

### LVN-1 18 Psychology for Vocational Nursing

(2 units LEC) Grade Only

An exploration of the meaning of mental health. Students will learn how to gather and assess information relevant to the mental health status of clients. In addition, they will apply concepts of mental health and communication to patient care. Prerequisite: LVN-121

### LVN-121 Nursing of Adults and Children I

(6.5 units LEC/LAB) Grade Only

The first of three courses for Vocational Nursing students in the care of adults and children. The role and legal/ethical responsibilities of the vocational nurse and principles of health, illness and disease are covered. Nursing care of the elderly and the terminally ill are presented. Common body system disorders are discussed. Application of skills and concepts takes place in the clinical setting and in Simulation Lab. **Note:** Admission to the LVN program is required. Prerequisite: HO-110 Recommended Prep: ENGL-350 and MATH-376

### LVN-122 Nursing of Adults and Children II

(13 units LEC/LAB) Grade Only

This is the second of three courses for Vocational Nursing students in the care of adults and children. A continuation of the body systems is covered. Students participate in at least 18-hours of clinical a week. **Note:** Current CPR certification. Student must meet physical examination requirements for clinical practice. Prerequisite: LVN-121 and LVN-110A and LVN-111 and BIOL-8 and HO-15

### LVN-123 Nursing of Adults and Children III

(16 units LEC/LAB) Grade Only

The final course in the care of adults and children for vocational nursing students. Maternal-child health and pediatrics are the major focus. Concepts in leadership and management for the LVN are discussed. **Note:** Current CPR certification required. Student must pass physical examination requirements for clinical practice. Prerequisite: LVN-118 and LVN-122 and LVN-110B

## Manufacturing Technology (MT)

### MT-10 Fundamentals of Manufacturing Technology

(3 units LEC/LAB) Grade Only CSU

An introduction to the basic concepts of manufacturing and operation of machine tools. Topics covered include proper use of layout and measuring tools, setup and operation of machine tools to industry standards, and calculating the proper feeds and speeds to accurately and efficiently produce a manufactured part.

### MT-11 Intermediate Manufacturing Technology

(4 units LEC/LAB) Grade Only CSU

Combines the theories of lathe and grinding machine operations along with technical information to manufacture parts to industry standards. Course work includes a review of basic lathe and grinding machine operations progressing into intermediate level techniques and setups used in modern manufacturing. Prerequisite: MT-10

### MT-12 Advanced Manufacturing Technology

(4 units LEC/LAB) Grade Only CSU

An in-depth study of milling machine operations and practices. Course content includes concepts and practices required and used by contemporary industry and the application of theory and machine operation to complete projects. Projects include general and rotary milling, precise boring, indexing, and gear manufacturing. In addition the proper application of modern cutting tool materials is discussed. Prerequisite: MT-10

### MT-13 Manufacturing Technology Capstone

(4 units LEC/LAB) Grade Only CSU

The capstone of the Manufacturing Technology Program. The latest technology at the high-end of manufacturing is covered. Course work includes four and five-axis manufacturing, plunge and wire electrical discharge machining (EDM), rapid prototyping systems, and laser cutting/engraving. Prerequisite: MT-54B and MT-59B and MT-12

### MT-52 Ferrous Metallurgy

(3 units LEC/LAB) P/NP Option CSU

A study of ferrous metals as they are used in industry. Students will study metals from the ore state to manufacturing a product and phase-isothermal transformation diagrams in relation to heat treating experiments. The course includes coordinated lab experience in specimen heat-treating, tensile testing, etching, polishing, and microscopic examination.

### MT-54A Introduction to Computer Numerical Control

(4 units LEC/LAB) Grade Only CSU

An introduction to Computer Numerical Control (CNC) including its history, application, control units, types of machine tools, programming, and transfer mediums. The course will focus on manual and automatic operation of Bridgeport and Fanuc style CNC machine tools. Students will learn to control machine tools by writing computer programs using industry standard programming protocols. Prerequisite: MT-10

### MT-54B Computer Numerical Control Machining

(4 units LEC/LAB) Grade Only CSU

An advanced course in programming, setup, and operation of CNC milling machines and lathes. Students in this class will learn programming of Fanuc style controllers (standard G & M codes) and their applications in the manufacturing industry. This course prepares students for occupations in the CNC machining industry. *Prerequisite:* MT-54A

### MT-54L Numerical Control Lab

(2 units LAB) Grade Only CSU Repeatable to a maximum of four enrollments A laboratory in programming, setup, and operation of CNC milling machines and lathes. Students in this class will program and operate CNC machines. This lab prepares students for occupations in the CNC machining industry. *Prerequisite:* MT-54A

### MT-59A MasterCAM 2-D Programming

(4 units LEC/LAB) Grade Only CSU

A beginning course in computer assisted manufacturing using Mastercam X3. Students in this class will learn two-dimensional CAD drafting techniques, solid modeling, tool path programming for three-axis machine tools, and applications for CAM systems in manufacturing. This course prepares students for occupations in the CNC machining industry. *Recommended Prep:* MT-54A or DT-25

### MT-59B MasterCAM 3-D Programming

(4 units LEC/LAB) Grade Only CSU

A continuation of MT-59A MasterCAM 2-Dimensional Programming. This course will provide instruction in three-dimensional programming using MasterCAM to create derived and composite surfaces and toolpaths for wireframe and surface models. *Prerequisite:* MT-59A

### MT-88A Introduction to Computer Numerical Control Wood Routing

(1 unit LEC/LAB) Grade Only CSU

An introductory course in the use of computer numerical controlled machines for applications specific to woodworking and cabinetmaking. Students will gain experience with CNC routers, software, tooling, and methods of work holding. This course is for students interested in occupations and applications in the secondary wood products industry. *Prerequisite:* CT-21A, CT-57A or MT-10

## ■ Mathematics (MATH)

### MATH-4 MATLAB Programming

(3 units LEC) Grade Only CSU

An introduction to programming in MATLAB, with emphasis on programming applications in science, mathematics, and engineering. *Note:* Students may work in campus computer labs to complete their assignments. Students wishing to work on assignments on their home computers must purchase the Student Edition of MATLAB. *Prerequisite:* MATH-25 and MATH-30 *Recommended Prep:* Previous or concurrent enrollment in MATH-50A

### MATH-5 Contemporary Mathematics

(3 units LEC) Grade Only CSU

A study of mathematical concepts that include inductive and deductive reasoning, mathematical modeling and analysis of linear and exponential functions, geometric symmetries, geometry of fractals, sequences and series, dynamics of population growth, statistics, mathematics of finance and management science, mathematics of methods of voting, fair division, and problem-solving techniques that include a variety of practical problems. This course is designed for liberal arts students. *Note:* Graphing calculators are required. *Prerequisite:* MATH-120

### MATH-15 Elementary Statistics

(4 units LEC) Grade Only CSU and UC

The study of statistical methods as applied to descriptive statistics and inferential statistics. An emphasis on the meaning and use of statistical significance will be central to the course. Students will use frequency distributions, graphs, measures of relative standing, measures of central tendency, measures of variability, correlation, and linear regression to explore descriptive statistics. Students will use the laws of probability and statistical tests (t-tests, chi-square, ANOVA, and regression analysis) to make decisions via hypothesis testing and estimate parameters using confidence intervals. *Note:* A TI-83 or TI-84 graphing calculator is required. *Prerequisite:* MATH-120 *Recommended Prep:* ENGL-150

### MATH-25 College Trigonometry

(4 units LEC) Grade Only CSU

A study of trigonometric functions, radian measure, solution of right triangles, graphs of the trigonometric functions, inverse trigonometric functions, trigonometric identities and equations, laws of sines and cosines, solution of oblique triangles, polar coordinates, complex numbers in trigonometric form, De Moivre's theorem, and conic sections. *Note:* A graphing calculator is required. *Prerequisite:* MATH-120

### MATH-30 College Algebra

(4 units LEC) Grade Only CSU and UC

A course covering first-degree and absolute value equations and inequalities; composite and inverse functions; polynomial, rational, exponential, and logarithmic functions; systems of equations and inequalities; matrices; sequences and series; mathematical induction; binomial expansion theorem; and complex numbers. *Note:* Graphing calculator required, TI-83 or 84 recommended. *Prerequisite:* MATH-120

### MATH-45 Linear Algebra

(4 units LEC) Grade Only CSU and UC

The use and application of matrices in the solution of systems of linear equations, determinants, vector spaces, linear transformations, eigenvalues, eigenvectors, diagonalization, and orthogonality. Linear algebra is a core course in many engineering, physics, mathematics, and computer science programs. *Note:* Computer exploration is an integral component of this course. Students will also create and present oral and written analyses of a topic that requires use of the concepts and techniques learned in this course. *Prerequisite:* MATH-25 and MATH-30

### MATH-50A Differential Calculus

(4 units LEC) Grade Only CSU and UC

A study of limits, continuity, and derivatives of algebraic, transcendental, and trigonometric functions. Applications of the derivative include optimization, related rates, examples from the natural and social sciences, and graphing of functions. The course introduces the integral and the connection between the integral and derivative. *Note:* A graphing calculator is required. *Prerequisite:* MATH-25 and MATH-30

**MATH-50B Integral Calculus***(4 units LEC) Grade Only CSU and UC*

The second in the series of three calculus courses. Integral Calculus develops a set of advanced symbolic and numerical integration techniques, building on skills developed in the first course in the series, Differential Calculus. The course includes applications of integration, sequences and series, and the use of the Taylor polynomial to approximate functions. Students are introduced to parametric and polar equations and to the solution of differential equations. **Note:** A graphing calculator is required. *Prerequisite:* MATH-50A

**MATH-50C Multivariable Calculus***(4 units LEC) Grade Only CSU and UC*

The third in the series of three calculus courses. Multivariable Calculus applies the techniques and theory of differentiation and integration to vector-valued functions and functions of more than one variable. The course presents a thorough study of vectors in two and three dimensions, vector-valued functions, curves and surfaces, motion in two and three dimensions, and an introduction to vector fields. **Note:** Extensive computer visualization is an integral component of this course. *Prerequisite:* MATH-50B

**MATH-52 Math Lab for Transfer Level Mathematics***(0.5-1 units LAB) P/NP Only CSU Repeatable to a maximum of*

*four enrollments* A review of mathematical topics for students enrolled in any transfer level mathematics course. This lab will provide individualized instruction in a self-paced lab environment. Course specific work will be assigned. This course is designed to support MATH 15, 25, 30, 50A, 50B. **Note:** Students should be enrolled in at least one transfer-level mathematics course (MATH 15, 25, 30, 50A, 50B).

**MATH-55 Differential Equations***(4 units LEC) Grade Only CSU and UC*

A study of ordinary differential equations and solutions, equations of first and second order, linear differential equations, systems of equations, phase plane analysis, existence and uniqueness theorems, applications and modeling. **Note:** Computer exploration is an integral component of this course. Students will also create and present oral and written analyses of a topic that requires use of the concepts and techniques learned in this course. *Prerequisite:* MATH-50B (or concurrent enrollment in MATH-50B)

**MATH-101 Elementary & Intermediate Algebra Review***(0.5 units LEC) P/NP Only*

A course for students who have successfully completed course work in elementary or intermediate algebra. This course reviews topics from elementary and intermediate algebra and can be used as a refresher prior to enrolling in the next math course. This course can help students raise their level of math readiness. The level and depth of review will be adjusted to suit the individual student's needs.

**MATH-115 Math Confidence***(1 unit LEC) P/NP Only*

A course for students who want an improved attitude toward learning math. Students explore feelings about math and develop strategies to overcome math phobia. Emphasis will be placed on study strategies and problem-solving skills designed to enhance success in courses in mathematics and in related areas. **Note:** This course is recommended for those students taking MATH-372, MATH-376, and MATH-380.

**MATH-120 Intermediate Algebra***(4 units LEC) Grade Only*

A course in which functions are investigated graphically, numerically, symbolically and verbally in real-world settings. Linear, quadratic, absolute value, polynomial, rational, radical, exponential, and logarithmic equations and functions are explored. Technology is integrated into all aspects of the course. **Note:** A graphing calculator is required. *Prerequisite:* MATH-380

**MATH-120L Math Lab for Intermediate Algebra***(0.5-1 units LAB) P/NP Only*

Instructional support for students in Intermediate Algebra (MATH-120), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-120 (or similar course). Course-specific work will be assigned. **Note:** Students should be enrolled in MATH-120 or similar course.

**MATH-194 Intermediate Algebra for Business Fields***(4 units LEC) Grade Only*

A course in which functions are investigated graphically, numerically, symbolically and verbally in real-world settings with an emphasis on applications to business. Linear, quadratic, polynomial, rational, exponential, and logarithmic equations and functions are explored as models of real life applications. Data analysis and technology are integrated into all aspects of the course. **Note:** Computer use with spreadsheet software (Excel) is a necessary part of the course. A graphing calculator is required; TI-83 or TI-84 recommended. This course does not meet the prerequisite for MATH-25 or MATH-30. *Prerequisite:* MATH-380 Recommended Prep: CIS-100

**MATH-372 Arithmetic for the College Student***(4 units LEC) Grade Only*

A study of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, with an emphasis on applications. Includes applications of proportion and percents, unit conversion, and averages. Problem solving, estimation, small group work, exploratory activities, and the communication of mathematical ideas are an integral part of the course. The use of scientific calculators will also be introduced. *Prerequisite:* Completion of the assessment process

**MATH-372L Math Lab for College Arithmetic***(0.5-1 units LAB) P/NP Only*

Instructional support for students in College Arithmetic (MATH-372), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-372. Course-specific work will be assigned. **Note:** Students should be enrolled in MATH-372.

**MATH-376 Pre-Algebra***(4 units LEC) Grade Only*

A comprehensive review of arithmetic, involving whole numbers, fractions, decimals, and signed numbers. Students will solve problems involving ratios, proportions, percents, and geometry. Basic algebra concepts and techniques, such as variables, simplifying expressions, solving equations, and graphing linear equations will also be introduced. Problem solving, estimation, and the communication of mathematical ideas are an integral part of the course. **Note:** Scientific calculator is required. *Prerequisite:* MATH-372

**MATH-376L Math Lab for Pre-Algebra***(0.5-1 units LAB) P/NP Only*

Instructional support for students in Pre-algebra (MATH-376), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-376. Course-specific work will be assigned. **Note:** Students should be enrolled in MATH-376.

**MATH-380 Elementary Algebra***(5 units LEC) Grade Only*

A study of the real number system, first degree linear equations and inequalities, polynomial expressions and equations, factoring, radicals, quadratic equations and the quadratic formula, interpretation of graphs, and problem-solving techniques. Small group work and exploratory activities (including the use of the graphing calculator) are involved in this course. *Note: Graphing calculator required, TI-83 or TI-84 recommended. Prerequisite: MATH-376*

**MATH-380L Math Lab for Elementary Algebra***(0.5-1 units LAB) P/NP Only*

Instructional support for students in Elementary Algebra (MATH-380), given in a self-paced lab environment. Students receive one-on-one and small-group instruction designed to enhance success in MATH-380. Course-specific work will be assigned. *Note: Students should be enrolled in MATH-380.*

**Medical Assisting (MA)****MA-152 Medical Terminology***(3 units LEC) Grade Only*

An introduction to medical terminology and the structure of medical words including prefixes, suffixes, roots and combining forms. Course includes the study of pronunciation, spelling, and definitions of medical terms, as well as anatomical, pathological and surgical terminology as related to the body's system. *Note: Course is open to non-majors. Recommended Prep: ENGL-350 and MATH-376*

**MA-155 Medical Assisting I***(7.5 units LEC/LAB) Grade Only*

Orients students to the role of the Medical Assistant. Course presents the history of medicine, law and ethics, medical asepsis, safety, and basic math calculations as they apply to Medical Assisting. Administrative medical assistant responsibilities such as banking, appointments, registration, medical records and coding and insurance billing are presented. Basic clinical skills developed in laboratory include gathering patient information, vital signs, patient positioning, ECG's and physical examination assisting. *Note: Admission to the medical assisting program required for enrollment. Recommended Prep: MATH-376 and ENGL-350*

**MA-155A Medical Assisting IA***(4 units LEC) Grade Only*

Orients students to the role of the Medical Assistant. Students will study the history of medicine, law and ethics, medical asepsis, safety, and patient positioning. Students will also begin study in administrative medical assistant responsibilities such as appointment setting, registration, and assisting with physical examinations. *Recommended Prep: ENGL-150 or ENGL-1A eligible and MATH-380*

**MA-155B Medical Assisting IB***(3.5 units LEC/LAB) Grade Only*

Continues study in administrative medical assistant responsibilities such as patient health information, patient records, insurance coding and billing. Clinical skills include sterile technique, gloving, and autoclave use. Students learn to use medical office instruments, take correct vital signs, assist with physical exams, and calculate for drug dosages. *Recommended Prep: ENGL-150 or ENGL-1A eligible and MATH-380*

**MA-165 Medical Assisting II***(8.5 units LEC/LAB) Grade Only*

An expansion upon the theory and skills required in MA-155. Students will study pharmacology and administration of drugs, certificate-of-waiver laboratory procedures, and handling of medical emergencies. Assisting with minor office surgeries, specialty procedures, and testing are covered. Students will also study and practice therapeutic diets and nutrition, patient education techniques, and handling of medical office emergencies. A significant portion of this course is spent in the campus skills laboratory and in local medical offices. *Prerequisite: MA-152 and MA-155*

**Meteorology (METEO)****METEO-1 Introduction to Meteorology***(3 units LEC) P/NP Option CSU and UC*

An introduction to the Earth's weather and the forces that drive it. The class will explore the atmosphere, pressure, temperature, humidity, precipitation, solar radiation, air mass movements, fronts, large-scale storm systems, thunderstorms, the general circulation, and climatic influences on our civilization.

**Music (MUSIC)****MUS-1 Introduction to Music***(3 units LEC) Grade Only CSU and UC*

An introduction to the fundamentals of music theory, notation, and performance. Topics covered include rhythm and pitch notation; chromatic, whole-tone, major, and minor scales; key signatures for major and minor keys; and the circle of fifths. The course also includes clapping exercises, recorder playing, basic keyboard instruction, and review writing.

**MUS-2A Beginning Harmony and Musicianship***(3 units LEC) Grade Only CSU and UC*

An introduction to harmony and musical form. Topics addressed include intervals and their inversions, triads (major, minor, diminished, augmented) and their inversions, roman numeral analysis, and part-writing involving the primary triads. The course also includes sight-singing and training in aural recognition of intervals. *Recommended Prep: MUS-1*

**MUS-2B Intermediate Harmony and Musicianship***(3 units LEC) Grade Only CSU and UC*

An intermediate study in harmony and musical form. Topics addressed include part-writing involving primary and secondary triads, non-harmonic tones, and seventh chords, and the composition and harmonization of short melodies. The course also includes roman numeral analysis of short compositions, sight-singing, and training in the aural recognition of intervals. *Prerequisite: MUS-2A*

**MUS-10 Music in History***(3 units LEC) Grade Only CSU and UC*

A survey of Western art music from the Middle Ages through the twentieth century. The course addresses basic musical terminology and concepts, traces changes in styles, genres, and forms through successive historical periods, introduces major composers and representative instruments, and explores the changing social contexts of music in Western culture. *Recommended Prep: ENGL-1A*

**MUS-12 American Popular Music***(3 units LEC) Grade Only CSU and UC*

A survey of American popular music from the mid 1800s to the late 1900s. Includes basic musical concepts and terminology; the evolution of the music industry and music-related media and technology; American popular song and musical theater; African-American traditions (blues, ragtime, jazz); Anglo-American traditions (country and western, urban folk); and rock music. *Recommended Prep: ENGL-150*

**MUS-14 World Music***(3 units LEC) Grade Only CSU and UC*

A survey of the world's dominant non-Western musical cultures (the Far East, Indonesia, India, the Middle East, Africa, the Americas). The course addresses basic musical terminology and concepts, examines the style characteristics of each of the world's major musical traditions, and explores the social and religious uses of music. *Recommended Prep: ENGL-1A*

**MUS-22 Beginning Band Instruments***(1 unit LAB) Grade Only CSU Repeatable to a maximum of four enrollments*

Class instruction in the fundamentals of performance on brass, woodwind, and percussion instruments commonly used in a concert band setting.

**MUS-25 Beginning Class Piano***(1 unit LEC/LAB) Grade Only CSU and UC*

Instruction in piano in both group and individual formats. The course familiarizes students with the keyboard, rhythm notation and counting, note reading in the treble and bass staves, fingering techniques, simple chord progressions, basic elements of interpretation (tempo, dynamics, phrasing), and development of right hand-left hand independence.

**MUS-25L Intermediate Class Piano***(0.5-1 units LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments*

Continued development of piano skills in both group and individual formats. Use of the pedals is introduced; students continue to develop finger technique, hand-to-hand independence, and subtlety of interpretation through the study of piano literature that introduces a variety of technical and interpretative challenges. *Prerequisite: MUS-25*

**MUS-26 Beginning Class Voice***(1 unit LEC/LAB) Grade Only CSU and UC*

Group instruction at the beginning level in the development of solo vocal techniques. Breathing techniques, tone quality, and stage presence are covered in a variety of musical styles.

**MUS-26L Intermediate Class Voice***(0.5-1 units LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments*

Group instruction at the intermediate level. Emphasis is placed on further development of solo voice techniques, practice skills, and performance approaches in various musical styles. *Note: Student enrolling should be able to read music and be aware of basic breathing techniques, tone quality, and stage presence. Prerequisite: MUS-26*

**MUS-29 Beginning Class Guitar***(1 unit LEC/LAB) Grade Only CSU and UC*

A group instruction course in guitar that will include familiarization with the fretboard, fundamental music notation, common chord progressions, and the development of finger independence.

**MUS-29L Intermediate Class Guitar**

*(0.5-1 units LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments* Continued development of guitar skills in both group and individual formats. In addition to continuing to develop finger independence and chord construction abilities, students are introduced to reading notes from the treble clef, improvising over common chord changes, and performance practices appropriate to specific musical styles. *Prerequisite: MUS-29*

**MUS-44 Opera Production**

*(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments* The study and performance of a particular light opera with appropriate accompaniment, costumes, makeup, lighting, and scenery. *Note: Audition required.*

**MUS-59 Chorale**

*(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments* The study and performance of choral selections from the eighteenth, nineteenth, and twentieth centuries. Course addresses vocal techniques, performance practice issues, and historical background. *Recommended Prep: MUS-26*

**MUS-61 Concert Band**

*(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments* The study and performance of nineteenth and twentieth-century concert band literature. Course addresses rehearsal techniques, development of sight-reading and public performance skills, and historical background of the concert band repertoire. *Recommended Prep: MUS-22*

**MUS-62 Jazz Orchestra**

*(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments* An advanced-level performing ensemble which focuses on the repertoire of the Big Band era. Course addresses development of sight reading, public performance, and improvisation skills. *Recommended Prep: MUS-22*

**MUS-63 Wind Ensemble**

*(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments* The study and performance of traditional and contemporary wind band literature. Course addresses rehearsal techniques, development of sight reading and public performance skills, and historical background. *Recommended Prep: MUS-22*

**MUS-64 Studio Band**

*(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments* An advanced-level performing ensemble that focuses on modern progressive jazz and jazz-rock fusion. Course addresses development of sight reading, public performance, and improvisation skills. *Recommended Prep: MUS-22*

**MUS-66 Pep Band**

*(1 unit LAB) Grade Only CSU Repeatable to a maximum of four enrollments* The study and performance of band repertoire appropriate to athletic events. This ensemble performs at home football and basketball games. Addresses rehearsal techniques, sight reading and public performance skills. *Recommended Prep: MUS-22 or the equivalent*

**MUS-70 Oratorio Choir**

*(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments* The study and performance of oratorio literature and other literature for large chorus. Course addresses vocal techniques, development of sight reading skills, and historical background. *Recommended Prep: MUS-26*



### MUS-100 Songwriting

(1 unit LEC/LAB) Grade Only

Introduction to the techniques of writing song lyrics, including structure, effective use of language, scansion, and development of "hooks". The course focuses on the analysis of popular songs in different genres, showing fundamental elements of song structure and techniques of developing material.

### MUS-100L Songwriting Lab

(0.5-1 units LAB) Grade Only Repeatable to a maximum of four

enrollments A concentration on the development of songwriting skills. Students participate in a number of individual and group assignments that cover a variety of songwriting techniques.

Prerequisite: MUS-100

## ■ Native American Studies (NAS)

### NAS-1 Introduction to Native American Studies

(3 units LEC) Grade Only CSU and UC

An introduction to the interdisciplinary field of Native American Studies, exploring the complexity and diversity of Native American experience. It is centered on the Native American perspective, gaining further insight from traditional academic fields such as history, anthropology, and literature. It also explores contemporary cultures and the vital contributions of First Peoples to a multicultural society.

### NAS-13 Native Cultures of Northwestern California

(3 units LEC) P/NP Option CSU and UC

An exploration of the history, cultural developments, economies, art, and beliefs of the indigenous peoples from approximately Point Reyes to the Oregon border. The course surveys the region, focusing on several of the eight nations of coastal northern California, and examines the two-way relations between them and the indigenous coastal peoples of Oregon and Washington. It covers the period from the earliest times to the present day.

### NAS-21 Native American History

(3 units LEC) Grade Only CSU and UC

A survey from pre-Columbian origins to the present. This course examines the trajectories of indigenous societies, their interactions with European invaders, and their vital role in the development of a multiethnic nation-state in North America. It examines the historical context of contemporary Native American political, cultural, legal, and economic conditions, and the role of Native Americans in contemporary society.

Recommended Prep: ENGL-150

## ■ Nursing (NURS)

### NURS-10A Pharmacology in Professional Nursing I

(2 units LEC) Grade Only CSU

An introduction to pharmacology in the practice of nursing that incorporates the legal, cultural, psychological, professional, and ethical aspects of medication administration to adult and geriatric clients. Nursing process guidelines and client education programs will be delineated and integrated throughout the course. **Note:** Admission to the ADN program required for enrollment. Appropriate for licensed professional for update or review with permission of the instructor.

### NURS-10B Pharmacology in Professional Nursing II

(2 units LEC) Grade Only CSU

Further study of legal, ethical, and cultural aspects in the administration of medications, and the nurse's responsibility for developing a comprehensive approach in the administration of drugs to adult, obstetric, and pediatric clients. **Note:** Admission to the ADN program required for enrollment. Appropriate for licensed professional for update or review with permission of the instructor.

Prerequisite: NURS-10A and NURS-21

### NURS-21 Nursing Science and Practice I

(9 units LEC/LAB) Grade Only CSU

Introduction to major concepts of client, environment, health, and the art/science of nursing basic to developing a caring collaborative relationship in nursing practice with emphasis on nursing process, communication, teaching-learning, safety, infection control, medication administration, and individualized, holistic nursing care of clients with commonly occurring medical/surgical conditions having predictable outcomes. **Note:** Prior admission to the RN program is required.

### NURS-22 Nursing Science and Practice II

(9 units LEC/LAB) Grade Only CSU

Application of the nursing process in collaborative, holistic care of individual and family clients across the life-span, experiencing commonly occurring physiological and pathophysiological conditions with predictable and unpredictable outcomes. Concurrent clinical experiences occur within medical, surgical, pediatric, maternal-child, and community settings. Application of nursing roles and responsibilities in intermediate physical interventions to assess and support individual clients/family-clients to meet their immediate and continuing needs. Prerequisite: NURS-10A and NURS-21

### NURS-23 Nursing Science and Practice III

(9 units LEC/LAB) Grade Only CSU

Focus on the nursing process in the collaborative, holistic care of groups of individual and family clients with complex pathophysiological and psychological conditions. Concurrent clinical experiences occur in acute care facilities, psychiatric settings and community health placements. Emphasizes the roles and responsibilities of the nurse meeting immediate and long term client care needs. Prerequisite: NURS-10B and NURS-22 or admission to the LVN-RN career mobility program - NURS 60

### NURS-24 Nursing Science and Practice IV

(10 units LEC/LAB) Grade Only CSU

Synthesis of the major concepts of the client, environment, health, holism, and the art and science of nursing. Course focuses on critical thinking and professional behaviors essential to enhancing a caring-collaborative relationship in nursing practice. Nursing management and leadership of other health care workers are incorporated with the provision and management of care of clients with complicated and critical pathophysiological conditions. **Note:** Concurrent clinical experiences occur in SIM laboratory, acute-care, long-term care and community settings. Prerequisite: NURS-23 or enrollment in the RN program

### NURS-41 Supplemental Work in Nursing

(0.5-4 units LEC) Grade Only CSU Repeatable to a maximum of three

enrollments Directed classroom study in nursing with frequent student-instructor interaction. The focus of study will vary with each student's identified needs. Limited to students who need portions of a nursing course. **Note:** Eligibility for Nursing course as determined by portfolio assessment required. Units offered may vary by semester, consult Schedule of Classes for section information.

**NURS-60 LVN to RN Transition Concepts***(2 units LEC) Grade Only CSU*

Exploration of practice concepts related to role transition for the Licensed Vocational Nurse seeking to upgrade to Registered Nurse licensure including but not limited to role theory, nursing process, nursing care plan development, critical thinking, client teaching, pharmacology, leadership, legal ethical issues, family centered and holistic nursing. Students will be introduced to the ASN curriculum model, student's role and responsibilities, and program policies.

**NURS-199 Current Topics in Professional Nursing**

*(1 unit LEC/LAB P/NP Option Repeatable to a maximum of four enrollments)* A series of seminars on selected current professional topics and projects for nursing students aimed at development of the role of nursing professionalism, net-working, and community involvement. **Note:** Student must be actively involved in development of the RN or LVN role.

## ■ Oceanography (OCEAN)

**OCEAN-10 Introduction to Oceanography***(3 units LEC) P/NP Option CSU and UC*

An introduction to the world ocean including marine geology, plate tectonics, oceanic circulation, fundamental physical and chemical properties of seawater, atmospheric-oceanic relationships, marine environments, and productivity.

**OCEAN-11 Lab in Oceanography***(1 unit LAB) P/NP Option CSU and UC*

An exploration of the conceptual material presented in OCEAN-10. Students will acquire practical laboratory and field experience in many oceanographic skills, tests, and procedures. Laboratory exercises will focus on chart reading and navigational skills, basic measurements of seawater chemistry, and other processes. Field experience will include examinations of coastal geology, wave and beach processes, and marine organisms and habitats. **Note:** Field trips included and the College does not provide transportation. *Prerequisite:* OCEAN-10 or concurrent enrollment

**OCEAN-12 Environmental Oceanography***(3 units LEC) P/NP Option CSU and UC*

A study of the fundamental principles of oceanography and the resources available from the sea. The basic concepts of physical, chemical, geologic, and biological oceanography will be explored in discussions on marine mineral resources, ocean energy, living resources of the sea, marine pollution, and ocean management.

## ■ Philosophy (PHIL)

**PHIL-1 Critical Thinking***(3 units LEC) Grade Only CSU and UC*

A course in making good decisions by gathering and analyzing information, then reasoning carefully to justify a conclusion. Critical Thinking provides specific language, logic and argumentation skills, including a survey of the formal and informal fallacies of language and thought. *Prerequisite:* ENGL-1A

**PHIL-10 Introduction to Philosophy***(3 units LEC) Grade Only CSU and UC*

An exploration of the common philosophical questions and some of the answers provided by ancient and modern philosophers. Included will be deliberations about: the meanings of life, self, the existence of God, truth, morality and justice. Emphasis will be on the necessity for each individual to have, and capably defend, his/her own responses to traditional questions. *Recommended Prep:* ENGL-150

**PHIL-12 Logic***(3 units LEC) Grade Only CSU and UC*

A course in formal symbolic logic which includes the study and evaluation of arguments, an introduction to modern logic, symbolic notation and translations, decision procedures for validity and invalidity of arguments in sentential logic and predicate logic. *Prerequisite:* ENGL-1A *Recommended Prep:* MATH-380

**PHIL-15 Religions of the World***(3 units LEC) Grade Only CSU and UC*

In order to better understand the people of the world, it is necessary to know about their religions. This survey course explores the origins of religion and its major expressions including Buddhism, Christianity, Islam, Judaism, Hinduism and others. *Recommended Prep:* ENGL-150

**PHIL-20 Ethics***(3 units LEC) Grade Only CSU and UC*

An introduction to ethical theories and how those theories are utilized in reaching justified moral determinations. This course will investigate the application of these approaches to current ethical issues such as abortion, euthanasia, distributive justice, capital punishment, pornography, and stem cell research. *Recommended Prep:* ENGL-150

## ■ Physical Education (PE)

**PE-7 Step Aerobics**

*(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments* A fitness class, utilizing the Step, to improve aerobic and muscular endurance. Light weights and mat work are incorporated to increase muscular strength, balance and flexibility.

**PE-8A Beginning Golf**

*(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments* A course designed to introduce beginning golfers to the basic fundamentals of the grip, stance and swing in golf. The basic scoring rules and etiquette will be emphasized for beginning course play. **Note:** Students will be expected to provide their own transportation to the local golf course for a minimum of four class sessions. In addition, students with their own set of golf clubs will be expected to use them.

**PE-9 Hiking**

*(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments* A fun and challenging experience that explores our beautiful local Humboldt County trails and surrounding areas. This course will introduce safe hiking on terrain that will progress from easy and moderate to strenuous throughout the semester. Hikes will typically range from 3-8 miles on each outing and require a 20-minute per mile pace. Leadership and nature activities exploring safety, leave no trace, history, flora and fauna and emergency procedures will be introduced. **Note:** Student is responsible for transportation to hiking locations. Student is responsible for backpack and basic backpacking supplies. List of supplies will be provided at first class meeting.

**PE-10 Running and Walking**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments A course designed to improve cardio-vascular endurance, strengthen specific muscle groups and improve flexibility through aerobics and exercise.

**PE-11 Tennis**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments A course designed to introduce students to all fundamental tennis swings including forehand, backhand, volley, lob, overhead and serve. The rules of tennis, etiquette and safety factors on the court will be emphasized. Game strategy for singles, doubles and mixed doubles tournament play will be practiced. Note: Each student needs to provide their own tennis racquet and three new balls. *Note: Each student needs to provide their own tennis racquet and three new tennis balls.*

**PE-12A Beginning Weight Training**

(0.5-1 units LAB) P/NP Option CSU Repeatable to a maximum of three enrollments The application of resistance in the form of weight machines, free-weights, and body resistance exercises to condition the muscular system of the body. Intended for beginning weight trainers who need more individual instruction.

**PE-12B Intermediate Weight Training**

(0.5-1 units LAB) P/NP Option CSU Repeatable to a maximum of three enrollments The application of resistance in the form of weight machines, free-weights, and body resistance exercises to condition the muscular system of the body. Intended for intermediate weight trainers who are beyond the beginner stage. *Recommended Prep: PE-12A*

**PE-13 Boot Camp Fitness**

(0.5-1 units LAB) P/NP Option CSU Repeatable to a maximum of four enrollments Boot Camp Fitness is designed as a very high intensity, high energy cardiovascular workout with minimal rest periods between drills. Plyometric jumping drills, sprints, core body movements, lunges, and many other movements to raise the heart rate intensity will be incorporated into the workout. Energy systems and exercise nutrition will be discussed and students will be required to create a personalized workout and nutrition plan.

**PE-14 Defensive Tactics**

(0.5-1 units LAB) P/NP Only CSU and UC Repeatable to a maximum of four enrollments A course in self-protection against unarmed persons and persons armed with dangerous and deadly weapons. Demonstrations and drills in holds and come-alongs will be given. *Note: Students may want to provide their own staff (a wooden stick to approximately chin height) but it is not required.*

**PE-15 Women's Self Defense**

(1 unit LEC/LAB) P/NP Option CSU and UC Introduction to self-defense. Violence prevention education, assertiveness skills, and physical self defense techniques are taught and practiced. *Note: This course is open to women and men of all fitness levels.*

**PE-17 Aerobic Kickboxing**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments A study of the techniques of kickboxing and martial sports as the basis for aerobic exercise and strength training. Basic kicking, punching, and blocking techniques will be taught as well as footwork and combinations. The focus is on aerobic fitness, safe execution of kicks and punches, balance, flexibility, coordination, and timing.

**PE-18 Pilates Mat**

(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments An introduction to Pilates Mat which focuses on breathing, posture, balance, strength, endurance, and flexibility. The Pilates exercises are performed on a mat and promote overall physical and mental well-being.

**PE-19 Yoga**

(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of three enrollments A fitness class using yoga postures to increase flexibility and strength to improve balance and posture. Students will also learn breathing techniques to relax the mind and body.

**PE-20 Baseball**

(2 units LAB) P/NP Option CSU and UC Repeatable to a maximum of two enrollments A study of the basic fundamentals of hitting, throwing and fielding a baseball. Introductions to team defensive and offensive strategies, base running, pick off, run down and game situations. Demonstrations and drills will be given of proper pitching and catching mechanics.

**PE-21A Beginning Basketball**

(0.5-1 units LAB) P/NP Option CSU Repeatable to a maximum of three enrollments Instruction in basketball fundamentals, skills and rules through drills and game play. It is designed for students in the first year of a college basketball activities class.

**PE-21B Intermediate Basketball**

(0.5-1 units LAB) P/NP Option CSU Repeatable to a maximum of three enrollments Instruction in basketball fundamentals, skills and rules through drills and game play. It is designed for students with considerable basketball experience and/or in the second year of a college basketball activities class. *Prerequisite: PE-21A*

**PE-22 Soccer**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of three enrollments A course designed to teach the basic physical skills and technical knowledge of the sport of soccer and to create an interest in the participation in this activity as a way to lifelong physical fitness.

**PE-23 Fastpitch Softball**

(2 units LAB) P/NP Option CSU and UC Repeatable to a maximum of three enrollments A course designed to teach the skills of competitive fastpitch softball. Students will learn individual skills, training athletically as well as the fundamentals for team play.

**PE-24 Touch Football**

(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of three enrollments A course to teach the fundamental skills and principles of touch football including running, passing, receiving, blocking, and defending, as well as, discussing offensive and defensive strategies in attacking principles of football theory.

**PE-25 Volleyball**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments A volleyball course emphasizes movement, rules of the game, basic skill fundamentals, strategies, and team play.

**PE-26 Intercollegiate Cheerleading**

(2 units LAB) Grade Only CSU Repeatable to a maximum of four enrollments Development and practice of cheerleading skills and routines, emphasizing on proper body alignment, safety, performance and cooperative work with others. Students will apply skills, knowledge and routines by performing at selected intercollegiate games for College of the Redwoods sports teams.

**PE-30 Creative Modern Dance**

(0.5-1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments

A course providing instruction in the basic techniques of creative modern dance including warm ups, locomotors, center work, and choreography. Students will perform live on the Forum Theater stage at the end of the semester. Instruction varies with the skills and backgrounds of the individual student. Written critiques of dance history is required. **Note:** Students will be required to attend a community dance production. Recommended Prep: PE-34

**PE-31 Jazz Dance**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments Instruction in the basic techniques of jazz dance including isolations, locomotors, center work, and choreography. Students will learn various styles of jazz such as musical theater dance, lyrical jazz, modern jazz and more. Students will perform live on a stage at the end of the semester.

**PE-32 Power Circuit**

(1-2 units LAB) P/NP Option CSU Repeatable to a maximum of four enrollments A course designed to develop and train students to achieve an advanced level of cardiovascular fitness and muscular strength conditioning. Exercise sessions will include timed intervals of moderate to high intensity training on specific muscle groups and aerobic conditioning. Core abdominal work and flexibility training will also be emphasized. Recommended Prep: PE-12A

**PE-33 Aerobics**

(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments A fitness class to improve aerobic and muscular endurance utilizing balance and rhythm in a broad range of body movements. Light weights and mat work are incorporated to increase muscular strength, balance and flexibility.

**PE-34 Dance Fundamentals**

(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments A beginning level dance class using basic skills in movement patterns, posture, balance, flexibility and protocol. This course will also include dance history and terminology.

**PE-36 Hip Hop Dance**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments Introduction to the fundamentals of hip hop dance styles. The students will learn the history of hip hop dance and culture as well as study and perform current moves and trends in hip hop dance styles. Students will be required to perform in a live production at the end of the semester. **Note:** Attend and critique a live community performance. Students are responsible for their own transportation.

**PE-37 Road Cycling for Fitness**

(1 unit LAB) P/NP Option CSU Repeatable to a maximum of four enrollments Improvement of cardiovascular fitness through road cycling. Prepares the student for participation in local riding events such as the Tour of the Unknown Coast. Emphasis is on fitness riding not racing. Proper bike fit, training methods, roadside repairs, bike safety, bike handling skills, bike anatomy, and minor maintenance will be covered. **Note:** You will need to provide your own bicycle that is in good working condition as well as a bicycle helmet. Rides will be off campus (across freeway - Hookton, Copenhagen, and Eel River Drive).

**PE-41 Swimming (Beginning and Intermediate)**

(0.5-1 units LAB) P/NP Option CSU Repeatable to a maximum of four enrollments A course focused on the skills necessary to progress and gain proficiency per the American Red Cross swimming proficiency standards. This course is appropriate for non-swimmers, beginning swimmers, and intermediate swimmers who want to develop and improve performance skills.

**PE-41C Advanced Swimming**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments Instruction for the advanced swimmer, emphasizing swim conditioning, skill advancement, and life-saving techniques. **Note:** PE-41C is repeatable in combination with PE-41A, 41B, and PE-43 to a maximum of 4 enrollments. Prerequisite: PE-41B

**PE-44 Water Polo**

(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a maximum of two enrollments A course designed to encompass all levels of water polo players, practicing the fundamental skills of individual and team play. **Note:** Students should be at or near an intermediate swim level.

**PE-46 Lifeguard Training**

(3 units LEC/LAB) P/NP Option CSU and UC An American Red Cross Lifeguarding Course that provides entry-level lifeguard participants with the knowledge and skills to prevent, recognize and respond to emergencies and to provide care for injuries and sudden illness until emergency medical services (EMS) personnel arrive and take over. Successful completion leads to receiving the American Red Cross Certification in appropriate modules. **Note:** 1. Students must be at least 15 years of age. 2. Students must be able to swim 300 yards using the front crawl, breaststroke, and a combination of either, and demonstrate proficient knowledge of distance and stroke. 3. Students must be able to swim 20 yards, surface dive 7-10 feet, retrieve a 10-pound object, return to starting point and exit the water without using the ladder, in 1 minute and 40 seconds.

**PE-47 Water Safety Instruction**

(3 units LEC/LAB) Grade Only CSU and UC American Red Cross Water Safety instructor course to train instructor candidates to teach courses in the American Red Cross Swimming and Water Safety program. Successful completion leads to receiving the American Red Cross Water Safety Instructor (WSI) certificate and the Fundamentals of Instructor Training Certificate (FIT). **Note:** Students must: 1. Be at least 16 years of age. 2. Have successfully completed Fundamental of Instructor Training. 3. Demonstrate the ability to perform the following strokes consistent with Stroke. 4. Performance Charts, Level 4 (appendix B Red cross WSI Instructor Manual: Front Crawl--25 yards, Back Crawl--25 Yards, Breaststroke--25 yards, Elementary Backstroke--25 yards, Sidestroke--25 yards, Butterfly--15 yards. 5. Float on back for 1 minute in deep water. 6. Tread water 1 minute.

**PE-49 Intercollegiate Soccer - Men**

(2 units LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments Advanced level instruction for men interested in participating in competitive intercollegiate soccer. **Note:** Must meet all eligibility requirements of the State Athletic Code for participation. Consult class schedule for section information.

**PE-50 Intercollegiate Baseball - Men**

(2 units LAB) P/NP Option CSU and UC Repeatable to a maximum of two enrollments A course for experienced student baseball players that provides an opportunity to play competitive baseball at the intercollegiate level. This course provides advanced instruction and training in baseball skills, strategy, sportsmanship and teamwork. **Note:** Must meet all eligibility requirements of the State Athletic Code for participation. Consult class schedule for section information.

**PE-51 Intercollegiate Basketball - Women**

(1 unit LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments A course for experienced women's basketball players that provides an opportunity to play competitive intercollegiate basketball. This course provides advanced instruction and training in basketball skills, strategy, sportsmanship and teamwork. **Note:** Must meet all eligibility requirements of the state eligibility requirements provided by the CCCAA.

**PE-52 Intercollegiate Basketball - Men**

(0.5-2 units LAB) P/NP Option CSU and UC Repeatable to a maximum of four enrollments Designed for those participating in competitive basketball at the intercollegiate level. It provides opportunities for students to receive advanced level instruction and training in basketball skills, techniques, strategies, and leadership. **Note:** Must meet all eligibility requirements of State Athletic Code for participation. Units offered may vary by semester. Consult class schedule for section information.

**PE-53 Intercollegiate Cross Country**

(2 units LAB) Grade Only CSU Repeatable to a maximum of four enrollments Advanced level instruction for men and women interested in participating in competitive intercollegiate cross country. **Note:** Must meet all eligibility requirements of State Athletic Code for participation. Consult class schedule for section information.

**PE-54 Intercollegiate Football**

(2 units LAB) P/NP Option CSU and UC Repeatable to a maximum of two enrollments Designed for those participating in competitive football at the intercollegiate level. This course provides opportunities for students to receive advanced-level instruction and training in football skills, techniques, strategies, and leadership. **Note:** Must meet all eligibility requirements of the state eligibility requirements provided by the CCCAA.

**PE-56 Intercollegiate Fastpitch Softball**

(2 units LAB) P/NP Option CSU and UC Repeatable to a maximum of two enrollments A course for experienced fastpitch softball players that provides an opportunity to play competitive fastpitch softball at the intercollegiate level. This course provides advanced instruction and training in softball skills, strategy, sportsmanship and teamwork. **Note:** All student athletes participating must meet State eligibility requirements provided by the CCCAA.

**PE-57 Intercollegiate Track and Field**

(2 units LAB) Grade Only CSU and UC Repeatable to a maximum of four enrollments Advanced level instruction for men and women interested in participating in competitive intercollegiate track and field. **Note:** Must meet all eligibility requirement of the State Athletic Code for participation. Consult class schedule for section information.

**PE-58 Intercollegiate Volleyball**

(2 units LAB) P/NP Option CSU and UC Repeatable to a maximum of two enrollments A course for experienced student volleyball players that provides an opportunity to play competitive intercollegiate volleyball. This course provides advanced instruction and training in volleyball skills, strategy, sportsmanship, and teamwork. **Note:** Must meet all eligibility requirements of State Athletic Code for participation. Units offered may vary by semester. Consult Schedule of Classes for section information.

**PE-59 Intercollegiate Soccer-Women**

(2 units LAB) P/NP Option CSU and UC Repeatable to a maximum of two enrollments Advanced-level instruction for women interested in participating in competitive intercollegiate soccer. **Note:** Must meet all eligibility requirements of State Athletic Code for participation. Consult class schedule for section information.

**PE-64 Concepts of Strength Training**

(3 units LEC) Grade Only CSU and UC

A science based examination of strength training with an emphasis on designing individual strength-training programs. Students will examine how the body responds and adapts to various strength training programs and modalities.

**PE-65 Introduction to Physical Education**

(3 units LEC) Grade Only CSU and UC

A course designed to give the student an appreciation of the significance that physical education, recreation, sports and exercise science play in modern society. Relevant topics will include exercise prescription, careers in physical education, historical foundations of sport competition and current challenges and trends in physical education curriculum.

**PE-66 Concepts of Physical Fitness and Exercise**

(3 units LEC) Grade Only CSU and UC

A course designed to introduce individuals to physical fitness, exercise prescription, skill development, health & fitness assessment, rehabilitation of injuries and body mechanics. In addition, nutritional plans are introduced that relate to athletic performance and healthy weight management. The value of life-long fitness as the main factor in the reduction of degenerative diseases is emphasized throughout the course.

**PE-67 Theory of Football**

(1 unit LAB) P/NP Option CSU and UC Repeatable to a maximum of two enrollments A course in the theory, practice, and game performance of football. Through lecture, discussion, and DVD analysis, students will focus on advanced-level theories of football skills, techniques, and strategies. **Note:** This is a class related to a varsity intercollegiate sport requiring coach's or academic athletic advisor's approval.

**PE-68 Care and Prevention of Sports Injuries**

(3 units LEC/LAB) Grade Only CSU and UC

A course in the care and prevention of sports injuries. Intended for exercise enthusiasts and students interested in coaching, physical education, and the fitness profession. This course provides basic information on a variety of topics relating to health care for the physically active and athletes.

**PE-75 American Council on Exercise Personal Trainer Exam Preparation***(3 units LEC) P/NP Option CSU*

A course providing students with the resources necessary to understand and apply the important concepts required for taking and passing the ACE Personal Trainer Exam. Students taking this course are expected to have a basic knowledge of the muscular system, cardiovascular system, exercise science, nutrition, strength training, cardiovascular training, and flexibility training.

**PE-78 Individual Fitness***(0.5-1 units LAB) P/NP Only CSU Repeatable to a maximum of four enrollments*

An activity class in which the student establishes a contract with the instructor to attend regularly scheduled P.E. classes and fulfill certain attendance and performance standards. This course is appropriate for students desiring late entry into a Physical Education activity class and for students with schedule conflicts which do not allow them to complete their fitness program within a regular P.E. class schedule. *Note: Consent of instructor is required for enrollment.*

**PE-80 Athletic Conditioning***(0.5-2 units LAB) P/NP Option CSU and UC Repeatable to a*

*maximum of four enrollments* Physical conditioning through exercises, skills, and drills related to specific intercollegiate sport activities.

**PE-90 Adaptive Resistive Training***(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a*

*maximum of four enrollments* A comprehensive fitness course designed for students with disabilities. This class is in a weight room setting with access to adaptive equipment. Individual and group instruction will be provided. Areas to be covered include, lifetime fitness programs, flexibility-range of motion, cardiovascular conditioning, general strength training. An individual goal for each student will be closely monitored by the instructor with the use of a pre and post semester physical assessment.

**PE-93 Adaptive Aquatic Swimming***(0.5-1 units LAB) P/NP Option CSU and UC Repeatable to a*

*maximum of four enrollments* A water-based exercise class for students with disabilities. This activity lab consists of four major components: Resistive water exercise, cardiovascular conditioning, aqua jogger/lap swimming instruction, flexibility-range of motion. An individual goal for each student will be closely monitored by the instructor with the use of a pre and post semester physical assessment.

**PE-98 Adaptive Physical Education***(1 unit LAB) P/NP Only CSU and UC Repeatable to a maximum of*

*sixteen enrollments* A comprehensive fitness course designed for students with disabilities. This is an activity course which allows for late entry and access to adaptive physical education programs numbered 90-99. Contractual goals will be set between instructor and student. The major components for this activity lab may include but not limited to: resistive water exercise, cardiovascular conditioning, aqua jogger/lap swimming instruction, flexibility-range of motion, lifetime fitness programs, and general strength training. Students can select either a pool setting or a resistive setting.

**PE-300 Aquatic Calisthenics***(0.5-1 units LAB) P/NP Only Repeatable to a maximum of four*

*enrollments* A course designed to enable the student with disabilities to become independent and aware of his/her individual abilities through appropriate aquatic activities.

**PE-302 Adaptive Conditioning***(0.5-1 units LAB) P/NP Only Repeatable to a maximum of four*

*enrollments* A course designed to enable the student with disabilities to become independent and aware of his/her individual abilities through appropriate resistive and weight training activities.

## ■ Physical Science (PHYSC)

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**PHYSC-10 Introduction to Physical Science***(3 units LEC) P/NP Option CSU and UC*

A survey for non-science majors covering basic topics of physics, chemistry, geology and astronomy. Topics include matter and energy, thermodynamics, electricity and magnetism, light, atomic structure, chemical change, organic chemistry, earth structure and composition, plate tectonics, the solar system and the stars. *Recommended Prep: MATH-380*

## ■ Physics (PHYS)

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**PHYS-2A General Physics***(4 units LEC/LAB) Grade Only CSU and UC*

An introduction to the structure and language of physics through the study of mechanics, thermodynamics, vibrations, and waves. *Prerequisite: MATH-25*

**PHYS-2B General Physics***(4 units LEC/LAB) Grade Only CSU and UC*

A continuation of the study of the structure and language of physics. The subject matter includes electricity and magnetism, optics, and the physics of the atom and its nucleus. *Prerequisite: PHYS-2A*

**PHYS-4A Calculus-Based Physics: Mechanics***(4 units LEC/LAB) Grade Only CSU and UC*

An introductory course in calculus-based physics for physical science and engineering majors. The subject matter of the course is classical mechanics, including analysis of motion, force, momentum, and energy. *Prerequisite: MATH-50A or concurrent enrollment in MATH-50A*

**PHYS-4B Calculus-Based Physics: Electricity and Magnetism***(4 units LEC/LAB) Grade Only CSU and UC*

A continuation of the introductory course in calculus-based physics for physical science and engineering majors. The subject matter of the course is electricity and magnetism, including static electricity, magnetic phenomena, direct and alternating current circuits, and electromagnetic waves. *Prerequisite: PHYS-4A*

**PHYS-4C Engineering Physics***(4 units LEC/LAB) Grade Only CSU and UC*

A continuation of the introductory treatment of physics for physical science and engineering majors. The subject matter includes geometric and physical optics, the mechanics of solids and fluids, wave motion, thermal physics, and an introduction to relativity and quantum physics. *Prerequisite: PHYS-4B*

**PHYS-10 Introduction to Physics***(3 units LEC) Grade Only CSU and UC*

An introductory level course in physics examining the subject from a broad, interdisciplinary perspective. Topics may include motion, falling objects, energy, electricity and magnetism, momentum, and waves. *Recommended Prep: MATH-120*

## ■ Political Science (POLSC)

### POLSC-1 Political Controversies

(3 units LEC) Grade Only CSU and UC

An introduction to current controversies in US politics. Students will become familiar with contemporary issues, critique different viewpoints, and construct policy solutions while learning about constitutional principles and government institutions. *Recommended Prep: ENGL-150*

### POLSC-3 Modern World Problems

(3 units LEC) P/NP Option CSU and UC

An introductory analysis of the workings of the international political system with emphasis on the sources and ramifications of contemporary international problems.

### POLSC-10 American Institutions

(3 units LEC) Grade Only CSU and UC

Addresses both the philosophic roots and the contemporary operation of American national, state, and local government. Specific topics include constitutional development, federal-state relations, and the rights and obligations of citizens under both the federal and the California constitutions. *Recommended Prep: ENGL-150*

### POLSC-12 State and Local Politics

(3 units LEC) Grade Only CSU

An introduction to state and local politics and government with emphasis on California. Specific topics include governors, state legislatures, state courts, local governments, current issues in state and local politics, California political history, and the California Constitution.

### POLSC-20 Comparative Politics/Government

(3 units LEC) Grade Only CSU and UC

Systematic analysis and evaluation of differing political systems in Europe and Asia, with an emphasis on governmental structures and political functions.

### POLSC-30 The Campaign Trail

(2 units LEC) P/NP Option CSU

A theoretical and practical examination of national, state, and local campaign tactics. Students are expected to participate in campaigns.

### POLSC-88G Redesigning California

(3 units LEC) Grade Only CSU

A course which will have students learn about state and local government by exploring the viability of California splitting into two or more separate states. Students will examine and analyze state and local political entities and draw geographic boundaries for a new state(s) as well as design state and local governmental entities to support the new state or states. *Recommended Prep: POLSC-10 or POLSC-12*

## ■ Psychology (PSYCH)

### PSYCH-1 General Psychology

(3 units LEC) Grade Only CSU and UC

Psychology is the scientific study of behavior and mental processes. The content of the course focuses on the exploration of major theories and concepts, methods, and research findings in psychology. Topics include biological foundations, perception, learning, cognition, emotion, motivation, development, personality, social psychology, psychological disorders and therapies, and applied psychology. This course is transferable to four-year colleges and is a prerequisite for most upper division psychology courses.

### PSYCH-2 Research Methods in Psychology

(3 units LEC) Grade Only CSU and UC

An introduction to basic theory and methods of psychological research. Topics include ethics, measurement, research designs, and interpretation of results. *Prerequisite: PSYCH-1 Recommended Prep: MATH-380 and ENGL-150*

### PSYCH-10 Psychology of Gender

(3 units LEC) Grade Only CSU

A review of the empirical research and conceptual issues regarding gender. A biopsychosocial approach to the study of gender development and its influence on relationships, communication, achievement, health, and social behavior. *Recommended Prep: ENGL-150*

### PSYCH-11 Life Span Development

(3 units LEC) Grade Only CSU and UC

An introduction to the psychological study of human development across the life span. Biological, cognitive, and psycho-social influence on human development will be examined. Topics include prenatal development, childhood, adolescence, and adulthood. *Recommended Prep: ENGL-150*

### PSYCH-20 Biological Psychology

(3 units LEC) Grade Only CSU and UC

Introduction to the study of the biological bases of behavior. Topics include biological theories and scientific principles related to the understanding of brain-behavior relationships; general neuroanatomy, neurophysiology; neurotransmission and brain function; invasive and non-invasive research techniques and ethical standards for human and animal research; research studies that have advanced the understanding of physiological, hormonal, neurochemical mechanisms; and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, motivation, learning and memory, consciousness, and psychological disorders. *Note: Understanding the scientific method and its use in the study of human behavior. Awareness of the role of biology in the context of the biopsychosocial model of human behavior. Students should be able to read and write at the college level. Prerequisite: PSYCH-1 Recommended Prep: ENGL-150*

### PSYCH-30 Social Psychology

(3 units LEC) Grade Only CSU and UC

The scientific study of how thoughts, feelings, and behaviors are influenced by the actual, imagined, or implied presence of others. This course will explore the foundational aspects of the field including relevant research, theory, and practical application. In addition, this course addresses social issues such as prejudice, war, criminality and violence using current events to illustrate specific social-psychological constructs. Students will be given the opportunity to translate social psychological theory to actual classroom experiences that exemplify social influences on behavior. *Note: Students should be able to read, write and assess at the college-level. Recommended Prep: ENGL-150*

### PSYCH-33 Personal Growth and Adjustment

(3 units LEC) P/NP Option CSU

Introductory survey of the principles of personality development, personal growth and social adjustment. The topics covered include: personality development; self esteem; stress and coping; health; psychology of love, sex and sex roles; mental health diagnoses; work and group behavior. Students will learn to apply psychological theories and principles to their own lives. Students are asked to look at their own barriers to personal effectiveness in learning, work and interpersonal relationships. *Note: Students are asked to read and write at the college level. Recommended Prep: ENGL-150 eligible*

### PSYCH-38 Abnormal Psychology (3 units LEC) Grade Only CSU and UC

An introduction to abnormal behavior. Various frameworks that evaluate behavior will be presented. Psychological and cognitive disorders will be studied, including diagnostic criteria, prevalence, etiology, and treatments. *Recommended Prep: ENGL-150*

## Real Estate (RE)

### RE-10 Real Estate Principles

(3 units LEC) Grade Only CSU

A general survey of real estate concepts. Topics include legal descriptions, estates in land and methods of acquiring title, conveyancing and recording laws, encumbrances and liens, laws governing brokers and salespersons, contracts, finance, appraisals, landlord and tenant, escrows, taxation and government land-use controls, as well as basic real estate mathematics. *Note: This course is required before taking the California Real Estate Sales License Exam.*

### RE-11 Real Estate Practices

(3 units LEC) Grade Only CSU

A course in the practical application of real estate knowledge to meet the needs of buyers, sellers, lessors, and lessees. Topics include ethics, business development, listing and disclosures, marketing, selling, financing, escrow and title insurance, taxation, and property management. This course is one of the required courses before taking the California Real Estate Sales License exam. *Recommended Prep: RE-10*

### RE-12 Real Estate Law

(3 units LEC) Grade Only CSU

An introduction to the law that governs California Real Estate transactions. Topics include duties, responsibilities and regulation of licensees, contracts, estates, recordings and ownership of real property, acquisitions and conveyances, real property security devices, liens and homesteads, property rights and land use controls, escrow and title insurance, and landlord-tenant law. Extensive use of case studies will be included. *Recommended Prep: RE-10*

### RE-13 Real Estate Finance

(3 units LEC) Grade Only CSU

An introductory course that covers the basics of Real Estate financing. Topics include the flow of money and credit in the mortgage market, institutional and noninstitutional lenders, conventional and alternative mortgage instruments, secondary mortgage market, qualifying the property and borrower, loan processing, foreclosures, construction loans, and basic mathematics of Real Estate finance. This course qualifies as one of the optional courses required before taking the California Real Estate Sales License exam. *Recommended Prep: RE-10*

### RE-17 Real Estate Property Management

(3 units LEC) Grade Only CSU

An introductory course that covers the basics of Real Estate Property Management. Topics include Real Estate economics, leases, principle-agent and landlord-tenant relationships, residential and commercial management, administration and human relations. This course qualifies as one of the optional courses required before taking the California Real Estate Sales License exam. *Recommended Prep: RE-10*

## Reading (READ)

### READ-360 Basic Academic Literacy

(6 units LEC/LAB) P/NP Only

A course designed to focus on the basic reading and writing skills for those students whose placement scores indicate a need for additional preparation before moving into the developmental English sequence. *Recommended Prep: Co-enrollment in GS-361.*

## Sign Language (SNLAN)

### SNLAN-1A Elementary American Sign Language I

(4 units LEC) Grade Only CSU and UC

A beginning course that presents the fundamentals of American Sign Language (ASL) and provides the tools for students to acquire elementary receptive and expressive linguistic proficiency. The course emphasizes grammar, syntax, and vocabulary. Special emphasis is placed on providing insights into the cultural diversity of the Deaf World and that of the hard-of-hearing population. *Note: This course is not appropriate for students who have taken and passed two or more years of Sign Language within the past three years. Recommended Prep: ENGL-150 eligible*

### SNLAN-1B Elementary American Sign Language II

(4 units LEC) Grade Only CSU and UC

A continuation of SNLAN-1A, this course presents the fundamentals of American Sign Language and provides the tools for further development of linguistic proficiency and more advanced use of classifiers and idioms unique to more advanced signing. The course emphasizes grammar, syntax, and vocabulary. Special emphasis is placed on providing insights into the cultural diversity of the Deaf World and hard-of-hearing population. *Note: This course is not appropriate for students who have taken and passed three or more years of Sign Language within the past three years. Prerequisite: SNLAN-1A*

### SNLAN-2A Intermediate American Sign Language I

(4 units LEC) Grade Only CSU and UC

An intermediate interactive course that emphasizes real and meaningful communication to develop and refine students' receptive and expressive American Sign Language signing skills and glossing in written form. It provides the tools for students to acquire intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the diversity of the Deaf Culture. *Prerequisite: SNLAN-1B*

### SNLAN-11A Beginning Conversational Sign Language I

(3 units LEC) P/NP Option CSU

A beginning course in conversational American Sign Language (ASL) that emphasizes receptive and expressive linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with Deaf and Hard-of-Hearing signers. Additional emphasis is placed on providing insights into the cultural diversity of the Deaf World and the Hard-of-Hearing population. *Recommended Prep: ENGL-350*

### SNLAN-88A Experimental Course/Sign Language

(0.5-3 units LEC/LAB) P/NP Option CSU Repeatable to a maximum of four enrollments

An exploration of a specific topic of contemporary interest in the field of Sign Language. Students should consult the Schedule of Classes for topics offered in the current semester. *Note: Units offered may vary by semester. Repeatable to a maximum of 4 enrollments; students may not repeat an individual topic.*



## ■ Sociology (SOC)

### SOC-1 Introduction to Sociology

(3 units LEC) Grade Only CSU and UC

An introduction to the discipline of sociology including major theories, concepts and methods in the study of society. It includes social structure, social interaction, culture, social groups, social stratification, social deviance, social change, and social policy implications.

### SOC-2 Social Problems

(3 units LEC) Grade Only CSU and UC

Course includes the identification and analysis of social problems from a sociological perspective. It includes the application of sociological concepts and theory to the analysis of social problems. Differing problem solving approaches will be examined. *Note: The sociological perspective challenges many common culture laden beliefs and perspectives. Recommended Prep: ENGL-150*

### SOC-3 Human Sexuality

(3 units LEC) Grade Only CSU and UC

A comprehensive introduction to the study of sexuality. Psychosocial, biological, public health and public policy aspects of sexuality is emphasized. The approach is both academic and self-help problem solving. *Note: Important that minor students understand this is a course oriented to adults and adult sexuality. Recommended Prep: ENGL-150*

### SOC-5 Introduction to Race and Ethnic Relations

(3 units LEC) Grade Only CSU and UC

An examination of race and ethnic relations in American society especially in relationship to the dominant culture. A comparative sociological and historical approach will be used to examine the experiences of U.S. minority groups from colonial times to present. *Recommended Prep: ENGL-150*

### SOC-9 Introduction to Women's Studies

(3 units LEC) P/NP Option CSU

Introduction to fundamental concepts and necessary tools of analysis, using a feminist framework, in the study of women; with focus on understanding institutions, social and political practices, and cultural representations that shape women's lives in American society; how women have both participated in as well as resisted these very structures; and, how gender oppression intersects with oppression based on class, race, sexuality, age, and disability. *Recommended Prep: ENGL-150*

### SOC-10 Family and Intimate Relationships

(3 units LEC) Grade Only CSU

An examination of changing family forms, particularly in the United States, including marriage, cohabitation, single-parent and extended families. This course will include an examination of gender roles, sexual expression, parenting, ethnicity, domestic violence, communication, divorce and remarriage. *Recommended Prep: ENGL-150*

### SOC-33 Death and Dying: Transition/Growth

(3 units LEC) P/NP Option CSU

A cultural, psychosocial, medical, spiritual examination of the process of dying. The focus is on American society with a multicultural approach. Topics include: definitions of death, euthanasia, suicide, stages of dying, children and death, bereavement, and the funeral industry. *Recommended Prep: ENGL-150*

### SOC-34 Introduction to Social Work

(3 units LEC) Grade Only CSU

An introduction to the central ideas, values and methods of social work practice, studied from the historical background and contemporary fields of service. The generalist method of social work will be introduced and human diversity will be emphasized. *Recommended Prep: ENGL-150*

### SOC-38 Field Placement Seminar I

(2 units LEC) Grade Only CSU

A focused exploration of case studies utilizing social work theory, emphasizing the development of social work skills, the principles of agency organization, and the nature of community social needs and problems. *Note: Field trips are required and the College does not provide transportation. Prerequisite: Completion of or concurrent enrollment in SOC-34 Corequisite: SOC-42 Recommended Prep: ENGL-150*

### SOC-42 Supervised Occupational Work Experience I

(1.5 units LAB) Grade Only CSU

A supervised work experience at a local community or campus social service agency providing the opportunity for; the integration of social work theory, developing hands on skills, understanding agency organization, and creating a knowledge base regarding community social need and problems. *Note: Field trips are required and the College does not provide transportation. The student, with assistance from the instructor, is responsible for locating and arranging for the contracts with the agency to complete the 113 hours. Prerequisite: SOC-34 Recommended Prep: ENGL-150*

## ■ Spanish (SPAN)

### SPAN-1A Elementary Spanish I

(4 units LEC) Grade Only CSU and UC

A beginning course that presents the fundamentals of Spanish and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world. *Note: This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years.*

### SPAN-1B Elementary Spanish II

(4 units LEC) Grade Only CSU and UC

A continuation of SPAN-1A, this course presents the fundamentals of Spanish and provides the tools for students to improve linguistic proficiency. The course emphasizes the communicative use of all four language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world. *Note: This course is not appropriate for students who have taken and passed three or more years of Spanish within the past three years. Prerequisite: SPAN-1A Recommended Prep: ENGL-150 ready*

### SPAN-2A Intermediate Spanish I

(4 units LEC) Grade Only CSU and UC

An intermediate interactive course that emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing Spanish language skills. It provides the tools for students to acquire intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the diversity of the Spanish-speaking world. *Prerequisite: SPAN-1B Recommended Prep: ENGL-150 eligible*

**SPAN-2B Intermediate Spanish II***(4 units LEC) Grade Only CSU and UC*

A continuation of Intermediate SPAN-2A, this course emphasizes real and meaningful communication to develop and refine students' speaking, listening, reading and writing Spanish language skills. It provides the tools for students to acquire mid to high intermediate linguistic proficiency. Special focus is placed on cultural awareness and appreciation of the diversity of the Spanish-speaking world. *Prerequisite: SPAN-2A Recommended Prep: ENGL-150 eligible*

**SPAN-8A Elementary Conversational Spanish I***(3 units LEC) P/NP Option CSU*

An advanced elementary conversational Spanish course, designed to improve the communication skills that emphasize pronunciation, vocabulary building, and speaking. This course will help students acquire and expand their elementary-high linguistic proficiency to intermediate-low through situational practice. The course reinforces spontaneity and intuition as a natural response. Emphasis is on providing insights into the cultural diversity of the Spanish-speaking world. *Prerequisite: SPAN-1A Recommended Prep: SPAN-1B and ENGL-350*

**SPAN-11A Beginning Conversational Spanish I***(3 units LEC) P/NP Option CSU*

A beginning course in conversational Spanish that emphasizes pronunciation, vocabulary building, and speaking. Students acquire elementary linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with Spanish speakers. Additional emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world. *Note: This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years. Recommended Prep: ENGL-150 ready*

**SPAN-11B Beginning Conversational Spanish II***(3 units LEC) P/NP Option CSU*

A continuation of SPAN-11A that emphasizes pronunciation, vocabulary building, and speaking. Students improve elementary linguistic proficiency through situational practice. The concepts and vocabulary presented are designed to be useful in routine communication with Spanish speakers. Additional emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world. *Note: This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years. Prerequisite: SPAN-11A Recommended Prep: ENGL-150 ready*

**SPAN-12A Intermediate Spanish Conversation I***(3 units LEC) P/NP Option CSU*

An intermediate course in conversational Spanish designed for students who are familiar with the basic structures of the Spanish language but need to improve their communicative abilities. Past and future constructions are introduced and used in situational practice, with emphasis on pronunciation, vocabulary building, and speaking. Additional emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world. *Prerequisite: SPAN-11B Recommended Prep: ENGL-150 ready*

**SPAN-12B Intermediate Spanish Conversation II***(3 units LEC) P/NP Option CSU*

A continuation of SPAN-12A. Present, past, future, conditional, and subjunctive constructions are used in situational practice, with emphasis on pronunciation, vocabulary building, and speaking. Additional emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world. *Prerequisite: SPAN-12A Recommended Prep: ENGL-150 ready*

**SPAN-99A Latin American Cinema**

*(1 unit LEC) P/NP Option CSU and UC Repeatable to a maximum of four enrollments* An introduction to the culture and social issues of Latin America through its films. The course will also further the student's insight into everyday language usage as it relates to Latin American identities, mores, and customs. *Note: Units offered may vary by semester. Repeatable to a maximum of 4 enrollments; students may not repeat an individual topic.*

## ■ Speech (SPCH)

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**SPCH-1 Public Speaking***(3 units LEC) Grade Only CSU and UC*

An introduction to the fundamental theories and techniques of public speaking stressing audience analysis, logical organization, and support of ideas. Students will analyze and research issues and will construct and deliver informative and persuasive speeches on topics of current concern. *Recommended Prep: ENGL-150*

**SPCH-6 Small Group Communication***(3 units LEC) Grade Only CSU and UC*

An introductory communication course designed to increase interpersonal effectiveness in small group communication settings. Students will read, discuss, and apply concepts and principles dealing with small group processes and decision making. The skill of sending and receiving messages between three to ten persons toward achieving collective goals will be developed. *Recommended Prep: ENGL-150*

**SPCH-7 Interpersonal Communication***(3 units LEC) Grade Only CSU and UC*

Introductory survey communication course. Designed to increase interpersonal awareness and effectiveness in informal communication settings. Students will read, discuss and apply concepts and principles while developing skills dealing with interpersonal communication-the process of sending and receiving messages between two persons or among members of a small group. *Recommended Prep: ENGL-150*

## Water & Wastewater ■ Technology (WAT)

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**WAT-10 Introduction to Water & Wastewater Technology***(3 units LEC) Grade Only CSU*

An introduction to water and wastewater systems and operations. Topics will include the principles and practices of wastewater collection, water distribution, the treatment of water and wastewater, the role of water and wastewater operators, and operator certification requirements. Other topics include watershed protection and State and Federal regulations. *Note: It is recommended that students enroll in WAT-180 concurrently with this course. Recommended Prep: CIS-100*

**WAT-12 Water and Wastewater Science***(2 units LEC/LAB) Grade Only CSU*

An in-depth study of the biological and chemical properties of water and wastewater systems. Analysis will include laboratory techniques used to analyze water and wastewater samples. Laboratory analysis will include microscopic evaluation of wastewater organisms, process control and compliance testing for water and wastewater systems. Other laboratory topics include sampling procedures, standard QA/QC practices, regulatory reports, and lab safety. *Prerequisite: WAT-10 Recommended Prep: CIS-100*

**WAT-30 Operation of Drinking Water Treatment Systems***(2 units LEC) Grade Only CSU*

A study of water treatment facility operations. Topics include the practice of water treatment operations, water treatment operator certification and industry and state exam preparation.

**Note:** Students are advised to register for the Water Treatment certification exam through the State of California Department of Health Services during the semester that this class is completed. Field trips are required and students must provide their own transportation.

Prerequisite: WAT-10 Recommended Prep: WAT-180

**WAT-31 Operation of Drinking Water Distribution Systems***(2 units LEC) Grade Only CSU*

A study of water distribution system operations and maintenance. Topics include the practice of water distribution, water distribution operator certification and industry and state exam preparation.

**Note:** Students are advised to register for the Water Distribution certification exam through the State of California Department of Health Services during the semester that this class is completed. Field trips are required and students must provide their own transportation.

Prerequisite: WAT-100 Recommended Prep: WAT-180

**WAT-50 Operation of Wastewater Treatment Systems***(2 units LEC) Grade Only CSU*

A study of wastewater treatment facility operations. Topics include the practice of wastewater treatment and wastewater treatment operator certification and state exam preparation.

**Note:** Students are advised to register for the State Water Resources Control Board Wastewater Treatment Plant Operator Certification exam during the semester that this class is completed. Field trips are required and students must provide their own transportation.

Prerequisite: WAT-10 or WAT-100 Recommended Prep: WAT-180

**WAT-51 Operation and Maintenance of Wastewater Collection Systems***(2 units LEC) Grade Only CSU*

A study of wastewater collection system maintenance and operations. Topics include the practice of wastewater conveyance, manhole and pipe inspection, repair and liftstation operation and wastewater collection system certification and industry exam preparation.

**Note:** Students are advised to register for the California Water Environment Association (CWEA) Collection System Operator Certification exam during the semester that this class is completed. Field trips are required and students must provide their own transportation.

Prerequisite: WAT-10 or WAT-100 Recommended Prep: WAT-180

**WAT-180 Analytical Methods for Water and Wastewater***(3 units LEC) P/NP Option*

A study of analytical techniques used to solve problems directly related to water and wastewater treatment system process control. Topics will include tank volumes, flow rates, chemical dosing, concentrations, efficiencies, and plant loadings.

Problem solving, estimation, exploratory activities, and the communication of analytical solutions are an integral part of the course.

**Note:** Students should consider enrolling in MATH-372L to receive additional learning support with math applications. Recommended Prep: Completion of MATH-372 with the grade of "C" or better, or appropriate math placement level.

**Welding (WT)****WT-53 Welding Procedures***(2 units LEC/LAB) P/NP Option CSU*

An introduction to and practice in oxyacetylene (OAW) and electric arc welding (SMAW) theory, equipment, and processes. Students will produce and analyze welds and cuts to accepted industry standards. No prior experience in welding is needed. Includes coordinated lab experience.

**WT-54 Welding Procedures***(2 units LEC/LAB) Grade Only CSU*

An introduction to and practice in oxyacetylene (OAW), electric arc welding (SMAW), braze welding (OABW), soldering (AAW), and repair welding theory, equipment, and processes. Students will produce, analyze and test welds to accepted industry standards. No prior experience in welding is needed. Includes coordinated lab experience.

**WT-56 Welding Procedures Lab***(1 unit LAB) Grade Only CSU Repeatable to a maximum of two enrollments*

An intermediate to advanced lab for students to increase their skill levels in oxyacetylene welding (OAW), cutting (OAC), and shielded metal arc welding (SMAW).

Students will produce, analyze and test flat and out of position welds on mild steel.

**Note:** Students provide their own safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required at first class meeting.

Prerequisite: Completion or concurrent enrollment in one of the following courses

WT-53, WT-54, WT-60, WT-61, WT-63, or WT-64

**WT-60 Welding Technology: Gas and Arc Welding and Cutting***(4 units LEC/LAB) P/NP Option CSU*

An introduction to oxy-acetylene welding (OAW), cutting(OAC), and electric arc welding (SMAW) theory, equipment, and processes. Students will produce and analyze welds and cuts on mild and low alloy steel to accepted industry standards.

NO prior experience in welding is needed. Includes coordinated lab experience.

**Note:** Students provide their own required safety gear and equipment (list of requirements given first class meeting).

OSHA approved safety glasses required by second class meeting.

**WT-61 Welding Technology: Gas and Arc Welding, Brazing, and Cutting***(4 units LEC/LAB) P/NP Option CSU*

An introduction to oxy-acetylene braze (OABW), gas(OAW), electric (SMAW) welding, cutting(OAC) and (CAC), brazing and soldering (AA) theory, equipment, and processes. Students will produce and analyze welds and cuts on mild and low alloy steel, and copper pipe to accepted industry standards.

NO prior experience in welding is needed. Includes coordinated lab experience.

**Note:** Students provide their own required safety gear and equipment (list of requirements given first class meeting).

OSHA approved safety glasses required by second class meeting.

**WT-63 Welding Technology: Repair and Qualification Procedures, Inspection, Testing, Layout, Pattern Cutting, and Resistance Welding***(4 units LEC/LAB) P/NP Option CSU*

A course in repair and qualification procedures, inspection, testing, layout, pattern cutting, and resistance welding. Students will produce and analyze welds and cuts on mild, low alloy, and sheet steel to accepted industry standards. Coordinated lab experience is included, and no prior experience in welding is needed. **Note:** *Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses required by second class meeting.*

**WT-64 Welding Technology: Surfacing, Lancing, Alloy and Automated Welding/Cutting, Plasma Cutting***(4 units LEC/LAB) P/NP Option CSU*

A course in metal hard surfacing, automated welding and cutting, oxygen lance and plasma cutting. Students will produce and analyze welds and cuts on mild and alloy (tool, die, stainless) steels. Coordinated lab experience is included, and no prior experience in welding is needed. **Note:** *Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA-approved safety glasses required by second class meeting.*

**WT-67 Special Welding Laboratory**

*(2 units LAB) Grade Only CSU Repeatable to a maximum of four enrollments* An advanced lab in oxyacetylene welding (OAW), cutting (OAC), electric arc welding (SMAW) and (GMAW). Students will produce, analyze and test welds to accepted industry standards. This class prepares students to take the American Welding Society (AWS) welder certification exam. **Note:** *Students must provide safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed for first class meeting. Prerequisite: Completion or concurrent enrollment in one of the following courses WT-53, WT-54, WT-60, WT-61, WT-63, or WT-64*

**WT-80 Welding Fabrication***(2 units LEC/LAB) Grade Only CSU*

An introductory level practice of welding fabrication and weld print reading. The student will learn how steel is made, processed, formed, typed, gauged. Also how to choose structural shapes and weld with appropriate techniques to industry standards. Includes coordinated lab experience. **Note:** *Students must provide required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed first class meeting. Prerequisite: WT-53, WT-54, or WT-60*

**WT-90 Mig-Mag and Tig Welding***(2 units LEC/LAB) Grade Only CSU*

An introduction to and practice in metal inert-active gas (MIG-MAG), tungsten inert gas (TIG) welding, and plasma cutting theory, equipment, and processes. Students produce, analyze, test welds and cut both ferrous and nonferrous materials such as mild steel, aluminum and stainless steel. Includes coordinated lab experience. **Note:** *Students provide their own required safety gear and equipment (list of requirements given first class meeting). OSHA approved safety glasses needed at first class meeting. Safety test must be on record. Prerequisite: WT-53, WT-54, or WT-60*

**WT-91 Mig-Mag and Tig Laboratory**

*(1 unit LAB) Grade Only CSU Repeatable to a maximum of two enrollments* Provides the advanced MIG and TIG welding student with the opportunity to further develop skills, to become more efficient, and to acquire advanced manipulative skills in the areas of tungsten gas arc welding (TIG), metallic gas arc welding (MIG-MAG), and fluxcore arc welding (FCAW). **Note:** *Student may be co-enrolled in WT-90. Students must provide required safety gear and equipment (a list is given at first class meeting). OSHA approved safety glasses needed at first class meeting. Recommended Prep: Enrollment in or successful completion of WT-90*

**Independent Study 40 & 140 Courses****XXXXX 40 Independent Study***(0.5 – 2 units lecture/lab) Grade-Pass/No Pass Option CSU***Note:** Repeatable to a maximum of four enrollments.

Students taking independent study courses must have a contract on file. An individualized course that allows a student to work independently on a research project or to participate in an activity in the field of XXXXXX. Specific projects will be determined upon consultation with the instructor. Laboratory hours will be arranged as appropriate. At least one piece of student-generated writing and instructor evaluation of the work completed is required. *Variable 0.5 – 2.0 units, 1.5 – 6.0 lab hours per week. Prerequisite: none Corequisite: none Recommended Preparation: none*

**Independent Study projects are individual arrangements between instructor and student, and each academic department within College of the Redwoods has the option to offer Independent Study courses.**

**XXXXX 140 Independent Study***(0.5 – 2 units lecture/lab) Grade-Pass/No Pass Option Note:*

Repeatable to a maximum of four enrollments. Students taking independent study courses must have a contract on file. An individualized course that allows a student to work independently on a research project or to participate in an activity in the field of XXXXXX. Specific projects will be determined upon consultation with the instructor. Laboratory hours will be arranged as appropriate. At least one piece of student-generated writing and instructor evaluation of the work completed is required. *Variable 0.5 – 2.0 units, 1.5 – 6.0 lab hours per week. Prerequisite: none Corequisite: none Recommended Preparation: none*

## COMMUNITY & ECONOMIC DEVELOPMENT DIVISION



### COMMUNITY & ECONOMIC DEVELOPMENT

Provides a wide range of educational opportunities throughout Del Norte, Humboldt, and Mendocino counties. Classes, programs, training, and workshops are offered as lifelong learning opportunities. The not-for-credit classes are designed to develop professional skills, enhance career opportunities, enrich personal knowledge, and promote cultural and academic growth. The office of CED is located at 605 K St. in Eureka. 707.269.4000

#### COMMUNITY EDUCATION

Class offerings may include vocational subjects such as art, consumer issues, self improvement, home and garden, and photography. Classes may also be designed to meet the specific needs of a business or organization. Community Education classes may be offered during the day, evening, weekend, and on-line. These are not-for-credit classes and workshops are fee-based. 707.269.4000

#### PROFESSIONAL DEVELOPMENT

Professional Development educational opportunities range from job-related workshops and seminars to full-semester courses. Typical not-for-credit courses include computer software training, Management Skills, Conflict Resolution, Customer Service, and Spanish for the Workplace. College of the Redwoods is especially interested in meeting the needs of all businesses, small and large. 707.269.4000

#### CUSTOMIZED TRAINING

To remain competitive in today's marketplace, businesses must rely on the continued optimal performance of their most important asset, their employees. College of the Redwoods responds to this immediate need by providing a full range of customized training services that increase the employees' knowledge and skill base. These results translate to a high return on investment in the form of higher employee productivity, time savings, and better quality products. Classes include Management Skills, Customer Service, Microsoft Word and Excel, and more. 707.269.4000

#### BUSINESS TRAINING CENTER

The Business Training Center (BTC) focuses on increasing the employment related skills of the region's workforce by providing appropriate practical training to present and future employees. The BTC provides support to businesses to grow and compete by providing quality, timely, and relevant training to their employees. Classes range from several hours to week-long trainings that meet the needs of the community. 707.269.4004

#### ONLINE COURSES

Self-paced, online workforce training programs and personal enrichment courses through Gatlin and Ed2Go are offered by the Community and Economic Development Division. Courses and trainings range from computer applications, business management, specialized professional program training, and grammar, writing, and publishing. 707.269.4002

#### FOSTER PARENT KINSHIP CARE PROGRAM

Expand your heart through foster and kinship pre-service training. CR's Foster and Kinship Care Education (FKCE) Program provides accessible and useful information that will educate and challenge foster and kinship care providers. If you are already a licensed care provider, enhance your skills and sharpen your knowledge by attending our in-service, therapeutic, and special topic training classes. 707.269.4003

#### TRUCK DRIVING

This program provides training and a background for many kinds of truck driving jobs. It involves lecture and driving time. Topics include gauges and instruments, safety, shift patterns for various transmissions, brake systems and adjustment. Upon successful completion of the course, students receive a certificate and will be accompanied to the DMV for their Class A License test. 707.269.4000

#### REAL ESTATE LICENSE PREPARATION

Community & Economic Development offers a distance learning program that meets the approved course requirement to take the state real estate license examination. The course is completed at home with no classroom attendance. 707.269.4000

#### HEALTH CARE

Certain not-for-credit medical classes are also available such as Injections and Venipuncture for medical assistants under the supervision of a physician. EMT and CPR refresher courses are also offered, as well as IV Therapy and Phlebotomy classes. 707.269.4000



# GENERAL COLLEGE INFORMATION

## FACULTY AWARDS

Each year the Academic Senate of College of the Redwoods honors one full-time faculty member and one part-time faculty member from each campus for their outstanding performance, achievements, and service to the college. These outstanding members of the faculty are designated by the Senate as "Faculty of the Year." Members of the faculty who have been awarded this distinguished title are listed below.

### OUTSTANDING FACULTY MEMBER

1970-71	Van Tanner
1971-72	Florence Brown
1972-73	James McAuley
1973-74	Robert Thomas
1974-75	Rae Graham
1975-76	Jack Storm
1976-77	Dennis McKenzie
1977-78	John Cooper
1978-79	Wilson Kale
1979-80	David Mills
1980-81	Mary Zinselmeir
1981-82	Wallace Pedrotti
1982-83	Norman Ladd
1983-84	Floyd Bettiga
1984-85	David Harris
1985-86	Harold Snelgrove
1986-87	John Regli
1987-88	Ben Hawkins
1988-89	Marian Perry
1989-90	Carole Bright
1990-91	Bill Henry
1991-92	Barbara Morrison
1992-93	Glenn Stockwell
1993-94	Jerrold Moore
1994-95	Steve Durham



1995-96	Bill Treglown
1996-97	Sandra Vrem
1997-98	Patricia McCutcheon
1998-99	David Banducci
1999-2000	Bert Walker (EKA) Carol Mathews (DN) Teresa Sholars (Mendo)
2000-2001	Bob O'Connell (EKA) Ken Letko (DN) Bob Winn (Mendo)
2001-2002	Dave Arnold (EKA) Sharon Mellett (DN)
2002-2003	Steve Brown (EKA) Darlene McClure (DN) James Ritter (MC)
2003-2004	Karen Sperry (EKA) Tom Owen (DN) Greg Grantham (MC)
2004-2005	Paul Farnham (EKA) Bob Mize (DN) Teresa Sholars (MN)
2005-2006	Pam Kessler (EKA) Mark Renner (DN) Martha Racine (MC)
2006-2007	Allen Keppner (EKA) Becky Blatnick (DN) John Johnston (MC)
2007-2008	Dave Bazard (EKA) Carol Mathews (DN) Aeron Ives (MC)
2008-2009	John Johnston (EKA) Ken Letko (DN)
2009-2010	Jan Tatum (EKA) Ruth Rhodes (DN) Bob Rhoades (MC)

### OUTSTANDING ASSOCIATE FACULTY MEMBER

1989-90	Richard Kandus	2003-2004	Nancy Schafer (EKA) Wayne Bricco (DN) Steve Jordan (MC)
1990-91	Hal Genger	2004-2005	Jannez Wade (EKA) Kirk Olesen (DN)
1991-92	Maralyn Renner	2005-2006	Lisa Townsend-Schmitt (EKA) Tom Walradt (DN)
1992-93	Bill Harger	2006-2007	Adria Zimmerman (EKA) Kathy Imfeld (DN)
1993-94	Judith Hinman	2007-2008	Nezzie Wade (EKA) Barry Bates (DN)
1994-95	Chris Christensen	2008-2009	Danny Walker (EKA) Susan Andrews (DN) Charlotte Gullick (MC)
1995-96	Darrel Durst	2009-2010	Colette Beaupre (EKA) Skip Hunter (DN)
1996-97	Susan Brant		
1997-98	Bill Crowe		
1998-99	All Associate Faculty		
1999-2000	Gay Scott (EKA) Carolyn Steinbuck (MC)		
2000-2001	Mimi La Plant (EKA)		
2001-2002	Ann Marie Woolley (EKA) Mike Selfridge (DN) Suzanne Byerley (MC)		
2002-2003	Jack Stafford (DN) Bill Hiney (EKA)		

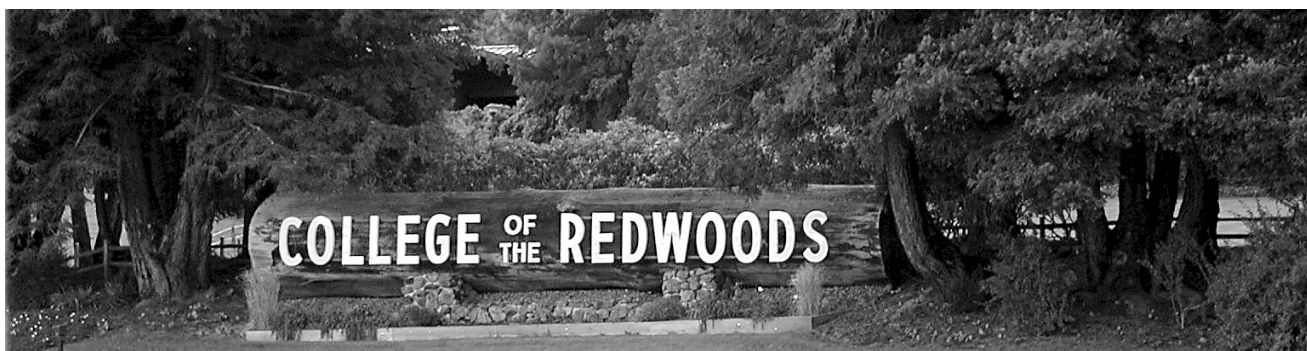


## EMERITUS

<b>ADAMS, Richard A.</b> Business	<b>DART, Richard E.</b> Truck Driving	<b>JENKINS, Diane</b> Business	<b>MOORE, Jerrold (Jerry)</b> Music
<b>ANDERSON, Bryant (Brooks)</b> Counselor	<b>DAWSON, Lawrence (Larry)</b> Psychology	<b>JOHNSON, Allen</b> Applied Technology	<b>MORRIS, Charles S.</b> Dean, Community Services
<b>ATWELL, Gerald (Dick)</b> Applied Technology	<b>DOYLE, Larry</b> Machine Tool Technology/ Industrial Technology	<b>JOHNSON, Bert B.</b> English	<b>MORRIS, William</b> English
<b>BALLANTYNE, Orrel</b> Biology	<b>DRESSER, Judy</b> Business	<b>JOHNSON, Milo</b> Chemistry	<b>MORRISON, Barbara</b> English
<b>BARTLEY, Jerrie</b> Early Childhood Education	<b>DURHAM, Steve</b> Sociology	<b>KALE, Wilson (Will)</b> Forestry	<b>NASH, Lewis H.</b> Philosophy
<b>BENNETT, Richard</b> Dean CRDN	<b>EMMONS, Jerry</b> Speech	<b>KALOOSTIAN, Rodney</b> Special Programs	<b>O'CONNELL, Robert (Bob)</b> Astronomy
<b>BENSON, Bob</b> Art	<b>ENDERT, Fred</b> English	<b>KAVANAUGH, Joan</b> Health Occupations	<b>OLSEN, Michele</b> Mathematics
<b>BETTIGA, Floyd</b> Art	<b>ERICKSON, Erick A.</b> Electronics	<b>KILPATRICK, Ron</b> Administration of Justice	<b>PATTERSON, Ben</b> Applied Tech
<b>BOYD, Dean</b> Music/Speech	<b>FORTHUN, Philip L.</b> Journalism	<b>KOBRIN, LaRue</b> Psychology	<b>PEDROTTI, Wallace</b> Physics/Mathematics
<b>BREWER, Samuel A.</b> Spanish and French	<b>FRAZIER, Larry</b> English	<b>KORN, Gary</b> Librarian	<b>PERRY, Marian</b> Health/Physical Education
<b>BRIGGS, Catherine C.</b> Licensed Vocational Nursing	<b>FREITAS, Milton (Milt)</b> Applied Technology	<b>KRENOV, James</b> Fine Woodworking	<b>PHILLIPS, Jerry</b> Counselor
<b>BRIGGS, Ellsworth R.</b> V. P. Instruction	<b>FURBER, Robert (Bob)</b> Information Science	<b>LADD, Norman E.</b> Mathematics	<b>PORTUGAL, Eugene J.</b> District Superintendent and President
<b>BRIGHT, Carole</b> Sociology/Counselor	<b>GIACOMINI, Thomas</b> Physical Education	<b>LEACH, Albert C.</b> Music	<b>REED, Malcolm</b> Business
<b>BROWN, Florence</b> Reading Laboratory	<b>GINSBURG, Arlin</b> History	<b>LEMLEY, William D.,</b> English	<b>REGLI, John T.</b> Agriculture/Economics
<b>BUGBEE, Marie A.</b> School Nurse	<b>GRAHAM, Rae J.</b> Court Reporting	<b>LEWIS, Nadine</b> Nursing	<b>REID, Ellen</b> Business
<b>BUMPUS, Ralph E.</b> Auto Mechanics	<b>GREENE, Richard (Pat)</b> Science	<b>LUCCHESI, Charles,</b> Physical Education, V.P. Student Personnel	<b>REINER, Ralph</b> Biology
<b>BUTZ, Alfred,</b> Science/Math/ Engineering/Geology/ Geography	<b>GUFFEY, Jerome</b> Business	<b>LUDE, Carl J.</b> Counselor	<b>RHOADES, Robert</b> Art
<b>CABLES, Merle L.</b> Economics	<b>HAMMEL, Barbara</b> Psychology/Sociology	<b>MCAULEY, James (Jim)</b> Physical Education	<b>RICHTER, L. E.</b> Director, Occupational Education
<b>CARRANCO, Lynwood</b> English	<b>HANCHETT, Warren C.</b> Forestry	<b>MCCLUR, Darlene</b> Business/Computer Information Systems	<b>RITTER, James (Jim)</b> Counselor
<b>CINNAMOND, Roger H.</b> Art	<b>HANNAH, Thomas S.</b> Dean, Administrative Services	<b>MCCORKENDALE, Thomas (Tom)</b> Applied Technology	<b>ROSETH, Sonja (Velasco)</b> Special Ed/ DSP&S
<b>CIVILETTI, Margaret</b> Information Science	<b>HARRIS, Dave</b> Computer Information Systems	<b>MCKNIGHT, Gregory</b> Cooperative Education Program	<b>SARBOE, Philip J.</b> Athletic Director and Chairperson, Health, Physical Education and Recreation
<b>COLLINS, Dale</b> Assist. to Exec. Vice President	<b>HARTNACK, Wilhelmine (Willie)</b> French/German	<b>MACKEY, Miles</b> Chemistry	<b>SARLEY, Virginia</b> English
<b>COOLEY, Donald A.</b> Aeronautics/Applied Tech	<b>HAWKINS, Bernard (Ben)</b> Biology	<b>MECHAM, Flora</b> Reading	<b>SAVAGE, Barry</b> Research Development
<b>COOPER, John</b> Psychology	<b>HAZEN, Jean P.</b> Nursing	<b>MELLETT, Sharon</b> Licensed Vocational Nursing/Registered Nursing	<b>SEAMAN, Bob</b> PE/Athletics
<b>COYLE, Bill J.</b> Computer & Electronic Tech	<b>HENRY, William D. Jr.</b> Construction Tech	<b>MILLER, Robert (Bob)</b> Legal Assistancy Court Reporting	<b>SHAPEERO, Bill</b> Biology
<b>CROSSAN, Thomas (Tom)</b> Applied Technology	<b>HOOPEs, Bill</b> English	<b>MILLS, David</b> Physics	<b>SIX, Gerald P.</b> Dean, Student Services
	<b>HOOPEs, Chad</b> History		

## EMERITUS

<b>SLOAN, Garland V.</b> Construction Tech.	<b>STOCKWELL, Glenn</b> Political Science	<b>VALDI, Gary</b> Counselor	<b>WILKINS, Robert E.</b> Business
<b>SMITH, Vernon A.</b> History/Political Science	<b>STORM, Richard J. (Jack)</b> Anthropology/History	<b>VELLIS, Lewis J.</b> Construction Technology; Dean, Counseling; Counselor	<b>WINN, Robert</b> English/History
<b>SNELGROVE, Harold (Hal)</b> English	<b>SYLVIA, Jim</b> Physical Education	<b>VREM, Sandra</b> Mathematics	<b>WININGER, Keith</b> Diesel Mechanics
<b>SOPER, Ernest W.</b> Metals Technology	<b>TANNER, Van H.</b> Police Science, Director, Public Safety	<b>WALKER, Bert</b> Agriculture	<b>WINSLOW, Robert W. (Wally)</b> Posthumously, Information Science
<b>SPENCER, Walter A.</b> Mathematics	<b>TAYLOR, Sandra</b> Mathematics	<b>WARES, Dorothy</b> Nursing	<b>WOLD, Cristie</b> Nutrition/Family Life Education
<b>SPERRY, Karen</b> Dental Assisting	<b>THOMAS, Robert</b> Biology	<b>WEICHERT, Donald D.</b> President/ Superintendent	<b>ZINSELMEIR, Mary</b> Counselor
<b>SPRANKLE, Maureen</b> Information Science	<b>TREGLOWN, William (Bill)</b> Health/Physical Education Basketball Coach		
<b>STEWART, Margaret</b> Nursing			



## FACULTY AND ADMINISTRATION

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 Dominguez Hills  
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 B.S., University of Wisconsin, Stevens  
 Point  
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 Center**  
 B.A., University of California, Irvine  
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 M.S., Ed.D., Nova Southeastern  
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**MACAN, Ed**  
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 Sacramento  
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 M.A., California State University,  
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 Ph.D., University of Texas, Austin

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**MATSUMOTO, Teresa**  
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M.L.I.S., University of Hawaii, Manoa

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M.A., Humboldt State University

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**PETERSON, Mike****Manufacturing Technology**

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M.B.E., San Francisco State University

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**RENNER, Mark****Geology/CIS**

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B.S., M.S., University of Wyoming

**RHODES, Ruth****English**

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**ROMERO, Christian****Computer Information Systems**

B.S., University of California, Los Angeles

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M.S., University of Nevada

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M.S., University of Washington

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M.A., Ph.D., Southern Methodist University

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**SNOW-FLAMER, Keith R.****Vice President, Student Development**

B.A., M.P.A., Eastern Washington University  
Ph.D., Gonzaga University

**SOKOLOW, Gary A.****Administration of Justice**

B.B.A., Florida Atlantic University  
M.A., J.D., University of South Dakota

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**SULLIVAN, Shannon****Art**

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M.F.A., University of North Texas

**TATUM, Janice****Nursing**

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**THOMAS, Michael E.****Philosophy**

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M.R.E., Golden Gate Seminary

**TUCKER, Cheryl****Director, Special Programs**

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**WAGNER, Bruce****Mathematics**

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**WALKER, Danny****Welding**

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**WALL, Erin****Mathematics**

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**WELLS, Michael J.****Director, Human Resources/Equal Employment Officer**

B.A., University of San Francisco

**WHITE, Maggie****Health/Physical Education**

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**WINTER, L. Mark****Psychology**

B.A., University of California, Santa Barbara  
M.A., California State University, Chico  
Ph.D., University of Utah

**WOLFSSEN, Connie****Nursing**

A.S.N., Pacific Union College  
B.S.N., M.S., University of California, San Francisco

**WOOLLEY, Ann Marie****Early Childhood Education**

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**WOYCHAK, Michael****Physical Education**

B.A., San Diego State University  
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**YOKOYAMA, Kevin I.****Mathematics**

B.A., Humboldt State University  
M.S., Utah State University

# CAMPUS POLICIES AND REGULATIONS

## CAMPUS REGULATIONS

- The speed limit on campus is 15 m.p.h.
- Smoking is prohibited in all buildings at College of the Redwoods.
- The College is not prepared to deliver telephone messages except in cases of medical emergency.

### SMOKING - BOARD OF TRUSTEES POLICY No. 510/804

For the purposes of this policy, smoking shall mean all uses of tobacco, including but not limited to cigar smoking, cigarette smoking, pipe smoking, and chewing tobacco.

In order to protect students and staff who choose not to smoke from an unhealthy environment, the Board prohibits smoking within buildings or facilities owned or leased by the District. Smoking is not allowed except in designated smoking areas and campus parking lots which are at least twenty-five feet from buildings.

These designated areas will be clearly marked as "Smoking Areas" and are noted on campus maps. All other smoking and tobacco use in and on College of the Redwoods is expressly prohibited. Furthermore, smoking is not allowed in college owned or leased vehicles.

Violators will be subject to appropriate disciplinary action.

Tobacco and related products will not be sold or promoted on any other campus of the District.

### STUDENT PARKING

(ALSO SEE P. 14, PARKING FEES - EUREKA CAMPUS)

All parking on the College of the Redwoods campuses is at the discretion of the vehicle operator. College of the Redwoods assumes no liability for loss or damage incurred by any vehicle or its contents while on college property. Additionally, all parking on the Eureka campus is by permit only.

Permits are purchased from the Cashier's window in the Administration Building.

Purchase of a parking permit does not guarantee that a parking space will be available in the area desired. A student parking permit authorizes the purchaser to park in any general parking area on campus.

Parking is permitted in special purpose parking as indicated:

#### Lots/spaces identified with markings of:

- RED.....no parking
- BLUE..... disabled
- YELLOW..... loading zone
- GREEN.....staff parking
- WHITE ..... short-term medical disability

Any other areas as indicated.

**Special purpose parking permits** are available through Security to permit loading and unloading or for commercial service vehicles providing service to computers, copiers, other equipment or construction on campus. Visitors permits are also available at Public Services/Security.

### PERMITS - EUREKA CAMPUS

(ALSO SEE PAGE 15, PARKING FEES)

Vehicles without permits will be cited. Permits must be displayed on the lower driver's or passenger's side windshield facing out. Students may place as many vehicles as they wish on their parking permit, but a permit displayed in a vehicle which has not been registered with Security may result in a citation. This helps to reduce the likelihood of parking permit theft.

### CITATIONS

Citations issued on campus are enforceable by the Fortuna Police Department and the D.M.V.

Five or more unpaid citations make a vehicle eligible for towing or immobilization in accordance with California state law. It is against department policy for citations to be voided by a student worker once issued. Only the Director of Security may void a citation when the citation is properly appealed.

### MOTORIST ASSISTANCE PROGRAM

As a courtesy, the Security vehicles are equipped to assist motorists who have locked themselves out of their vehicle, are in need of a jump start or have run out of gas. Security personnel will supervise the changing of a flat tire. Each situation and vehicle differs, and the responding officer may be forced to recommend outside commercial assistance for some vehicles or situations.

### SKATEBOARDS/WHEELED TOYS

Board of Trustees Policy No. 805 prohibits use of skateboards and/or other wheeled toys on campus. First time offenders will be warned. Subsequent offenses will be cited and referred to the Vice President of Student Development for disciplinary action.

### DOMESTIC ANIMALS ON CAMPUS

Domestic animals or livestock (including dogs and cats) are not allowed on campus, that includes not being in your vehicle. Exceptions are animals used in an instruction program of the college or animals certified for service to assist the disabled and under control of the owner. Lost and stray animals and animals left unattended in vehicles will be referred to the appropriate Animal Control agency for removal from the campus grounds.

# STUDENT CODE OF CONDUCT STANDARDS

REDWOODS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE

AP 5500

## STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURES

### ARTICLE I. PURPOSE OF THE CODE

Consistent with the College of the Redwoods mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. It is the practice of the College to respect the properly exercised rights of its students. The College recognizes a student's rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of services and facilities of the College.

The College has adopted a Student Conduct Code and Disciplinary Procedure in order to maintain a learning environment of respect, civility, safety, and integrity for all members of the College community. In addition to the code, students must also recognize and comply with the standards of classroom behavior as stated in their individual course syllabi. Acts of academic dishonesty, disruptive student behavior in the classroom, and appeals to sanctions imposed in each case, are under the jurisdiction of the faculty member and the academic department administrator. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

### ARTICLE II. STUDENT CONDUCT POLICIES

Procedural fairness and due process is basic to the proper enforcement of all College regulations. Accordingly, no disciplinary action shall be initiated or sanction imposed against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard except in cases where interim suspension is warranted for the health and safety of the community.

All College regulations and policies pertaining to student discipline shall be published, distributed, or posted in such a manner as to furnish adequate notice of their contents to students or student organizations. Each student is responsible for knowledge and compliance with the Student Conduct Code and Disciplinary Procedure.

### ARTICLE III. VICE PRESIDENT OF STUDENT DEVELOPMENT

In general, the District President/Superintendent delegates authority for implementation of this regulation to the Vice President of Student Development, or in the case of the Education Centers, the Campus administrator. The Vice President of Student Development may designate other College officials to conduct investigations and student disciplinary hearings, if appropriate.

The Vice President of Student Development shall be responsible for maintaining complete records pertaining to the activities of the Student Conduct Code program. Those records shall include a summary of the business of the Conduct Review Committee and report of the disposition of each disciplinary case handled by any person or group authorized to impose disciplinary sanctions in the name of the College.

The Vice President of Student Development will provide periodic written reports to the Conduct Review Committee of the disposition of student conduct cases reviewed by that body. At the end of each academic year, the Vice President of Student Development shall submit to the Board of Trustees, College administrators, Academic Division representatives, and student leadership, a written report covering the entire Student Conduct Code program, including the number and type of violations dealt with, an evaluation of the existing rules, policies, and enforcement procedures. The report shall also detail all Code revisions approved during the previous year.

### ARTICLE IV. STUDENT RIGHTS

Any student facing possible disciplinary action is entitled to the following procedural rights:

- The right to be notified in writing of the charges against him/her;
- The right to know the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es));
- The right to present information and witnesses relevant to his/her defense;
- The right to freedom from compulsory self-incrimination; and
- The right to appear with an advisor.

### ARTICLE V. PROSCRIBED CONDUCT OF THE COLLEGE

Sanctions may be imposed for prohibited conduct, which occurs on College premises, at off-campus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at College-sponsored extra curricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property. Sanctions may also be imposed for conduct that materially and substantially interferes with the College's operation or education programs or the safety and welfare of the College community.

Jurisdiction is maintained between periods of enrollment  
(*Student Code of Conduct continued next page*)

unless the accused individual's official record in the Records Office shows a complete withdrawal prior to the expiration of the published deadline for registration for the succeeding period of enrollment. For students enrolled in the spring term, jurisdiction is maintained until the expiration of the published deadline for registration for the succeeding fall term.

Unless state or federal law requires disclosure or unless the student and the College determine otherwise, proceedings under this regulation shall be confidential. Records created and maintained by a law enforcement unit of an educational institution (e.g., campus security), which were created by that law enforcement unit for purposes of law enforcement, are not considered "student records" under FERPA and may be released to third parties as necessary without violating FERPA.

## ARTICLE VI. STUDENT CODE OF CONDUCT PROCEDURES

### (A) COMPLAINT, NOTICE AND RESPONSE

Any member of the College community may file a complaint against any student for misconduct. Complaints must be presented in writing to the Vice President of Student Development or his/her designee and should be submitted as soon as possible after the event takes place, preferably within fifteen business days. Within five business days of receiving a complaint, the Vice President of Student Development or his/her designee will notify the accused student in writing of the complaint and afford the student an opportunity to meet with the Vice President of Student Development or designee to respond to the complaint and/or evidence provided in relation to the complaint. Such notice shall advise the student(s) in writing of: (a) the alleged Code violation; (b) the opportunity for the student(s) to meet with the Vice President of Student Development or designee for purposes of discussing the options for disposition of the complaint; and (c) the student's right to have an advisor accompany the student.

A student against whom a complaint has been filed and/or disciplinary charges are pending will not be permitted to withdraw from the College with a clear education record (e.g., a record without notation of disciplinary charges and sanctions) until such charges have resolved.

## ARTICLE VII. STUDENT CODE OF CONDUCT PROCESS

### (A) PRELIMINARY INVESTIGATION

The Vice President of Student Development or his/her designee will conduct a preliminary investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively or by mutual consent of the parties involved. The Vice President of Student Development or his/her designee shall meet with the student (and advisor), inform the student of options and rights, and take any of the following actions:

- Make findings of fact on the nature of the complaint;
- Dismiss the case;
- Refer the student for counseling; or
- With or without the student's agreement, refer the case to an informal or formal disciplinary hearing panel and give the student proper notice.

If the complaint can be disposed of at the preliminary investigation stage, such disposition will be final, and there will be no subsequent proceedings. If it is determined that the complaint has merit, and if the complaint cannot be disposed of after the accused student meets with the Vice President of Student Development or his/her designee then the Vice President of Student Development or his/her designee will, within five business days after meeting with the student, notify the student in writing that the charged misconduct will be referred for an informal student disciplinary hearing, or formal hearing by the Conduct Review Committee.

### (B) INFORMAL STUDENT DISCIPLINARY HEARING

Student conduct hearings are based on fundamental practices of fairness, with the standard for finding a violation being a preponderance of the evidence. Hearings are not formal legal proceedings and are not subject to the evidentiary rules that govern civil or criminal hearings.

- 1) Prior to the informal hearing, the student will be notified in writing of the alleged conduct violation, the evidence pertaining to the allegation, (unless release of evidence would endanger the health or safety of victim(s) or witnesses) and the student's opportunity to be heard at the informal hearing. The notice will also inform the accused student of the date, time, and location of the hearing which must be scheduled not less than five business days nor more than ten business days after the date of written notice. The written notice will also contain a copy of the Conduct Code. A student may, conditional on 24-hour notice to and approval of the Vice President of Student Development or his/her designee, have an advisor attend the informal hearing. In hearings involving more than one accused student, the Vice President of Student Development or his/her designee shall permit the hearings concerning each student to be conducted separately.
- 2) If the accused student fails to appear for a scheduled informal student disciplinary hearing without good cause, a hearing may be held without the student being present.
- 3) The Vice President of Student Development or his/her designee may decide to dismiss the charges, warn the student involved, act as mediator to resolve the charges, or sanction the student. Within five business days of the date of the informal hearing, the Vice President of Student Development or his/her designee will notify the student of the decision in writing.
- 4) Unless the Vice President of Student Development or his/her designee determines that the accused student should be suspended or expelled, a decision reached by the Vice President of Student Development or his/her designee shall be final.
- 5) In matters which result in suspension or expulsion, the accused student may appeal the decision to the President/Superintendent within ten business days of the date of the decision.

**(C) FORMAL HEARING****1) Conduct Review Committee**

The accused student may request, or the Vice President of Student Development may require, that the charges be resolved at a formal hearing provided by Conduct Review Committee. The Vice President of Student Development shall consider the preference of the accused student, the nature of the charges, and the availability of the committee members when assigning the case for a hearing.

The Conduct Review Committee will hear cases and make decisions on appropriate sanctions. The Committee will be established at the beginning of each academic year and will be composed of:

- One member of the administration (and an alternate) appointed by the President/Superintendent.
- Two members (and an alternate) of the classified staff appointed by the President of the College from a list of staff members submitted by the classified bargaining unit. Vacancies of classified staff members shall be filled by action of the classified bargaining unit.
- Two members (and an alternate) of the faculty appointed by the President/Superintendent from a list of faculty members submitted by the Academic Senate. Each faculty member must be a full-time or part-time faculty member at the College. Vacancies of faculty members shall be filled by action of the Senate.
- Two members (and an alternate) of the student body appointed by the President/Superintendent from a list of students submitted by the President of the ASCR. Each student must be enrolled not less than half-time (6 units minimum) and have a cumulative GPA of at least 2.0. Vacancies of student members shall be filled by recommendation of the Associated Students.
- The President of the College will appoint the chair of the Conduct Review Committee.

Conduct Review Committee members and alternates serve on the committee for the academic year. Alternate members may be reappointed to serve as full members for the next academic year.

The Vice President of Student Development or designee shall serve as non-voting Secretary and advisor to the Conduct Review Committee. No Conduct Review Committee member may sit on the Committee during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student.

The Chair of the Conduct Review Committee may establish a hearing format consistent with this Code. In cases involving more than one accused student, the Chair of the Conduct Review Committee and the Vice President of Student Development or his/her designee will determine if hearings or conferences concerning each student will be conducted jointly or separately.

The decision of the Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by other members of the panel to the contrary.

**2) Formal Disciplinary Hearing Process**

Formal hearings will be conducted by the Conduct Review Committee according to the following guidelines:

1. Quorum for a hearing requires that five (5) of the seven Conduct Review Committee members are present for the hearing.
2. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the Chair of the committee agree to the contrary.
3. The student will be notified by certified mail of a hearing at least seven business days in advance of the hearing. The letter will inform the student of:
  - The charges alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood;
  - The time, location and place of the hearing;
  - A statement of the respondent student's rights as stated in the Code; and
  - The name of the person(s), group, or College office filing the charges.
4. In all cases, the evidence in support of the charges will be presented and considered whether or not either party is in attendance.
5. The accused student may be accompanied by an advisor if so desired conditional on 24-hour notice to and approval of the Vice President of Student Development or his/her designee. The advisor may attend the hearing with the student to counsel him/her and suggest questions. The accused student and advisor may be present during the entire time of the hearing, except during the deliberations of the Conduct Review Committee. In no event may the advisor participate directly by speaking for either party or questioning witnesses. Admission of any other person to the hearing will be at the discretion of the Chairperson.
6. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice. Except that the student shall not be represented by an attorney unless, in the judgment of the Conduct Review Committee Chair, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented with the name and office address of the attorney not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative may request legal assistance. The Conduct Review Committee may also request legal assistance; any legal advisor provided to the committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
7. The facts regarding the case shall be presented by a College representative.



8. The accused student, the complaining parties, and the College representative may present evidence, including witnesses and written statements. The Conduct Review Committee Chair will determine the format of the hearing, and the admissibility of witnesses or written statements, and may elect not to hear such testimony if deemed redundant or irrelevant.
9. The accused student is not required to answer questions of an incriminating nature. The Chair of the Conduct Review Committee retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.
10. Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.
11. The Chair of the Conduct Review Committee may opt to hear the testimony of witnesses separately.
12. Unless the Committee Chair decides otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.
13. There will be a single verbatim record, such as a tape recording, of all hearings before the Conduct Review Committee. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the committee chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recordings shall remain in the custody of the College at all times, unless released to a professional transcribing service. Access is limited to reviewing the verbatim record only on College premises and in the presence of the Vice President of Student Development or his/her designee. The verbatim record will be the property of the College.
14. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered unavailable.
15. The Conduct Review Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where as determined in the sole judgment of the Vice President of Student Development to be appropriate and in the best interests of the College.
16. Determination of violations shall be made based on the preponderance of evidence.
17. Decisions by the Conduct Review Committee shall be by majority vote.
18. The Vice President of Student Development shall notify the accused student via certified mail, return receipt requested, of the Conduct Review Committee's findings within the shortest reasonable time after the decision has been rendered (not to exceed ten business days of the hearing). The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of Student Conduct Code were violated. The decision shall also include the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.
19. If the student is found not to be in violation of the Student Code of Conduct, and if coursework has been missed as a direct result of action taken against the student, appropriate action will be taken in order to assist the student to complete the course, reimburse the cost of tuition, or reach other alternatives.

### 3) Appeals of Formal Hearing Decisions

A decision reached and/or sanction imposed by the Conduct Review Committee at the formal hearing may be appealed by the accused student in writing by certified mail within ten calendar days after receipt of the Committee's decision to the President/Superintendent. The President/Superintendent will not hold a hearing. Rather, resolution of the appeal shall be based upon the written findings and decision from the Conduct Review Committee, the record of the hearing, as well as any written documentation submitted by either party during the hearing. The Vice President of Student Development or his/her designee will provide all relevant documentation to the President/Superintendent.

The appeal must include the name of the individual making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals, including rationale, must be made on the basis of one or more of the following:

1. The sanction imposed is too severe for the offense and is unwarranted;
2. The student's due process rights were violated; or
3. New evidence has come to light which clearly alters the circumstances on which the action was taken.

The President/Superintendent shall render a decision within ten business days after receipt of the appeal and shall inform the student immediately by certified mail. The decision of the President/Superintendent may result in a sanction more severe than that imposed by the Conduct Review Committee.

In all cases but expulsion, the President/Superintendent's decision regarding the appeal will be final.

Should the President/Superintendent uphold an expulsion decision that the student wishes to contest further, the student may appeal in writing to the Board of Trustees. In this instance, the following procedure will be followed:

1. The Board of Trustees shall consider any appeal at the next regularly scheduled meeting of the Board after receipt of the recommended decision.
2. The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.
3. The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.
4. The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.
5. Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.
6. The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the President/Superintendent and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.
7. The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the College.

## ARTICLE VIII. CODE OF CONDUCT VIOLATIONS AND SANCTIONS

### (A) VIOLATIONS

Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found responsible of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

#### Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left solely to the discretion of the faculty member. In such cases, where the College representative determines that a student has demonstrated academic dishonesty, the representative is encouraged to report the incident of dishonesty to the Vice President of Student Development or his/her designee in order to discern potential patterns of egregious dishonesty. Acts of academic dishonesty for which sanctions may be imposed includes, but are not limited to, the following:

1. Cheating which includes, but is not limited to:
  - a. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
  - b. Having another individual take an exam.
  - c. Submitting the same paper in two different courses without specific permission of the current faculty member(s).
  - d. Falsifying a laboratory experiment or report of an experiment.
  - e. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments.
  - f. The surreptitious or unauthorized acquisition of testing materials or other academic material belonging to a member of the College community. Students need not employ the materials; they need only to possess them in order to violate this code.
  - g. Electronic devices, which include, but are not limited to: abuse of cellular devices with photographic capability for the purposes of photographing test questions or other notes and materials.
  - h. Furnishing false information to any CR official, faculty member, or office.
  - i. Forgery, alteration, or misuse of any CR document, record, or instrument of identification.
  - j. Knowingly helping another to commit an act of academic dishonesty.
2. Plagiarism which includes, but is not limited to:
  - a. Using, by paraphrase or direct quotation, of the published or unpublished work of another person without full, clear, and accurate acknowledgement.
  - b. The unacknowledged use of another writer's ideas without proper citation. Borrowing all or part of another individual's work or using someone else's outline to write your own work.
  - c. Copying another individual's computer printout and/or computer files and using it as one's own.
  - d. Using an agency or Internet website engaged in the selling of term papers or other academic materials.
3. Hampering or discrediting the academic work of others by, but not limited to, the following:
  - a. Misusing, damaging, hiding, or stealing library resources.
  - b. Altering or misusing computer programs or equipment.
  - c. Interfering with the rightful computer access of others.

#### Disrupting or Obstructing the Work and Operation of the College

1. Making false statements to any College official.
2. Physical abuse or other conduct which threatens or endangers the health or safety of any person.
3. Verbal threats, harassment, intimidation, and/or similar threatening conduct that disrupts the educational environment or members of the College community.
4. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.





5. Initiation of or participation in a hate crime.
6. Using electronic technology which includes, but is not limited to: internet, e-mail, telephone, fax machines, or instant messaging to intimidate another member of the College community.
7. Theft (actual or attempted) or destruction of College property or property belonging to a member of the College community or other abuse of College computer facilities, programs, technology and equipment, including, but not limited to:
  - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file including the use of peer-to-peer-file-sharing.
  - c. Unauthorized use of an individual's identification and password.
  - d. Use of computing facilities to interfere with the work of a student, faculty member or College official.
    - i. Use of computing facilities to interfere with operation of the College computing systems.
    - ii. Unauthorized use or copying of copyrighted software.
    - iii. The unauthorized installation or use of an unauthorized program.
    - iv. Unauthorized use of computer time for personal or business purposes.
    - v. Use of the College computer facilities, programs, equipment or technology to send obscene or abusive messages.
    - vi. Unlawful or unauthorized use of the Internet; the unauthorized connection of technological and computing equipment to the College's computers and/or network.
    - vii. The unauthorized use of any form of a digital camera or imaging equipment.
8. Unauthorized use of cell phones, pagers and other communication devices in all instructional areas and the Library, including all labs and classrooms during instructional sessions.
9. Coercion, which is defined as attempting to compel, control, or manipulate another through the threat of force, intimidation, exploitation of fear or anxiety, including explicit and implied physical and verbal threats against another person.
10. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other CR activities, including its public service functions on or off campus, or of other authorized non-CR activities when the conduct occurs on CR premises.
11. Intentionally obstructing or denying access to facilities or services to individuals entitled to use such services or facilities.
12. Intentionally interfering with the lawful rights of other persons on campus.
13. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work performance, or participation in extracurricular activities.
14. Sexual harassment and/or actions of a sexual nature as defined by law or by College policies, which creates an intimidating, hostile, or offensive working or educational environment.
15. Violation of local, county, state, or federal law, whether it be on or off campus, only when a definite College interest is involved and where the student misconduct distinctly and adversely affects the College's pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the College.
16. The College prohibits anyone from wearing, transporting, storing, or possession of firearms or other weapons on College property (including College-owned vehicles and parking lots), at College-sponsored or College-related functions or events, and during times when acting as a representative of the College whether on or off College premises. Individuals who commit such acts may be removed from College premises and/or subject to disciplinary action, criminal penalties, or both. Possession of "weapons", which includes but is not limited to firearms (including any gun, rifle, shotgun, pistol, BB or pellet gun, any firearm or device from which a projectile may be fired by an explosive, any firearm or device operated by gas or compressed air), knives (including any bowie knife, spring blade knife, dagger, switchblade knife), explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, any object which by use, design, or definition may be used to inflict injury upon a person, and any object if used, attempted to be used, or threatened to be used to cause bodily harm. "Weapons" does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.
  - a. This does not apply to any certified law enforcement personnel engaged in official duties.
  - b. Activities requiring use of the prohibited items may be conducted on approval of the activity by the President or his/her designee.
17. Intentional obstruction of the freedom of movement of pedestrian or vehicular traffic on College premises. This does not apply to any certified law enforcement personnel in official duties or law enforcement students engaged in official course activities.
18. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community.
19. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
20. Detention or physical abuse of any person or conduct which is intended to threaten imminent bodily harm or endanger the health or safety of any person on any property owned or controlled by the College or at any College sponsored or supervised functions.
21. Failure to comply with reasonable directions of College officials or public safety officers acting in performance of their duties on campus or affecting conduct on campus.
22. Unauthorized possession, duplication or use of keys to any CR premises or unauthorized entry to or use of CR premises.

23. Being an accessory to any person on the College campus who is or who is not a member of the College community who violates this code.
24. Violation of College Board policies, published college policies, rules, procedures, or regulations.
25. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on CR premises or at functions sponsored by, or participated in by, CR or members of the College community.
26. Abuse of the Student Code of Conduct, including but not limited to:
  - a. Failure to obey the notice from the Conduct Review Committee or CR official to appear for a meeting or hearing as part of the Conduct Review Committee.
  - b. Falsification, distortion, or misrepresentation of information before the Conduct Review Committee.
  - c. Disruption or interference with the orderly conduct of the Conduct Review Committee proceeding.
  - d. Institution of a student conduct code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participation in, or use of the student conduct system.
  - f. Attempting to influence the impartiality of a member of the Conduct Review Committee prior to, and/or during the course of, the Student Conduct Board proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of the Conduct Review Committee prior to, during, and/or after a student conduct code proceeding.
  - h. Failure to comply with the sanctions(s) imposed under the Student Code.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
27. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
28. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
29. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
30. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
31. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the College.
32. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
33. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
34. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons without prior authorization of the President/Superintendent.
35. Disengaging smoke or fire detection equipment.
36. Students are required to engage in responsible social conduct that reflects credit upon the CR Community and to model good citizenship in any community.

### (B) SANCTIONS

Any time a sanction is specifically provided for herein, the employee or officer authorized to impose such sanctions may impose a lesser sanction. For the purposes of this rule, expulsion is the most severe sanction, followed by suspension, probation, and written and oral warning. A student may be given an interim suspension and, subsequently, may be subjected to further disciplinary action by the College, up to and including expulsion, if such further sanction is found to be appropriate in light of the conduct of the student. In all such cases, the fact of the earlier sanction shall be taken into consideration in determining the extent of any further sanctions.

Disciplinary actions will be enforced by the College. Consequently, each campus, education center, or instructional site within the District will honor sanctions imposed by the College.

#### Individual Sanctions

1. **Warning** - a written or oral notice to the student that continuation or repetition of certain conduct may be cause for disciplinary action under this regulation.
2. **Probation** - a reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s). If a student violates any condition of probation or again is charged with a violation of the standards of student conduct during the probationary period, such action shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with this regulation.
3. **Loss of Privilege** - a denial of specified privileges for a designated period of time. This may include, but is not limited to, access to facilities, services or offices or participation in clubs, organizations, or College-sponsored events.
4. **Restitution** - a requirement of any student who has caused non-accidental damage to College property to pay the College the cost of replacing or repairing the property in question. The College may withhold, after appropriate written notice to the student, grades, transcripts, certificates, diplomas, registration privileges, or any combination thereof from any

student who fails to repay or refuses to repay any valid debt owed to the College (Education Code Section 72237).

5. **Community Service** - the performance of community service as a sanction for misconduct. Determination of the type of work to be performed, the number of hours of service, and the responsibility for supervising the service will be made in consultation with the Vice President of Student Development.
6. **Withdrawal from class** - an administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
7. **Limited Access** - an administrative restriction to selected parts/locations of campus buildings.
8. **Other penalties** - the student may be denied a transcript or degree until all of the obligations specified by a disciplinary body are met or other penalties as may be imposed as ones determined to fit the misconduct.
9. **College suspension** - the separation of the student with consequent loss of tuition and fees from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
10. **College expulsion** - the permanent separation with consequent loss of tuition and fees of the student from the College.
11. **Discretionary Sanctions** - a work assignment, service to the College or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the disciplinary advisor).
12. **Counseling or Education Seminars** - the requirement to participate in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
13. **Revocation of Admission or Degree** - the admission to the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to the admissions process. The granting of a degree by the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to obtaining the degree.
14. **Deactivation** - the loss of privileges, including College recognition, for a specified period of time for any student club, group, or organization.

#### (C) REMOVAL FROM CLASS

Any faculty member may, for good cause, order a student removed from his or her class for the day of the removal and the next class meeting. (Education Code Section 76032)

The faculty member shall immediately report the removal to the Division Representative and the Vice President of Student Development or his/her designee. The Vice President of Student Development or his/her designee shall arrange for a conference between the student and the faculty member regarding the removal. If the faculty member or the student requests, the Vice President of Student Development or his/her designee shall attend the conference.

The student shall not be returned to the class during the period of the removal without the concurrence of the faculty member. Nothing herein will prevent the Vice President of Student Development or his/her designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

The student may only appeal the decision of a faculty member to the appropriate Academic administrator on the following grounds:

1. The sanction imposed is too severe for the offense and is unwarranted;
2. The student's due process rights were violated; or
3. New evidence has come to light which clearly alters the circumstances on which the action was taken.

When the faculty member or academic administrator determines that College disciplinary action beyond that taken by the faculty member is appropriate, the matter shall be referred to the Vice President of Student Development who will review the case.

### ARTICLE IX. IMMEDIATE SUSPENSION AND DENIAL OF ACCESS

#### (A) IMMEDIATE SUSPENSION

The President/Superintendent may impose an immediate suspension on a student only where such action is required in order to protect lives or property and to ensure the maintenance of order on the campus or at a campus function. To the extent the circumstances reasonably permit, the District's legal advisor will be consulted on the issue of whether an immediate suspension is appropriate.

Notice of such suspension shall be given to the student either orally or in writing. Such notice shall advise the student of the right to a hearing.

Within 48 hours of ordering an immediate suspension, the President/Superintendent or designee shall forward written notice to the student of the basis for the action. Such notice shall be addressed to the student's last known address and shall advise the student of a right to a hearing and the time and location of such hearing. Unless the student agrees otherwise, such hearing shall be held no later than ten (10) days following suspension.

#### (B) WITHDRAWAL OF CONSENT TO REMAIN ON CAMPUS

The Vice President of Student Development or his/her designee may notify a student that the consent to remain on campus or other facility under the control of the College has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility. To the extent the circumstances reasonably permit, the College's legal advisor will be consulted on the issue of whether consent to remain on campus should be withdrawn.

Whenever consent is withdrawn by any authorized officer or employee other than the President/Superintendent, such officer or employee shall, as soon as is reasonably possible, submit a written report to the President/Superintendent. Such report shall contain all of the following:

1. Description of the person from whom consent was withdrawn, including, if available, the person's name, address, and telephone number.

## 2. A statement of the facts giving rise to the withdrawal.

If the President/Superintendent or designee, upon reviewing the report, finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee.

If the President/Superintendent or designee does not confirm the action of the officer or employee within 24 hours after the time the consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect.

The notice given to the student may be given orally or in writing and shall advise the student of the right to a hearing as set out herein.

In no case shall summary withdrawal of consent under this Article be withdrawn for longer than 14 days from the date upon which the consent was initially withdrawn.

Consent to return to the campus within the maximum 14-day period shall be reinstated by the President/Superintendent whenever he or she has reason to believe that the presence of the student from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility.

### (C) DENIAL OF ACCESS

After a hearing, any suspension or expulsion based on conduct that disrupted the orderly operation of a campus or other facility and that also violates a provision of a California statute may include denial of access to the campus or facility as a condition of such suspension or expulsion for the period of the suspension or in the case of expulsion for a period not to exceed one year (Penal Code, Section 626.2). A student who willfully and knowingly enters the campus or facility during the period for which access has been denied is guilty of a misdemeanor pursuant to Penal Code, Section 626.2. In the case of a suspension, such entry may be grounds for further disciplinary action.

### (D) DISCIPLINARY ACTION BY A FACULTY MEMBER

Any College faculty member, for good cause, may remove any student from his or her class for the day of the suspension, or the day of the suspension and the next class day.

Except where circumstances require immediate action, a faculty member, before ordering the suspension of any student from his or her class, shall first give or make reasonable efforts to give the student an oral notice of the reasons for the proposed suspension.

Upon delivery to the student of the notice, the faculty member shall give or make reasonable efforts to give the student an opportunity to present any oral rebuttal to the accusation or otherwise to offer relevant comment on the proposed suspension.

After considering any rebuttal or any other information relevant to the issue offered by the student, the faculty member shall then decide whether to revoke, modify, or proceed with the proposed suspension. The faculty member's decision may be given to the student either orally or in writing.

The student may only appeal the decision of a faculty member to the appropriate Academic administrator on the following grounds:

1. The sanction imposed is too severe for the offense and is unwarranted;
2. The student's due process rights were violated; or
3. New evidence has come to light which clearly alters the circumstances on which the action was taken.

Following the suspension the faculty member shall notify the appropriate Academic administrator and the Vice President of Student Development of the suspension in writing and shall provide both parties with copies of all documentation related to the incident. A copy will also be provided to the student.

In no instance shall a student be returned to the class from which he or she was suspended under this Article during the period of suspension without the concurrence of the faculty of the class and the appropriate Academic administrator.

## ARTICLE X. FEES, DENIAL OF AID, AND READMISSION

### (A) FEES

No fees paid by or for a student for the semester, summer session, or other term in which he or she is suspended or expelled shall be refunded, except as may be required by law. If the student is readmitted before the close of the semester, summer session, or other term in which he or she is suspended, the student will not be charged any additional fees as a result of the suspension.

### B) DENIAL OF AID

Any recipient of financial aid who willfully and knowingly commits any act likely to disrupt the peaceful conduct of College activities, and who is arrested and convicted of a public offense arising from such act, may be determined to be ineligible for any financial aid for a period not to exceed the ensuing two academic years.

Any recipient of such financial aid who, after a disciplinary hearing, is found to have willfully and knowingly disrupted the orderly operation of the College but who has not been arrested and convicted may be determined to be ineligible for any further financial aid for such period not to exceed the ensuing two academic years.

Any such recipient who is suspended from the College for such acts shall be ineligible for financial aid for a period not less than the time of such suspension.

### (C) ADMISSION OR READMISSION

Admission or readmission may be denied to any person who, while not enrolled as a student, commits such acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings under this regulation. In addition, admission or readmission may be denied to any person who, while a student, commits acts that are subject to disciplinary action pursuant to this regulation. Any conduct for which admission or readmission may be denied must be related to a College activity or College attendance. Appeals regarding denial of admission or readmission shall be made to the Vice President of Student Development or, in the case of the education centers, the Campus administrator.

**ARTICLE XI. DEFINITIONS**

- **Attorney:** Any person who is admitted to practice law before any state or federal court.
- **Behavior:** Shall include conduct and expression.
- **Cheating:** Intentionally using or attempting to use unauthorized materials in any academic exercise.
- **Class:** Any duly authorized class session or other College function, whether on or off campus, whether for credit or not, whether offered in a day, evening, or summer program, and shall include any duly scheduled field trip, excursion, field placement, or work experience program under the auspices of the College and the faculty member.
- **College:** The Redwoods Community College District
- **College premises:** Includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- **College property:** Real or personal property in the possession of, or under the control of, the Board of Trustees of the Redwoods Community College District; College food, bookstore, or retail facilities, whether operated by the College or by the students of the College; and other property or facilities leased or rented by the College.
- **College-sponsored event:** Any event or activity on or off College premises that is directly initiated, sponsored, supported, or supervised by the College.
- **Complainant:** Any person who submits a charge alleging that a student violated this Student Code and the term "Accused Student" means any student accused of violating this Student Conduct Code.
- **Complicity:** Knowingly helping another to commit an act of academic dishonesty.
- **Conduct Review Committee:** Refers to the disciplinary board.
- **Days:** A day during which the College is in session and regular classes are held, including summer session days and excluding Saturdays and Sundays, unless otherwise specified in this regulation.
- **Deadly Weapons:** Includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy, sand-club, sandbag, or metal knuckles; any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade; a pistol, revolver, or any other firearm; any metal pipe or bar used or intended to be used as a club; or any other dangerous object of no reasonable use to the student.
- **Expulsion:** Exclusion of the student from all College premises for one or more terms.
- **Faculty Member:** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
- **Hazing:** Any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger or physical or emotional harm to any member of the College community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.
- **Lewd or indecent:** A person who removes his/her underclothing and exposes himself or herself, masturbates, engages in voyeurism, or performs any other act in a public place or under circumstances which the person should know will likely cause affront or alarm to another person.
- **Long-term Suspension:** Exclusion of the student for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the College for one or more terms.
- **Member of the College Community:** Community College District trustees, certificated, classified and administrative personnel; students; and other persons while such other persons are on College property or at a College function.
- **Plagiarism:** Using another's work or ideas as if they were one's own without giving credit to the source.
- **Preponderance of evidence:** When considering all the evidence in the case, the decision maker is persuaded that the allegations are probably more true than not.
- **Removal from class:** Exclusion of the student by a faculty member for the day of the removal and the next class meeting.
- **Rules of Privilege:** The rules of privilege adopted by the California Legislature. Rules of privilege exist because maintenance of confidentiality of certain relationships is considered of greater value than the disclosure of evidence which is acquired within those relationships. Examples of such communications are those made in the course of the lawyer-client, physician-patient, and psychotherapist-patient relationship.
- **Short-term Suspension:** Exclusion of the student for good cause from one or more classes for a period of up to ten consecutive days of instruction.
- **Student:** Any person currently enrolled as a student at any college or in any program offered by the District.
- **Withdrawal of Consent to Remain on Campus:** Withdrawal of consent by the Vice President of Student Development or his/her designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Vice President of Student Development or his/her designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.
- **Written or verbal reprimand:** An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

## ARTICLE XII. INTERPRETATION AND REVISION

Any question of interpretation regarding the Standards of Student Conduct and Disciplinary Process will be referred to the Vice President of Student Development or his/her designee for final determination.

Technical departures from the provisions of this regulation and errors in their application shall not be grounds to void the College's right to take disciplinary action against a student, unless, in the opinion of the President/Superintendent, the technical departure or error prevented a fair determination of the issue. This regulation is applicable to actions taken against a student based on that student's failure or refusal to abide by the Code of Conduct.

This regulation is not applicable to matters that are covered by student grievance procedures such as those that arise under Title IX (sex discrimination), College Policies regarding sexual harassment, or Federal Rehabilitation Act of 1973, Section 504 (students with disabilities); residence hall licensure terminations; withholding of services, including certificates, diplomas, or transcripts for non-payment of debts to the College; student activity members, such as student councils; residence determination; and

academic matters such as, but not limited to, admission and enrollment decisions, the assignment of classes or grades, and probation, suspension or dismissal for academic reasons.

**The Campus Security Act of 1992** requires statistics on various kinds of crimes, including sex offenses. Statistics are required on forcible and non-forcible sex offenses. Forcible sex offenses are "any sexual acts directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of "unlawful", non-forcible sexual intercourse," and includes incest and statutory rape. (Complying with the New Federal Laws: Sex Offenses on Campus, prepared by the American Council on Education and National Association of Student Personnel Administrators, March 1993).

References: California Education Code Sections 66300, 66301, 72122, 76030; Accreditation Standard II.A.7.b

Approved: 11/6/07 Former Administrative Regulation #505.01, "Student Code of Conduct," Approved: 2/80  
Revised: 10/4/93; 2/2/98; 5/17/04; 4/4/05 "  
Appendix for Student Code of Conduct," Approved by the Academic Senate: 2/20/04; 3/4/05

## STUDENT RIGHT-TO-KNOW RATES

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Redwoods Community College District and College of the Redwoods to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2000, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at College of the Redwoods, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 26.9 percent attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2000 to Spring 2003. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 18.9 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 2001 to Spring 2003.

## STUDENT RECORDS AND PRIVACY ACT

Students at College of the Redwoods are guaranteed certain rights regarding school records and information provided to the College by the *Family Educational Rights and Privacy Act (FERPA)* of 1974, as amended (the *Buckley Amendment*), and Board Policy No. 506, *Student Records*. A copy of this policy can be obtained from our website.

### Student rights include:

1. The right to inspect and review all official school records;
2. The right to challenge the correctness of these records;
3. The right of controlled access and release of information.

The College must obtain written consent of the student before releasing personally identifiable information from records to other than a specified list of persons and agencies.

The College may release "directory information" about students unless the student has indicated in writing that such information is not to be released without their consent.

"Directory Information" at this College includes:

- student name
- community of residence

- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams,
- dates of attendance,
- degrees and awards received
- the most recent public or private school attended by the student, and
- any other information authorized in writing by the student

Students are asked on the Application to authorize the release of Directory Information. If the answer "yes" is marked, then information listed under "Directory Information" may be released. If "no" was marked, the information will not be released. You may change this designation by submitting the request in writing to the Admissions and Records Office.

These rights are designed to protect the privacy of all students. Your official school records are kept in the Admissions and Records Office. For additional information about student rights under the Privacy Act and District Policy, contact the Admissions and Records Office.

## NON-DISCRIMINATION - EQUAL OPPORTUNITY

College of the Redwoods is committed to equal opportunity in employment, admission to the College, and in the conduct of all of its programs and activities.

CR's policy complies with *California Education Code* and *Title 5 of the California Administrative Code*, and with related federal laws (*Title VI and VII of the Civil Rights Act of 1964*, *Title IX of the Educational Amendments of 1972*, and *Section 504 of the Rehabilitation Act of 1973*).

Under these regulations, College of the Redwoods guarantees that no person shall be subjected to discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability under any of its programs or activities.

All classes are open to those who have met the academic prerequisites. The College also affirms its commitment to affirmative action in employment as a part of its Equal Opportunity/Affirmative Action District Plan.

The Director of Human Resources is the college officer responsible for insuring District compliance with these regulations. Inquiries concerning the application of the above federal and state laws as well as the following:

- I. **Unlawful discrimination - Equal Opportunity**  
Title 5 C.A.C., Title IX/Title VI and VII:
- II. **Section 504**  
Staff Diversity Coordinator (707) 476-4144

should be directed to the Director of Human Resources.

### SEXUAL HARASSMENT

*Sexual harassment* is a form of unlawful discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, written, or physical conduct of a sexual nature which makes the work or educational environment offensive, hostile, intimidating, or unpleasant or which interferes with work or academic performance.

CR endeavors to provide students and employees with an educational work environment free from sexual harassment and other prohibited discrimination. While on the campus, College employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees, students, and to the public. The District will not tolerate sexual harassment in any employment setting or in any academic program or activity.

If you need to file a sexual harassment complaint, contact the Director of Human Resources 476-4144.

### ACADEMIC ACCOMMODATIONS

Qualified students with disabilities who may be reasonably accommodated will not be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, athletics, recreation, transportation, or other extracurricular or educational program or activity provided by the College Board Policy No. 533.

### REQUESTS FOR ACADEMIC ACCOMMODATIONS

The Disabled Students Programs and Services (DSPS) Office is a resource for the general college community for information about and implementation of academic accommodations. DSPS evaluates the need for reasonable accommodations based on student need.

If you need academic accommodations, meet with one of the DSPS Counselors to complete a Support Services Agreement (SSA).

Share information from SSA with your instructor(s). If the instructor agrees, the accommodation is then implemented.

While the right to accommodations is not negotiable, its implementation is. If the instructor questions the implementation, the student, the DSPS Director and the instructor continue to talk until an agreement is reached. (*Note: this may mean that an alternative accommodation may be implemented.*)

If the rare circumstance occurs that no agreement can be reached, the accommodation is temporarily implemented (per Board Policy 533) pending final resolution by the Academic Accommodations Committee.

The Academic Accommodations Committee meets and reviews all information regarding the request. The committee will either approve, deny, or recommend a third accommodation. The decision is then final.

### WHAT TO DO IF YOU HAVE A CONCERN ABOUT ACADEMIC PROGRAMS OR COLLEGE SERVICES

We at College of the Redwoods recognize that there may be times when students have concerns about educational programs and services. To assist students, we have established a process which allows us to resolve issues informally and protect student rights. The information below will help explain the procedures to be followed to resolve concerns.

#### 1. Academic Concerns

These might be issues related to a class or a faculty member. Generally these issues might include disputes about grading or unfair treatment of a student in a class or related activity. If a student has such a concern, she/he should meet with the faculty member first. If the issue cannot be resolved with the faculty member, contact the area Dean. If the issue persists without resolution, please contact the Vice President of Instruction.

#### 2. Concerns About Services

If a student is denied services or access to a program, or is treated unfairly, she/he is encouraged to meet with the appropriate program or department manager. If the issue is not resolved, please contact the Vice President of Student Development.

A full set of the college's policies and regulations is posted on the college website: [www.redwoods.edu](http://www.redwoods.edu).

## SAFETY AT COLLEGE OF THE REDWOODS

THIS SECTION OF THE CATALOG IS PUBLISHED IN ACCORDANCE WITH SECTION 201, P.L. 101-542, THE "CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990."

### CRIME REPORTING PROCEDURES

Security at College of the Redwoods is everybody's business. No community can be totally risk free in today's society. Students, faculty, staff and visitors are partners in creating an environment that is safe and conducive to learning. To that end College of the Redwoods maintains a Public Services/Security Department with personnel available twenty-four hours a day. A person may report any criminal activity or any other emergency at any time, day or night, by dialing extension 4111 from any campus courtesy or office phone. If dialing from a pay phone or off-campus phone, the 476 prefix must be added (476-4111). The Public Services/Security office is located next to the Greenhouse behind the Applied Technology building.

### ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 7:00 a.m. until 10:00 p.m. during periods that classes are in session. Individual rooms may be locked due to sensitive contents such as computers, medical equipment, etc., until the arrival of the specific instructor.

Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should notify their department chairperson or supervisor as well as the campus Public Safety Officer on duty so that they can be checked on for their safety. Several campus rooms are protected by intrusion alarms. Before entering such areas, the Public Services/Security Department should be called.

Campus buildings are normally locked from 5:30 p.m. Friday until 7:00 a.m. Monday. College Public Safety Officers will unlock doors for weekend classes and other events as published in the Facilities Use Schedules which are prepared by Facilities and Grounds.

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. College Public Services and Custodial staff will check the entire campus during off hours, but the primary responsibility lies with the facility user.

Keys are provided to individual staff members on a need-to-enter basis as determined by the appropriate supervisor. Keys are issued by Facilities and Grounds. Lost keys should be immediately reported to one's supervisor, Facilities and Grounds and Security. Keys should never be loaned to other staff members or students. College Public Services/ Security personnel will confiscate any keys which have not been specifically issued to a particular individual. Duplication of District keys is a misdemeanor.

District owned property is not to be removed from the campus without expressed written authorization from the department chairperson or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

### LAW ENFORCEMENT, SECURITY AUTHORITY AND PROMPT REPORTING

It is the policy of the College of the Redwoods Board of Trustees to provide reasonable protection to the college community using methods that fit within and contribute to the educational philosophy of the institution. This protection extends to both the users of college facilities, and

the facilities themselves. Law enforcement for the campus is provided by the Humboldt County Sheriff's Department who investigates crimes of violence and other felonies. College Public Services/Security provides first response to all crimes reported and investigates minor, or misdemeanor offenses. They report such offenses to the Administration where a determination is made as to possible disciplinary action. Campus Security personnel are not peace officers and do not have the arrest authority of a peace officer. They may perform citizen's arrests on behalf of the College at the request of law enforcement personnel.

College of the Redwoods has a formal memorandum of understanding with the Humboldt County Sheriff's Department to provide investigative and response assistance for violent crimes, or those crimes beyond the capabilities of the Public Services/Security personnel. The Sheriff's Department is called at any time that an arrest is anticipated.

College of the Redwoods also employs student parking enforcement personnel with local training specific to parking enforcement. They are not peace officers. All college personnel are instructed to promptly report criminal or other suspicious behavior to the Public Services/Security Department for investigation. The public is encouraged to do the same.

### CRIME PREVENTION

An essential ingredient to any successful crime prevention program is an informed public. It is the intent of College of the Redwoods to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a threat to their physical safety or the protection of their property. Such information is normally distributed to students through messages posted on kiosks and bulletin boards throughout the campus, and more heavily in the area affected by the activity. Staff members are informed through memos and/or e-mail.

Public training is also a critical element to a campus safety program. Departments within Student Development including Student Health, Housing, and Counseling sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention. Public Services/Security also provides programs suitable for college success classes on general safety, proactive self-protection and crime prevention on campus.

Finally, an effective crime prevention program includes at least some measure of people watching out for one another. All staff and students are asked to be alert, security conscious and willing to be involved. Call the college Public Services/Security staff at extension 4111 whenever you observe suspicious behavior on campus.

### OFF CAMPUS CRIME

The Humboldt County Sheriff's Department provides law enforcement coverage for the areas adjacent to the college campus. While a formal agreement does not exist, the Sheriff's Department provides information concerning serious crime in areas adjacent to the college and such information is disseminated in the fashion described in crime prevention.



## SUBSTANCE ABUSE

In compliance with Public Law 101-226, the "Drug Free Schools and Communities Act Amendment of 1989," the Board of Trustees of College of the Redwoods prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College of the Redwoods property and/or as part of any College of the Redwoods sponsored or sanctioned activity.

Any student or employee in violation of this policy is also in violation of the Student Code of Conduct, and is subject to disciplinary action up to, and including, expulsion from College of the Redwoods, or termination from District employment.

The possession, use and sale of alcoholic beverages by anyone on College of the Redwoods property is a misdemeanor per California Business Code Section 25608 and a violation of the Student Code of Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state or local law enforcement authorities.

The decision to take disciplinary action as a result of these violations rests with the President of College of the Redwoods by authority delegated by the Board of Trustees. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

## SEXUAL ASSAULT PROGRAMS AND PROCEDURES

College of the Redwoods offers a variety of sexual assault prevention programs through the Student Health Center, Counseling and Housing that address assaults including rape, acquaintance rape, forcible and non-forcible sex offenses. The North Coast Rape Crisis Team can be contacted at 707.445.2881, or North County Rape Crisis Services at 805.922.2994 if the individual prefers counseling from an off campus source.

In the event that a sexual assault takes place, Campus Public Services/Security recommends that the following procedures be followed:

1. Campus Security at extension 4111 should be contacted immediately. All campus Public Safety Officers are Emergency Medical Technicians (EMT's), and as such will provide advice on procedures and notifications.
2. Call the North Coast Rape Crisis Team. They can be contacted at 707.445.2881, or North County Rape Crisis Services at 805.922.2994 if the individual requests immediate counseling and advocacy.
3. Those assaulted should not bathe or shower until after they are seen at an emergency room or by a physician. This is critical to preserving DNA evidence.
4. Those assaulted may decide to have the assault investigated by the local law enforcement agency (the Humboldt County Sheriff if the assault takes place on campus). The Public Safety Officer on duty, or any other college employee involved at the time the report is made, will assist the student in contacting the appropriate agencies for law enforcement response and/or counseling.
5. To facilitate the assailant's arrest and prosecution, it is important to provide all known information regarding the assault to the law enforcement officer or Public Safety Officer responding, including the name or description of the person responsible, the location of the assault, the circumstances involved and any other details requested.
6. Students involved in a sexual assault case may request a change in their classroom and/or living situations on

campus; the college will accommodate such requests when it is determined that it is feasible and reasonable to do so. The student should contact the Vice President of Student Development or the Campus Dean to make those arrangements.

7. Be aware that all parties involved in sexual assault cases are entitled to have others present during a disciplinary proceeding. The parties will be kept informed of the college's final determination with respect to the sex offense, including any sanction that is imposed against the accused.

**Additional resource information may be obtained from the following CR websites:**

[www.redwoods.edu/eureka/sexualhealth/](http://www.redwoods.edu/eureka/sexualhealth/)

or [www.redwoodsssexualhealth.org/](http://www.redwoodsssexualhealth.org/)

## COLLEGE OF THE REDWOODS CAMPUS CRIME STATISTICS

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," hereafter referred to as the "Clery Act," requires the publication and distribution of statistical data on selected crimes and incidents. This publication is intended to meet the requirements of that Federal law. These statistics represent *alleged* criminal offenses *reported* to our local security personnel. Therefore, *these data do not necessarily reflect prosecutions or convictions for crime.*

<i>On-Campus</i>	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	0	1	0
Aggravated Assault	1	4	2
Burglary	3	11	6
Motor Vehicle Theft	3	0	1
Arson	0	0	0
Negligent Manslaughter	0	0	0

**Note: The following statistics are also included in the on-campus statistics above.**

<i>On-Campus, In Residence Halls</i>	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

**Institutions were not required to report statistics for all types of criminal offenses, hate offenses and arrests that occurred in non-campus buildings and on public property. College of the Redwoods chooses to provide what statistical data we have available.**

<i>Non-Campus Buildings</i>	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
<b>Public Property</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

While data from some non-police sources such as psychological counselors, clergy, etc., is completely optional for reporting purposes, a security department is also a non-police source. **The following statistical data is also included in the "On-Campus" section.**

<b>Non-Police</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Nonforcible Sex Offenses	0	0	1
Robbery	0	1	0
Aggravated Assault	1	4	2
Burglary	3	11	6
Motor Vehicle Theft	3	0	1
Arson	0	0	0
Negligent Manslaughter	0	0	0

**HATE OFFENSES:**

Criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity that can be classified as a Hate Crime as prescribed by the Hate Crime Statistics Act (28 USC 534) are reported here.

<b>On-Campus</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

<b>On-campus, In Residence Halls</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

<b>Non-campus Buildings</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

<b>Public Property</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated Assault	0	0	0
Forcible Sex Offenses	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple Assault	0	0	0

**ARRESTS & DISCIPLINARY ACTIONS:**

College of the Redwoods Public Safety Officers are members of a security department and are not sworn police officers. They do not have arrest authority. On the rare occasion that someone must be arrested on campus, those arrests are performed by the Humboldt County Sheriff's Department and would be included with their statistical data.

Data presented specifically for College of the Redwoods follows

<b>On-Campus Arrests</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0

<b>On-Campus Disciplinary Actions/Judicial Referrals</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Liquor law violations	26	16	19
Drug law violations	31	21	26
Illegal weapons possessions	2	0	1

The following is a comparative summary of Public Services/Security's activities from January 1 through December 31 for the three previous years.

<b>CRIMES/INCIDENTS</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Assaults	2	6	2
Bomb Threats	0	0	0
Burglary	3	12	6
Disturbing the peace	19	18	17
Drug Related*	31	27	26
Fraud	0	0	0
Hate Crimes	0	0	0
Larceny/Theft	15	33	14
Liquor Related*	26	25	19
Maintenance	0	0	0
Medical	67	45	44
Miscellaneous	12	9	6
Missing Person	0	1	0
Motor Vehicle Theft	3	0	1
Murder	0	0	0
Other Incident	23	26	36
Phone Harassment	2	0	1
Rape	0	0	0
Reckless Driving/Speeding	0	5	1
Robbery	0	2	0
Safety (Fire & Alarms)	3	4	3
Other Sex Offenses	2	1	1
Traffic Accident (injury):	0	0	1
Traffic Accident (non-injury)	9	12	7
Trespass	1	6	1
Vandalism	41	9	12
Weapons Confiscation	2	1	1
<b>Total incidents:</b>	<b>261</b>	<b>242</b>	<b>199</b>

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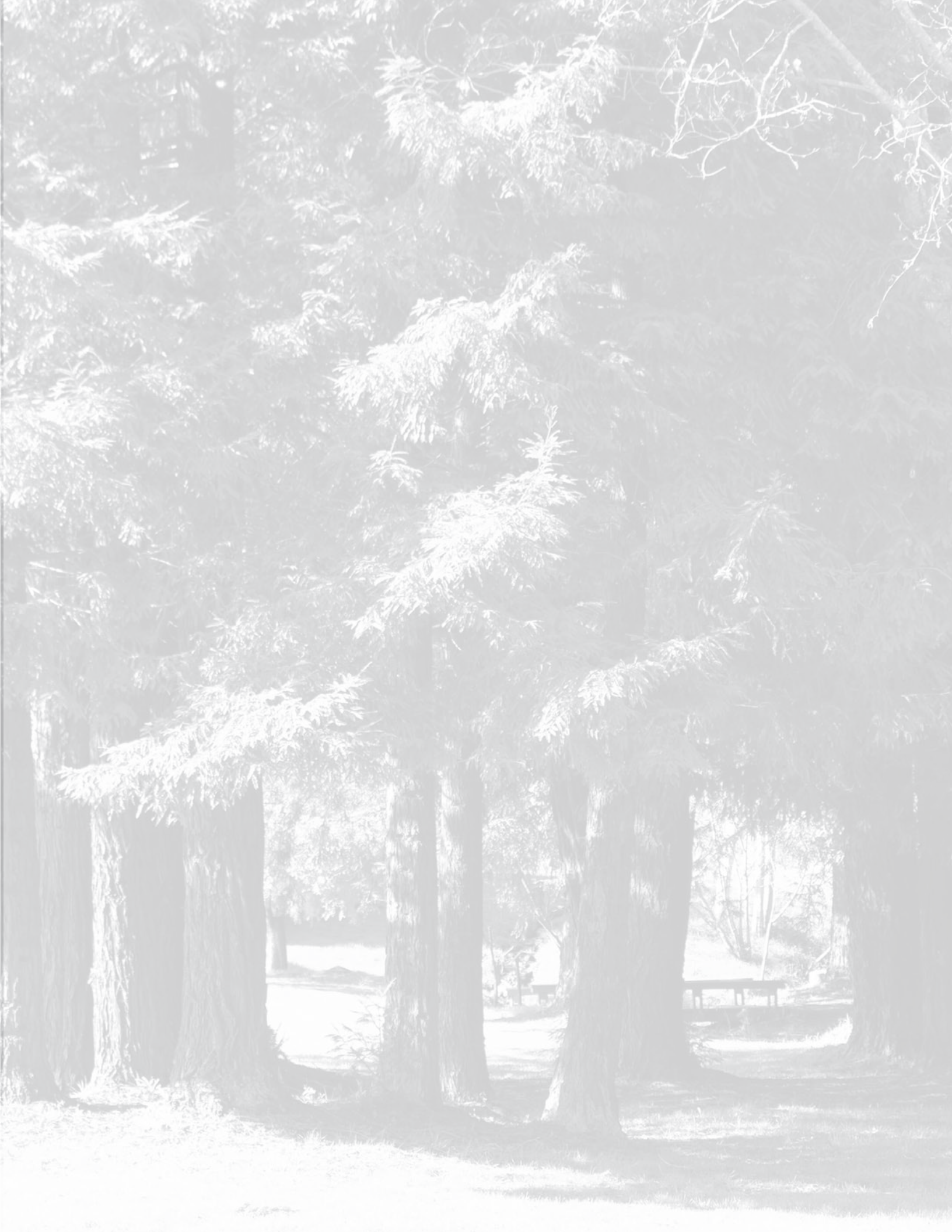
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